



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**A Meeting of the Full Council was held on Tuesday 19<sup>th</sup> July 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Cllr. M Evans (Chairman).  
Cllrs. S. Avery, R. Barnard, K. Jordan, K. Matthews, J. Millam, P. O'Connor and P. Olbrich.

**Public present:** none

**In attendance:** S Treharne (Clerk).

**16/119 Apologies for absence:** Cllrs. P Atkins and V. Harrison.

**16/120 Declarations of Interest:** none.

**16/121 Questions/comments from members of the public:** none.

**16/122 Items considered as a matter of urgency:**

Cllr. Evans informed Councillors that Mrs Young was retiring as head of Chailey School. He proposed that a letter of thanks should be sent by the Clerk to Mrs Young and this was agreed.

Cllr. O'Connor referred to the lack of defibrillators in the village. After a brief discussion this matter was deferred until the next meeting.

**16/123 To agree the Minutes of the Full Council meeting held on 21<sup>st</sup> June 2016:** the minutes were approved and were signed by the Chairman.

**16/124 To consider and if thought fit approve financial reports for May and June 2016:** Cllr. Evans referred Councillors to the financial reports circulated with the agenda.

Receipts in May and June were £369 and £114. Payments in the same two months were £7,719 and £3,247. Receipts for the year to 30<sup>th</sup> June 2016 (excluding the precept and support grant totalling £26,731) were £1,048 and payments £23,555. Councillors' attention was drawn to the analysis of payments by category shown in the financial reports, to the detailed breakdowns of the receipts and payments for the two months and to the bank reconciliations attached. Cllr. Avery confirmed that he had examined the reports for the two months and that they were in order.

Cllr. Jordan proposed and Cllr. Millam seconded a motion that the reports for May and June 2016 be approved and this was agreed.

**16/125 To appoint an Internal Auditor for 2016/17:** the Clerk advised Councillors that Mr Steve Brentnall was willing to continue to act as Internal Auditor. His proposed fee was £405, an increase of £10 over 2015/16 and the first increase for a number of years. Cllr. Millam proposed and Cllr. Jordan seconded a motion that Mr Brentnall be appointed as Internal Auditor for 2016/17 and this was agreed.

**16/126 To consider applications for small grants:** the following small grants applications were considered and approved:

<b>Organisation</b>	<b>Amount (£)</b>
Chailey Brownies	400
Chailey Rainbows	400
Chailey & Newick Painting Club	200
Chailey Evening Women's Institute	200
Chailey Commons Society	250
Chailey Bonfire Society (see below)	1,500
Chailey Allotments Association	250
Chailey, Plumpton & Newick Guides	400
Chailey Rhyme Time (see below)	250
Chailey Litter Pickers	180

Councillors approved the grant to Chailey Bonfire Society subject to satisfactory assurances being received that the Society's principal activities would take place in 2016. They approved the grant to Chailey Rhyme Time subject to the position as regards DBS checks being clarified. Councillors did not approve an application from Chailey Common Residents Management Co. Ltd because, on the information provided, any grant made would be used to reimburse expenditure already incurred.

**16/127 To consider and if thought fit approve the Council's policy on the co-option of Councillors:** the Clerk referred Councillors to the draft policy circulated with the agenda. This had been written on the basis of the discussions at the previous meeting. Cllr. Jordan proposed and Cllr. Millam seconded a motion that the draft policy be adopted without amendment and this was agreed.

**16/128 To receive an update on the steps taken to fill the causal vacancy on the Council and to agree a timetable for filling the current vacancy:** the Clerk advised that the date (29<sup>th</sup> June) by which electors had to call for an election to be held had passed without an election being called for. Lewes District Council had confirmed that the vacancy could now be filled by co-option. In accordance with the new policy notices would be placed seeking expressions of interest and supporting information by the end of August. This timetable was agreed.

**16/129 To consider the Council's response to the consultation by ESCC on its draft proposal to outsource management of rights of way:** Cllr. Evans reported that he, Cllr. Avery and Cllr. Jordan had attended a meeting with ESCC. Also present had been representatives from North Common Freeholders Ltd and Chailey Commons Society, together with Councillors Davy and Sheppard. The Clerk was preparing a note of the meeting. Cllr. Evans outlined the principal points that had been made. The draft document circulated with the agenda was a joint submission by the landowners and this had been submitted by way of response to the consultation, but his recommendation was the Council should make its own representation as the

Council representing the residents of Chailey. This was agreed and Cllr. Evans agreed to draft the submission which he would share with Cllrs. Avery and Jordan before it was submitted.

**16/130 To receive a report on the Sports Pavilion:** the Clerk reported that he had identified three firms of Chartered Surveyors, sent to them the agreed brief and asked them to quote for providing a report advising the Council on the works required and the likely costs thereof. A meeting had been held with one firm at the Pavilion. Two quotations had been received and his recommendation was that the proposal made by Lawson Queay should be accepted at a cost of £950 plus VAT. After discussion Cllr. O'Connor proposed and Cllr. Barnard seconded a motion that Lawson Queay should be appointed to provide the work as set out in their proposal dated 4<sup>th</sup> July 2016. This was agreed.

**16/131 To receive a report on the Neighbourhood Plan:** Cllr. Jordan reported that a meeting had been held with Donna Moles and all the evidence collected so far had been sent to her so that a decision could be made as to how she could best help the Steering Group. At that point a budget and grant application could be prepared. Cllr. Jordan also reported that a short questionnaire had been handed out at the Horticultural Show and 19 of these had been completed. He agreed to circulate to Councillors a brief report summarising the responses.

**16/132 To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:**

**Rowheath:** Cllr. Olbrich reported that he had received quotes for the replacement of the football nets at Rowheath. Expenditure of up to £75 was approved.

**The Grantham Trust:** the Clerk reported that he had visited the Trust. The Trustee who had been representing the Council had stepped down and the Council therefore had an opportunity to nominate a replacement. The need was for someone with either good administrative skills to assist with paperwork (for example preparing returns of various sorts) or someone with building knowledge who could become involved with the Trust's expansion plans.

**16/133 To consider items of correspondence for noting and response:** The Clerk drew Councillors' attention to correspondence which had been received, a list of which was circulated.

**16/134 To note Risk implications:** none to note.

**16/135 Confidential information – exempt matters:** Cllr Evans advised Councillors that it was not necessary this month to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2).

**16/136 Next Full Council meeting:** 20<sup>th</sup> September 2016. Next Planning & Environs Committee meeting: 6<sup>th</sup> September 2016. Both meetings will take place at 7.30pm in the Reading Room, Chailey Green.

**Signed:** *Mark Evans*      **Date:** *20<sup>th</sup> September 2016*  
**Chairman**