

Chairman

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22nd May 2019

Minutes of Chiddingly Parish Council annual meeting held on 21st May 2019 at 1930 hours in Chiddingly Village Hall.

Present: Cllr Goss (Chairman), Cllr Marchant, Cllr Tolhurst, Cllr Newham, Cllr Welsh, Cllr Best, Cllr Mikelis, Cllr Allan and the Clerk.

One member of the public was present at this meeting.

MINUTES

1. The Election of the Chairman of Chiddingly Parish Council.

Resolved: Cllr Goss was elected as Chairman of the Parish Council. This was proposed by Cllr Tolhurst and seconded by Cllr Marchant and approved by the full council.

2. Election of Vice Chairman of Chiddingly Parish Council.

Resolved: Cllr Richards was elected as Vice Chairman of the Parish Council. This was proposed by Cllr Goss and seconded by Cllr Tolhurst and approved by the full council.

3. Election of Planning Committee Chairman

Resolved: Cllr Tolhurst was elected as Chairman of the Planning Committee. This was proposed by Cllr Goss and seconded by Cllr Newham, and approved by full council

3a. Election of Vice Chairman of the Planning Committee.

Resolved: Cllr Newham was elected as Vice Chairman of the Planning Committee. This was proposed by Cllr Marchant seconded by Cllr Tolhurst, and approved by full council

4. Receive the Declaration of Acceptance of Office from the incoming Parish Council Chairman

Resolved: The Declaration of Acceptance of Office from the incoming Parish Council Chairman, Cllr Goss was received.

5. Receive the declarations of acceptance of office from all incoming members.

Resolved: The Declaration of Acceptance of Office from all the incoming Parish Councillors was received.

6. Receive the Register of Interest forms from all councillors and Chairman

Resolved: The Register of Interest forms from all councillors and Chairman were received.

7. Apologies and reasons for absence.

Apologies were received and accepted from Cllr Richards and WDC Cllr Draper

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8. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.

Cllr Goss declared a personal interest in respect of item 23 of this agenda, as he is Chairman of Chiddingly CLT.

9. Minutes of 16th April 2019 Parish Council Meeting to be approved and signed as a true record.

The minutes of 16th April 2019 were approved and signed.

The meeting was suspended at 1939 hours for members of the public to speak.

Tree Warden Andy Barnes introduced himself to the new members of the parish council and advised of his background and interests in tree related matters.

Another member of the public arrived at 1942 hours – he congratulated the new members of the council and commented on the amount of funds currently held by the council and the earmarked reserves.

Meeting reconvened at 1943 hours.

10. Clerk and Councillor reports arising from the minutes of 16th April 2019 not covered elsewhere in the agenda: There were no reports.

11. Councillor Reports:

11.1. Cllr Geoffrey Draper (WDC) – not present at this meeting

11.2. Cllr Nick Bennett (ESCC) – not present at this meeting

12a Correspondence: ESCC Footpath order – as covered in item 16.2 of this agenda

12b. Jubilee Field and verge

12b.1 Improvement works to the verge – update from Cllr Goss. A site meeting was held with Cllr Goss and ESCC (Michael Kendall) the day before the works commenced, and the intended work was approved by ESCC.

However, despite multiple requests the vehicles were not removed from the verge and this prevented the works from being completed at one end.

Cllr Welsh and Cllr Tolhurst advised that the parishioner is now parking on the other side of the road too, and there are concerns over vehicles being parked dangerously, and close to the bend.

Cllr Newham asked if it would it be possible to ask ESCC to install a kerb at this location.

Deferred; this to be added to next month's agenda.

13. Jubilee Play Park

13.1 Repairs required to the two broken gates and one gate catch.

13.2 The picnic bench is too far gone for repair and needs replacing.

13.3 The stock netting fence on the hedge side of the park needs replacing. The stock netting is holding the posts up which have rotted off below ground. Resolve to replace with paling fencing like round the rest of the park.

13.4 The plastic seat on one of the swings has a couple of small splits along the edge. Concern that the splits might pinch bare legs.

Cllr Newham – the gate into the playpark has now been repaired.

The gate into the toddler's area may still need repairing.

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Action: Clerk to obtain quotes for bench, fence and swing seats to be replaced, and confirm if this expenditure can be from CIL funds.

14. Noticeboards – to consider the style and quotes for the replacement noticeboard – as circulated by the Clerk.

Resolved: the parish council considered the 4 quotes, as circulated to all Cllrs prior to the meeting.

Cllr Best advised that Earth Anchors have also been speaking the Chiddingly Shop/Café and can possibly offer a discount to the price if two are ordered.

Resolved; the parish council reached a unanimous decision to appoint Earth Anchors for the supply of the noticeboard (wall mounted Configuration 27 x A4 anodised aluminium, without signwriting. **Action:** Clerk to advise Earth Anchors and order the new noticeboard from them.

Cllr Goss advised that the old noticeboards would be removed in the future, however, the one at the Gun is leaning over and considered to be dangerous so this needs to be removed as soon as possible.

Action: Clerk to ask Vince Fisher to remove the noticeboard at the Gun, as it is leaning over and being held up by a rope.

15 Councillor Reports:

15.1 **Village Shop** Cllr Goss advised those present that Patrick O’Hare used to attend the Village shop every third Saturday, for parishioners to raise any concerns, and is willing to carry on this role.

Cllr Best advised the new manager is also going to be working one Saturday in four.

Resolved: the parish council resolved to take up Patrick O’Hare on his kind offer to continue to attend the shop every third Saturday and report back to parish council and issues that he is advised of.

15.2 **Saturday Morning Market** – update from Cllr Goss – the last market was immediately after the election. The election results were spoken about, but no other matters were reported.

15.3 Ask for volunteers to attend Saturday morning market, so that the Clerk can create a new rota. First Saturday of the month, 1000-1200

Volunteers:

Steve Tolhurst

Cliff Marchant

Mike Goss

Katrina Best

Brendon Welsh (not available Sept/Oct)

Action; clerk to produce rota and circulate this to the parish council.

16. Footpaths

16.1 Hoads Wood new handrails installed by ESCC – Cllr Goss explained that there has been an ongoing issue when it floods the bridge disappears under water. There was an incident where someone fell off of the bridge. We asked for ESCC Rights of Way to install handrails. They have installed three all posts, 2 at one end, and just one post at the other end.

Tis was queried by the clerk and the following update was received from the Rights of Way Officer: *‘the ranger team went to site with that intention in mind. However, it was soon found that the posts could not be dug in deep enough to provide a stable enough base to support rails. Positioning of the posts was also hindered by the presence of large amounts of concrete in the sub-surface, hence the reason why only three could be fitted. However, it is felt that*

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these are more than adequate for helping guide walkers across the bridge during times of flooding which was the original objective'.

16.2 Public footpath Chiddingly 67 Definitive Map Modification Order from ESCC:

'The effect of the order is to add a public footpath commencing at the public highway known as footpath Chiddingly 18a, just south of the junction of public bridleways Chiddingly 7b and 7c, and public footpaths 18a and 45 running in a west-south-westerly direction for 9 metres to reach the water's edge at the weir before turning and running in a generally south-south-easterly direction for 34 metres, to re-join public footpath 18a. The path will have a uniform width of 2 metres throughout'.

Update from Cllr Goss: Cllr Goss advised that this issue has been ongoing for approximately 8 years. The location is close to Stream Mill, with a footpath on the southern side of the river, to the pond. In the past people were allowed access to the water. When new owners moved into the Mill, the area was fenced off and claimed as private property, denying access to the water's edge.

After these years of research ESCC have now made an order to put in a diversion to allow the footpath to come down to the water's edge – and then back to the original line by the river. The order has been made. The landowners have the right to appeal.

17. Highways – any new issues to report?

Cllr Newham has noticed some pothole repairs being carried out around the parish.

Cllr Welsh advised that he had received complaints from parishioner about the height of the signs by the cricket ground.

Action: Cllr Newham will remove the signs and see if they will fit onto the posts by Muddles Green.

Action: Clerk to get more 'clips' from Print Matters.

Cllr Goss advised that some work on the verges took place 20th May 2019 in Nash Street (between A22 and car boot field). The verges have been levelled and an amount of the earth removed was put into the ditch, the ditch is now full in some place. It may have been done to see if the road could be widened. ESCC Highways have been advised.

Cllr Allan also looked at this today and some areas of the ditch are not full.

18. Financial Matters – Clerk

18.1 To approve the Bank reconciliations for April 2019. **Deferred:** until the financial end of year procedures is completed on the RBS system, the clerk cannot update RBS, and therefore is unable to provide the bank reconciliations at this meeting. The April and May 2019 bank reconciliation will be completed in June 2019.

18.2 To approve and authorise accounts payable (as detailed on the payment list). **Resolved:** the parish council agreed to approve payments of cheques numbered 102339 to 102347 inclusive, totalling £2945.73.

18.3 To acknowledge the receipt of the following RBS End of Year financial reports and Annual Return documents for the year ending 31st March 2019:

- Cash and investment reconciliation
- Ear marked reserves
- Detailed receipts and payments by budget heading
- Trial balance
- Fixed assets register
- Risk assessment
- Annual return detailed report

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- Statement of internal control and review effectiveness of internal control
- Annual Governance and Accountability Return 2018-2019
- Explanation of any significant variances from last year's annual return figures and this year's annual return figures.

Resolved: all members of the parish council acknowledged receipt of the above reports and no queries were raised.

One member of the public left the meeting at 2033 hours.

18.4 Resolve to create an earmarked reserve within the RBS finance system for the CIL funds, as suggested by the internal auditor (in addition to the CIL funds having their own bank account). **Resolved:** The parish council acknowledged receipt of the internal audit report (with no exemptions) and the agreed for the Clerk to create an ear marked reserve (EMR) within the RBS accounts system for the CIL funds, as suggested by the internal auditor.

Cllr Welsh enquired about the expenditure of the CIL funds. Cllr Goss advised that parishioners had been advised that the CIL funds had been received and had asked for suggestions for the expenditure. This has been in the parish council minutes and parish magazine and will also be spoken about at the Annual Assembly on 28th May 2019.

Action: Clerk to create EMR for CIL funds on RBS

19. Annual Governance Statement.

19.1 To review the effectiveness of the system of internal control and prepare the annual governance statement.

19.2 Resolve that full parish council approve the Annual Governance Statement.

19.3 For the Chairman to sign the Annual Governance Statement.

Resolved: All members of Chiddingly Parish Council acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of account. Chiddingly Parish Council confirm, to the best of their knowledge and belief, with respect to the council's statement of accounts for the year ended 31st March 2019 that Section1 (the annual governance statement 2018/2019) had been adhered to. Page 4 of the Annual Return was signed by the Chairman and the Clerk.

20. Annual Accounting Statements.

20.1 For full parish council to consider the Accounting Statements

20.2 Resolve that full parish council approve the Accounting Statements

20.3 For the Chairman to sign the annual Accounting Statements

Resolved: The full parish council approved the accounting statements (receipts and payments basis) of the Annual Return for 2018/2019. Page 5 of the Annual Return was signed by the Chairman and the Responsible Financial Officer.

21. Parish council policies to review and approve the following policies/documents:

- GDPR
- GDPR personal data
- Document retention
- Freedom of Information
- Financial regulations
- Retention of documents
- Recording of public meetings

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- Standing Orders
- Media
- Statement of internal controls
- Gifts and hospitality
- Consultations
- Risk assessment
- Fixed asset register

Cllr Allan queried the recording of public meetings policy and Standing Orders as he does not believe this to be correct/legal.

Resolved: the parish council reviewed and approved the above policies/documents, except for the Standing Orders and Recording of public meetings policy, as further clarification will be sought from SSALC with regards to recording of meetings.

Action: Cllr Allan to provide the Clerk with the documentation he referred to during the meeting about recording of public meetings.

Action: Once the Clerk has received the above documentation from Cllr Allan to make the necessary enquiries with SSALC/NALC.

Cllr Allan asked about GDPR and the use of his personal email address, as he was concerned that his email address had been given to a member of the public. Cllr Goss confirmed that at the time of writing the email the person referred to was still a member of the parish council.

Cllr Goss advised that Cllr Allan had not responded to any of his emails and had difficulty in contacting him after the elections. Cllr Allan explained that he had expected to receive documents in printed format in the post.

Cllr Goss confirmed that correspondence within the council would usually be via email.

Cllr Best commented that once elected it is the responsibility of the Cllr to be contactable

Action: Cllr Goss will investigate the email set up for councillors to ensure it is GDPR compliant.

22. Chiddingly Parish Council Annual Assembly – to finalise arrangements for next week’s annual assembly.

- Cllr Goss will introduce the meeting.
- Insp Gross from Sussex Police will be in attendance.
- Cllr Tolhurst will deal with the PA system.
- Clerk to supply nibbles, red wine, white wine, juice, water, napkins, note pads, pens and a suggestion box
- Beryl Marchant kindly offered to make some sausage rolls.
- Cllr Best and Cllr Marchant offered to make sure anyone arriving late would be invited into the assembly.

23. Community Land Trust – an update from Cllr Goss

When Tony Penrose had his second pre application meeting with WDC about Willetts Farm it, advice from WDC severely limited the number of properties that he could build, to the extent that none could be included for the CLT.

The CLT then took lots of advice, which varied greatly.

Tony Penrose is going to continue with his planning application with reduced numbers, CLT are then going to continue with an application for rural exception site.

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The CLT are meeting again next week, and are considering options for raising finances, they also plan to meet with Tony Penrose about a possible joint planning application.

Nigel Braiden has agreed to assist with the design for the CLT.

24. Roles and responsibilities. To resolve the following positions:

24.1 Councillors for the Planning Committee.

Cllr Goss apologised to Cllr Welsh for an issue that had arisen. Cllr Welsh is subject to a WDC enforcement notice for the removal of a porch. According to WDC website the date for the removal had passed.

Cllr Goss wanted to establish if it would be OK for Cllr Welsh to be on the planning committee with this ongoing case. Enquiries with WDC Monitoring Officer and SALC indicated this would be fine.

Cllr Welsh advised those present at the meeting, that there was very good reason for the works being delayed, as bats were present, and WDC were in full agreement for the works to be postponed.

Cllr Goss confirmed that under these circumstances there are no reasons for Cllr Welsh not to be on the planning committee.

Resolved; All members of the parish council voted to be on the planning committee (Cllr Richards had advised of his intention prior to the meeting).

24.2 Representative for Parish Planning Panel. **Resolved:** Cllr Tolhurst agreed to be representative for the Parish Planning Panel, or the Clerk to attend in his absence.

24.3 Councillors for the Finance Working Party.

Resolved: Cllr Marchant, Cllr Tolhurst, Cllr Mikelis will be on the Finance working party.

24.4 Resolve which members will have areas of special responsibility. **Resolved** as follows:

- Jubilee Field – Cllr Newham
- Footpaths & Bridleways – Cllr Newham and Cllr Marchant
- Highways – Cllr Newham
- Village Hall Committee – Cllr Tolhurst
- Lachelle Link – Cllr Goss
- Parish Church/PCC – Cllr Mikelis
- Village Car Park & Recycling Centre – Cllr Welsh
- Emergency Planning – Cllr Tolhurst & Cllr Welsh
- Tree Warden – Andy Barnes
- Jubilee Garden – Cllr Best
- Neighbourhood Watch – Cllr Goss
- Sussex Police – Cllr Richards
- Veolia – Cllr Richards

25. Resolve to (usually) hold the Parish Council meeting on the third Tuesday of the month and the Planning Committee Meeting on the fourth Tuesday of the month. **Resolved:** the parish council reached a unanimous decision to (usually) hold the Parish Council meeting on the third Tuesday of the month and the Planning Committee Meeting on the fourth Tuesday of the month

26. Any items for inclusion on next month's agenda:

ESCC highways – kerb

CIL expenditure

GDPR/emails

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Standing Orders
Recording of public meetings
Update from the Annual Assembly
Bank signatories
Jubilee garden (round) bench

Meeting closed at 2136 hours.

The May 2019 planning meeting will follow on from the end of this parish council meeting.

- *The Annual Assembly will take place on 28th May 2019 in Chiddingly Village Hall. Doors open from 7.15 p.m. and start at 7.30 p.m.*
- *The next parish council meeting will take place on 18th June 2019 in Chiddingly Village Hall at 7.30 p.m.*
- *The next planning meeting will take place on 25th June 2019 in Chiddingly Village Hall at 7.30 p.m.*