



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 20th January 2015 in the Reading Room, Chailey Green, commencing at 7.30 p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. P. Atkins, S Avery, D. Cowan, M. Evans, S. Griffin,
K. Matthews, P. Olbrich, J.Tillard.

Public present: None.

In attendance: V. Grainger (Clerk).

15/1. Apologies: Cllrs. J-P Ellis, J. Millam.

15/2. Declarations of Interest: Cllr. Tillard declared an interest in the item regarding the Neighbourhood Plan and advised that he would leave the meeting when this item was discussed. Cllr. Avery also declared an interest in this matter as he was a member of the Cinder Hill Traffic Group. It was **agreed** that this matter would be discussed as the last item, in order that Cllr. Tillard could leave the meeting.

15/3. Questions/ Comments from members of the public: None.

15/4. Items considered as a matter of urgency:

- The Chairman advised the cost of recruitment for a replacement Clerk using Sussex & Surrey Association of Local Councils. The cost was £280.00. Cllr. Olbrich proposed acceptance of the charges and this was **unanimously agreed**.
- Cllr. Griffin advised that she was attending the Local Examination of the LDC Core Strategy and requested guidance from the Council that the comments made by CPRE and Chailey Commons Society reflected the Council's views. It was confirmed that the Council concurred with the comments made.

15/5. To agree minutes of Full Council Meeting held on Tuesday 16th December 2014. The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 16th December 2014.

15/6. Consideration of revised Parish Council Emergency Plan

Cllrs. queried whether the Plan was relevant for consideration at this time, i.e. prior to elections. The Plan also mentioned methods of communications, which might be severed in an emergency situation. It was **agreed** to defer the matter to the next Council Meeting for further consideration.

15/7. Review of Chailey Common LNR Management

i) **LNR Management Committee:** Mr M Price of the Commons Freeholders had met with Mr J Smith and a short meeting was to be arranged to discuss the proposals to reinstate a Management Committee. It was confirmed that the Council's appointed representatives would be Cllr. Cranfield and Cllr. Evans; with Cllr. Avery acting as substitute should Cllr. Cranfield be unable to attend.

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- ii) The freedom of information request to LDC had not revealed very much information, except to confirm that LDC had appointed two representatives on the present management committee. Cllr. Avery agreed to give consideration to drafting a further request for information.

15/8. Review of Parish Assets

- **Rowheath Play Area:** A report had been provided by Play Inspection Company through an arrangement with Lewes District Council. There were no major concerns highlighted. There were some nettles which needed cutting back and the play surface near to the mini goal posts was worn. The Clerk would advise the Council's maintenance contractors to deal with these issues.

15/9. Gatwick Flight Paths Consultation

This item regarding the proposed second runway at Gatwick Airport had been deferred from the previous Council meeting due to time constraints. The response from WSCC was noted. The Airports Commission consultation period was due to end on 3rd February. It was **agreed** that a response would be sent on behalf of the Parish Council. Recent changes to flight paths had provided some indication of the possible impact that a second runway would have by increasing noise and pollution on the area. A second runway would lead to increased employment, but also increased demand for more housing, services and infrastructure; the Parish Council therefore **objected** to the proposal.

15/10. Financial Reports to Council

i) Financial Summaries for December:

The financial reports for December had been circulated indicating a ledger balance at the end of December of £35,536.19 for Barclays Bank community account. There were two un-presented cheques totalling £8,160.23 outstanding. The Barclays deposit account balance was £60,567.77. Total expenditure to date was £90,289.75 and the current operating deficit was £34,741.00.

Approval of expenditure: The list of payments for January including VAT and excluding salary payments was as follows:

£18.85 Cllrs Travel Expenses
£26.40 BT Broadband
£78.00 Hall Hire
£1,243.64 Reading Room Redecoration
£1,000.00 Chailey News
£1,044.00 Parish Maintenance

Council Decision: The list was noted and expenditure unanimously approved.

15/11. Consideration of Budget/ Precept 2015/16:

The grant received from Lewes District Council had been reduced by 17.6%. Although there had been a slight change to the Council Tax base; this reduction meant that the amount received to support the Council's budget was reduced in real terms. A report was provided detailing the Council's present expenditure against the allocated budget for the past nine months of the financial year. The budget requirement net of additional income for 2015/2016 was £50,810. The revenue budget had been reduced from last year. It was possible for capital expenditure to be met from reserves requiring a budget/precept figure of £48,840. The Local Authority grant was £1,877 which resulted in a precept requirement of £46,963, compared to a precept for 2014/2015 of £46,142; this would result in £0.31 annual increase for a Band D property.

Council Decision: Cllr. Cranfield proposed that the Councils precept/budget should be agreed at £46,963 (plus LGA grant of £1,877).

This was seconded by Cllr. Evans.

Resolved: 7 votes in favour: 2 abstentions

15/12. Consideration of Parish Council Lone Working Policy

This item had been deferred from the previous meeting, as Councillors had requested more time to review the relevant documents. The following comments were made:

- Cllr. Evans was not against the lone working policy but considered that the risk assessment policy should be referred to the Personnel Advisory Committee.
- The risk assessment should include staff only and should not apply to Councillors acting on Council business.
- That if someone was driving a non-road worthy vehicle without MOT, insurance etc. this was an issue for Police to enforce and was nothing to do with the Council.
- That the policy should be on one single sheet of A4 paper.

Council Decision: It was unanimously resolved to adopt the principal of the Lone Working Policy; the risk assessment to be reviewed at a later date.

15/13. To review progress of updated Parish Council Website:

A verbal report was provided on behalf of the web site working group. The group had considered the nature and purpose of the web site; whether this was just a Parish Council site or had a wider role of reflecting the nature of Village community; and whether there was a delegated role within the site.

- i) It was recommended that the Council should remain with the current provider UPE.

Council Decision: It was proposed by Cllr. Evans and seconded by Cllr. Olbrich and unanimously resolved that the Council should remain with Upper Bridge Enterprises as website provider.

- ii) The second question considered was whether the site should be purely a Parish Council web site or a Community website.

Council Decision: Cllr. Olbrich proposed that the site should be a Parish Council and Community website. This was seconded by Cllr. Tillard and it was unanimously resolved that the website would be Parish Council and Community.

- iii) It was commented that the present website was not very interesting, that agendas and minutes were not very interesting. It was acknowledged that statutory documents should be accessible.

Cllr. Cowan proposed that Cllr. Avery should be appointed as the website administrator. It was confirmed that it was not proposed to include social media at present, but there would need to be an editorial policy to ensure content was checked.

The Chairman invited the Clerk to clarify the present position. The Clerk confirmed that the web administrator role formed part of her duties; and was therefore part of her contract of employment. In addition, the Council had confirmed at its Annual Parish Meeting in May that this was the case. It was therefore concluded that a decision on this aspect would be deferred for further consideration and the working group would make further recommendations.

15/14. Verbal Reports on Village Organisations

- **Chailey Windmill** – a map of the Plumpton airfield which was retained at the Wind Mill had become quite fragile. Cllr. Cranfield agreed to research another copy.
- **St Peter's Church** were holding an open Day on 31st January.
- **The Horticultural Society** was planning an open day which would be featured in Chailey News.
- The Allotment Association would be meeting for the first time on 2nd February.

15/15. Items for Information and Future Discussion:

- Cllr Cowan agreed to arrange repair of the Reading Room clock.

15/16. Correspondence for Noting and Response:

East Sussex County Council SLR: Cllr. Evans had drafted a response to the letter received from Chailey Heritage Foundation regarding traffic speeds and pedestrian safety. The draft had been circulated and was approved. Cllr. Evans had also requested ESCC Highways to cut back the sidings of the footpath near to the entrance of the Chailey Heritage School.

15/17. Risk Implications including Crime and Disorder Act 1998 Section 17: None.

15/18. Councillors Roles and Responsibilities

A report had been circulated which provided guidance to Council's acting as representatives of the Council on outside bodies. The report also included "job descriptions" for Councillors. Some Parish Councils and County Associations had detailed these on their websites. The advice from SSALC was that Councillors do not have job descriptions, but the list provided showed the roles and responsibilities for Councillors and Chairman. This was intended for guidance only and it was proposed by Cllr. Cranfield that this should be noted as guidance.

Council Decision: Report noted as guidance.

Councillor Tillard left the meeting at this point prior to discussion of the next item.

15/19. To Agree Terms of Reference of Chailey Parish Neighbourhood Plan Steering Group

The terms of reference for the Neighbourhood Plan Steering Group group had been circulated; these were based on the model terms of reference. The minutes of the meeting held on 15th January were also circulated.

Council Decision: Cllr. Cranfield proposed adoption of the Terms of Reference. This was seconded by Cllr. Olbrich and unanimously resolved.

15/20. Confidential Information – Exempt items:

- ❖ Review of Council Cleaning Contract

Cllr. Cranfield proposed: That in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the press and public should be temporarily excluded and instructed to withdraw. This proposal was seconded by Cllr. Griffin and unanimously **agreed**. The Meeting was closed at 10.00pm to complete discussion of exempt items. The Meeting was re-opened to confirm:

15/21. Date of next meeting of Full Council: The date of the next meeting was confirmed as Tuesday 3rd February at 7.30 p.m. The meeting closed at 10.10 pm.

Signed:

Chairman

Date:

Initials:

Date: