



Chailey Parish Council
www.chailey.org

DRAFT Minutes

A meeting of the of the Full Council was held on Tuesday 10th May 2022 at St Peter's Church, Chailey Green.

Present: Chair: Cllr. K. Jordan and Cllr. E Berry
Cllrs. S.Avery, N.Belcher, J Millam, M.Cornwall, M.Evans, M.Lethem, ,
P.Olbrich, R.Penfold.

Public present: Mr M Berry (Item 1)

In attendance: Ms D King, Clerk

22/074.To elect a Chair and to receive the Chair's declaration of acceptance of office.

Cllr Jordan stood down after 5 years as Chair of the Parish Council. The Council thanked Cllr Jordan for his time served as Chairman.

Cllr Berry was nominated by Cllr Olbrich for Chair. Seconded by Cllr Avery. No other nominations were received. **Cllr Berry was elected as Chair unanimously.** The chain of office was passed to Cllr Berry. Cllr Berry accepted the position and agreed to complete the Declaration of Acceptance of Office as Chair of the Council. To be signed in presence of the Clerk. **Acceptance of Chair signed 12/05/22.**

22/075.To elect a Vice-Chair and to receive the Vice-Chair's declaration of acceptance of office.

Cllr Olbrich was nominated to continue in his position as Vice-Chair. Proposed by Cllr Evans and Seconded by Cllr Cornwall. **Agreed unanimously.** Cllr Olbrich accepted the continuation of his role as Vice-Chair.

22/076.To receive updated members' registers of interests

Councillors had reviewed their register of interests. No changes required.

22/077.Apologies for absence: Cllr. J. Tregenza

22/078.Declarations of interest:

Cllr Berry as a resident of New Heritage would not be voting on item 17 on the Agenda.

22/079.To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations.

Cllr Olbrich stood down as Chair of the Personnel Advisory Committee. Cllr Olbrich proposed Cllr Jordan. Seconded Cllr Belcher. **Unanimously agreed.** Cllr Jordan took on role as Chair of the Personnel Advisory Committee. No other changes made.

22/080. Questions/comments from members of the public: None

22/081. Items considered as a matter of urgency:

Cllr Berry proposed returning to the Reading Room for future meetings. It was agreed that this would be easier for the Clerk and Pandemic restrictions were no longer in operation. **Agreed with one abstention.**

The Clerk to thank the Church for hosting the meetings.

Cllr Cornwall wondered if CPC should take action to improve the Car Park at the Sports Club following the felling of trees affected by Ash dieback. It was agreed to add the item to the June 21st 2022 Agenda.

22/082. To agree the Minutes of the Full Council Meeting held on Tuesday 19th April 2022.

Following two amendments suggested by the Clerk the Minutes of the Full Council Meeting were agreed as being true and accurate. Proposed by Cllr Jordan, seconded by Cllr Cornwall. **Agreed Unanimously.**

22/083. To review and if thought appropriate revise the Council's Standing Orders.

Cllr Avery proposed minor amendments to the Standing Orders dated 19/5/20
Page 2 1.1. (vi) changecarried, the *original* motion becomes the substantive motion tocarried, the **amended** motion becomes

(viii) to add **or hers** after his

Page 6 (xxiii) para in italics is repeated to be removed.

(xxiv) replace unprecedented with extraordinary.

Page 18 22.2 change typo. On meeting s to meetings.

The changes proposed by Cllr Avery were seconded by Cllr Olbrich and **agreed unanimously.**

22/084. To review and if thought appropriate revise the Council's Financial Regulations.

Agreed no amendments required.

22/085. To review and if thought appropriate revised the terms of reference for the Personnel Advisory and Planning and Environs Committees.

Agreed no amendments required.

22/086. To consider and approve the Council's Risk Management and Assessment Schedule.

It was noted that the new play equipment at Rowheath had been added. The Clerk to draw up an inspection schedule for the Play Equipment. Cllr Olbrich has been visiting the site since installation. It was noted that following the meeting in February 2022 on Chailey Commons Management no response had yet been received from Lewes District Council with regards to responsibility for Trees and risk. It was a concern that nothing had been received from Lewes District Council in writing yet.

Page 4 Lone Working. As neither the last Clerk or the current clerk felt that a video doorbell was required at the Reading Room at this time the item was to be removed from the Risk Register.

22/087. To receive a report on the Council's Insurance arrangements for 2022/23

The Council noted the report on the Insurance premium quotation from the broker. It was felt that premiums were unlikely to reduce and therefore it would be prudent to enter into the 3-year long term agreement. Cllr Avery proposed Seconded Cllr Cornwall **Agreed with 2 abstentions.**

22/088.To receive and if thought fit approve the financial reports for April 2022

The Clerk apologised for the late circulation, as the meeting had been brought forward in the usual cycle the bank statements had only been received on Monday 9th April 2022.

It was proposed to accept the report by Cllr Jordan, Seconded by Cllr Olbrich **Agreed unanimously.**

22/089.To renew and sign of the Tenancy at Will document for the Sports Club

The position with the pitch maintenance had been resolved and therefore the Tenancy at Will was still appropriate to issue. Cllr Avery proposed re-issuing the tenancy Seconded Cllr Lethem **Agreed by All**

22/090.To resolve the method of funding Parish Jubilee Celebrations (see minute 22/067)

Following advice from ESALC the Clerk confirmed that we could make grants or donations to Community Groups where members of the Parish would directly benefit and this could be done outside of the Grant timetable under section 137 of LGA 1972.

Cllr Olbrich reported that there had been a change in the Chailey Bonfire Committee and that they had withdrawn their offer to hold a bonfire in celebration of the Queen's Platinum Jubilee. There was therefore no request for a grant for this.

Following discussion about the impact this had on Chailey Parish Celebrations as a whole it was agreed that it was too late to consider another option and that Chailey Parish did not have sufficient expertise or insurance cover to take this over. It was noted that there had not been much interest in the Community when the subject was raised earlier in the year.

An application had been received from New Heritage for £100 towards a Jubilee Street Party. Over 70 households including many children will benefit from the event. Proposed to approve the application by Cllr Olbrich Seconded Cllr Lethem. **All Agreed** except Cllr Berry who did not take part in the discussion or vote for this item.

22/091. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998. None

22/092. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature. One confidential matter was discussed.

22/093.Date and Time of the next meeting: Tuesday 21st June 2022 at 7.30pm to be held in the Reading Room, Chailey Green.

Signed:
Chair

Date:

Initials:

Date: