



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

**Minutes**

**A Meeting of the Full Council was held on Tuesday 20<sup>th</sup> September 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

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

**Public present:** none

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

**16/137 Apologies for absence:** Cllrs. R. Barnard and V. Harrison.

**16/138 Declarations of Interest:** none.

**16/139 Questions/comments from members of the public:** none.

**16/140 Items considered as a matter of urgency:**

The Clerk asked whether the Council wishes to participate in St Peter's Church Christmas Tree Festival. After discussion it was agreed that, as the Council does not have the means to decorate a tree, the Council should not participate.

**16/141 To receive a report on the steps taken to advertise the casual vacancy on the Council, to consider a recommendation made by the Personnel Advisory Committee and if thought fit to fill the vacancy by co-option:** Councillors considered the recommendation made by the Personnel Advisory Committee. Cllr. Olbrich proposed and Cllr. Atkins seconded a motion that Dr. Nicholas Belcher be co-opted as a Councillor and this was passed unanimously.

**16/142 To agree the Minutes of the Full Council meeting held on 19<sup>th</sup> July 2016:** the minutes were approved and were signed by the Chairman.

**16/143 To consider and if thought fit approve financial reports for July and August 2016:** Cllr. Evans referred Councillors to the financial reports circulated with the agenda.

Receipts in July were £245. There were no receipts in August. Payments in the two months were £9,620 and £985. Receipts for the year to 31<sup>st</sup> August 2016 (excluding the precept and support grant totalling £26,731) now total £1,293 and payments £34,161. 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

Initials:

Date:

confirmed that he had examined the reports for the two months and that they were in order.

Cllr. Jordan proposed and Cllr. Avery seconded a motion that the reports for July and August 2016 be approved and this was agreed.

The Clerk reported that the External Auditors had completed their work. Their report confirms that there are no matters that had come to their attention which give cause for concern that relevant legislation and regulatory requirements have not been met.

Cllr. O'Connor proposed and Cllr. Jordan seconded a motion that a Direct Debit should be set up with South East Water for the water bill at the Reading Room. The cost is approximately £30 every six months. This was agreed and the relevant form was signed by Cllrs. Olbrich and Avery.

**16/144 To consider an application made for a small grant:** the Chairman referred Councillors to the correspondence with Chailey Rhyme Time and the Clerk reminded Councillors that they had approved the grant subject to the position as regards DBS checks being clarified. Councillors agreed that the grant should now be paid.

**16/145 To consider the provision of defibrillators in the Parish:** Cllr O'Connor reported that he had not yet established the location of any existing defibrillators. It was thought that one was situated at the Free Church in South Chailey and Cllr Millam mentioned that one exists at the Bluebell Railway. Councillors thought that Dr Belcher may be able to help. Cllr. Avery reminded Councillors that the costs of maintaining any defibrillators would need to be considered over and above the initial cost of acquiring them.

**16/146 To receive a report on the layby on the A272 (opposite the former St Mary's Church) and to consider whether steps should be taken to prevent damage to the layby by heavy traffic:** Councillors were pleased to note that the surface had been repaired. After discussion it was agreed to defer any decision on closing the layby to heavy vehicles. This will be reconsidered if it becomes clear that their presence is damaging the new surface. The likely cost of obtaining and installing sufficiently robust barriers (perhaps up to £4,000) was noted.

**16/147 To consider the provision of rubbish and other bins in the Parish:** Councillors considered the possibility of bins being provided at certain locations in the Parish. A final decision was deferred, but in the meantime the Clerk was asked to explore the likely costs of installing and emptying any bins that were installed. Councillors asked the Clerk to convey to Chailey Litter Pickers their appreciation for the work that they are doing.

**16/148 To consider the Council's obligations as regards pensions under the Pensions Act 2008:** The Chairman drew Councillors' attention to the paper circulated with the agenda, which recommended that the Council should use the Local Government Pension Scheme as its means of complying with the Automatic Enrolment requirements. Cllr. Jordan proposed and Cllr. Olbrich seconded a motion that this recommendation be accepted and this was agreed.

**6/149 To receive a report on the Neighbourhood Plan:** Cllr Jordan reported that there had been little progress over the holiday season. The evidence collected so far has been sent to Donna Moles and her response is awaited. There is a meeting of the Steering Group on 29<sup>th</sup> September. Cllr. Matthews agreed to send the agendas and minutes of the Steering Group Meetings to Cllr. Avery for posting onto the website.

**16/150 To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:**

**Chailey Bonfire Society:** Cllr. Atkins reported that he had attended the Society's AGM. The Council had been thanked for its grant. The Society is still actively seeking new Committee members.

**Website:** Cllr. Avery reported that the website is working without any problems. He is waiting to hear from Upper Bridge about the automatic generation of emails alerting those interested to new postings.

**Rowheath:** Cllr. Olbrich reported that he had acquired a tin of paint and painted the goal posts before installing the new nets. The Clerk reported that he had accepted an offer from Lewes District Council for the equipment on Rowheath to be checked.

**Chailey Heritage:** the Chairman and Vice Chairman both reported that they were unable to accept the invitation to attend the launch of the Patchwork Farm project. Cllr. Jordan agreed to attend in their stead.

**16/151 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.

**16/152 To note Risk implications:** none to note.

**16/153 Confidential information – exempt matters:** Cllr Evans proposed a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2). The resolution was seconded by Cllr. Olbrich and agreed. Councillors considered a report on the Sports Pavilion and matters relating to contracts of employment.

**16/154 Next Full Council meeting:** 18<sup>th</sup> October 2016. Next Planning & Environs Committee meeting: 4<sup>th</sup> October 2016. Both meetings will take place at 7.30pm in the Reading Room, Chailey Green.

**Signed:** *Mark Evans*  
Chairman

**Date:** *18<sup>th</sup> October 2016*