

Chiddingly Parish Council
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17th May 2017

Minutes of Chiddingly Parish Council Annual meeting held on 16th May 2017 at 1930 hours in Chiddingly Village Hall.

Present: Cllr Goss (Chairman), Cllr Luke, Cllr Richards, Cllr B Marchant, Cllr C Marchant, Cllr Newham, and Cllr Tolhurst

2 members of the public were present at this meeting. A third member of the public arrived at 1945 hours.

MINUTES

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

Cllr Tolhurst proposed for Cllr Goss to be Chairman of Chiddingly Parish Council. This was seconded by Cllr C Marchant and all members of the parish council agreed to this unanimously.

2. Election of Vice Chairman of Chiddingly Parish Council.

Cllr Goss proposed for Cllr Richards to be the Vice Chairman. This was seconded by Cllr Tolhurst and all members of the parish council agreed to this unanimously.

3. Receive the Declaration of Acceptance of Office from the incoming Chairman

The declaration was received from Cllr Goss.

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

Declarations were received from all members of the parish council present at this meeting.

5. Apologies and reasons for absence.

Apologies were received and accepted from Cllr Strong, Cllr O'Hare, ESCC Cllr Bennett and Wealden District Cllr Newton.

6. 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 26 of this agenda as the applicant is a friend and a customer in non-related business.

Cllr Tolhurst declared a personal interest in item 26 of this agenda as the applicant is a friend.

7. Minutes of 19th April 2017 Parish Council Meeting to be agreed and signed as a true record.

The minutes were agreed and signed as a true record.

The meeting was suspended at 1935 hours when one member of the public spoke in respect of item 26 and their objection to this planning application.

The meeting re convened at 1946 hours

Item 26 of this agenda was brought forward to this point of the meeting for discussion whilst members of the public were present. This was discussed between 1946 hours and 1957 hours.

At 1957 hours two members of the public left the meeting.

8. Clerk and Councillor reports arising from the minutes of 19th April 2017 not covered elsewhere in the agenda:

Nothing reported.

9. Councillor Reports:

9.1. Cllr Ann Newton (WDC). *Cllr Newton had already made apologies for not attending this meeting.*

Cllr Goss commented on the notification that Cllr Dashwood-Morris would no longer be a member of Wealden District Council and that Cllr Newton would remain covering her position with Chiddingly.

9.2. Cllr Nick Bennett (ESCC). *Cllr Bennett was not present at this meeting and is attending our meeting on 23rd May 2017.*

10. Correspondence: Cllr Goss reminded members of the parish council of South East Water consultation and invited Councillors to take part in this should they wish to.

11. Jubilee Field and verge

11.1 Jubilee verge – Installation of bollards – a meeting has been requested with Marisa Hayes and a representative from the Traffic Safety Team. **Update:** this is likely to happen during June 2017.

11.2 Dog Waste Disposal Unit – update from Cllr Luke. **Update:** bin is being used, and there is noticeably less dog waste on Jubilee Field. **Action:** Clerk to chase WDC re emptying of the bin.

12. Jubilee Play Park

12.1 Play park bench – Cllr Strong. **Resolved:** The has been fixed by Vince Fisher.

Cllr Luke advised the parish council that the fence to the play area is leaning. **Action:** Cllr Newham offered to look at this.

13. Glebe Field. **Update:** The survey is ready and will be distributed within the next few days.

Brendon Welsh will give an update on the skate park proposals at the Annual Assembly.

Cllr Goss has been corresponding with Revd Phil Hodgins. The diocese does still want to be involved in this but would be happy for the PCC to take the lead. A meeting will be arranged with Cllr Goss and Revd Hodgins.

14. Councillor Reports:

14.1 Village Shop – Cllr O'Hare. Not present at this meeting.

14.2 Saturday Morning Market – Cllr O’Hare. Not present at this meeting. (Cllr B Marchant due to attend 3rd June 2017)

14.3 Footpaths – Cllr Luke. **Update:** the bridge at Bolt Wood has been fixed.

The footpath at The Gun. Following a report from a member of the public Cllr Luke visited this location. Access has been restricted with barbed wire and the footpaths team at ESCC are aware and making enquiries. **Action:** Clerk to chase this with Footpaths Team.

Hoads Wood flooding issue. **Update:** footpaths team will contact the environment agency to see if they will clear the stream to prevent the flooding.

15 Highways

15.1 Speeding in Highlands Lane – traffic survey – Cllr Goss. The survey is taking place on Thursday 18th May. The location for the volunteers will be the driveway of Little Friths where there is good visibility, but also the volunteers will be kept off the road.

15.2 Meeting with Highways Steward. Cllr Strong – has been arranged for 25th May 2017
Cllr Newham has noticed that 100m this side of A22 at Whitesmith there are rubber tubes doing a traffic count. Cllr Newham contacted Highways and they confirmed that this was not Highways but a private company doing so. Cllr Newham will attempt to find out who has requested this survey and see if they are willing to share results with the parish council.

16. Village Car Park

16.1 Repair of noticeboard on recycling centre fence – update from Cllr Newham. **Ongoing:** this is an ongoing project.

17 Annual Grants – an update from Cllr Goss with regards to the survey. **Update:** this survey is up and running, 8 responses received so far. This has been promoted within the Parish Magazine, and is on all the noticeboards. **Action:** Cllr Goss will also put notices up about this in the pub and the shop.

18 Possible extension of the school car park – update from Cllr Goss. We have received information from Ian Davidson, who is the Solicitor working for SALC. He advises that Section 111 would be the appropriate power for the parish council to purchase some materials for the car park project. There is no cap on the amount that can be provided under this power.

19. Financial Matters - Clerk

19.1 To approve and authorise accounts payable (as detailed on the payment list). Resolved: the parish council voted unanimously to approve the payments on cheque numbers 102112 to 102121 totalling £3,369.86

19.2 Internal audit report – Clerk. **Resolved:** The Clerk advised the parish council of the process of the audit and its subsequent results, and how the parish council finances and records were kept accurately.

19.3 End of year finance report – Clerk. **Deferred:** To be provided at the June meeting as the Clerk has not had sufficient time to complete this.

Please note that due to the year end procedures on our finance system RBS it will not be possible to provide the bank reconciliations for April 2017, this will have to be completed at our next meeting.

20 Insurance. Review the insurance quote provided by Zurich and resolve to agree this for 2017/2018. **Resolved:** the parish council voted unanimously to agree to the insurance quote provided by Zurich for 1st June 2017 for the period of 1 year. **Action:** Clerk to advise Zurich of this decision and to diarise for comparison quotes prior to next year’s renewal.

21 Policies, Financial Regulations and Standing Orders. To review, and amend if required, the following documents:

- Standing Orders
- Financial Regulations
- Freedom of Information Policy
- Media Policy
- Risk Assessment
- Fixed Asset Register

The parish clerk explained the amendments to the fixed asset register. **Resolved:** the parish council unanimously agreed to approve the above documents. **Action:** Clerk to update the documents with the date of today's meeting.

22 Roles and responsibilities. To resolve the following positions:

22.1 Chair of the Planning Committee. **Resolved:** Cllr Strong was proposed by Cllr Goss, and seconded by Cllr Tolhurst, and all members of the parish council agreed to this unanimously.

22.2 Vice Chair of the Planning Committee. **Resolved:** Cllr Goss proposed Cllr Tolhurst for this role, this was seconded by Cllr Newham, and all members of the parish council agreed to this unanimously.

22.3 Councillors for the Planning Committee. **Resolved:** all members of the parish council would remain on the planning committee.

22.4 Representative for Parish Planning Panel. **Resolved:** the parish council reach a unanimous decision for Cllr Strong to continue in this role, with Cllr Tolhurst being reserve if Cllr Strong cannot attend.

22.5 Councillors for the Finance Working Party. **Resolved:** Cllr Luke, Cllr C Marchant, Cllr Goss, Cllr Tolhurst will be the members of the Finance Working Party.

23 Resolve which members will have areas of special responsibility. The current areas are:

23.1 Jubilee Field - Ray Strong, Hilary Luke, Beryl Marchant

23.2 Footpaths & Bridleways - Hilary Luke & Cliff Marchant

23.3 Highways - Steve Newham

23.4 Village Hall Committee - Patrick O'Hare

23.5 Lachelle Link - Mike Goss

23.6 Parish Church/PCC - Patrick O'Hare

23.7 Village Car Park & Recycling Centre - Hilary Luke

23.8 Emergency Planning - Steve Tolhurst & Rod McDermott

23.9 Tree Warden - Andy Barnes

23.10 Jubilee Garden - Hilary Luke

23.11 Neighbourhood Watch - Mike Goss

23.12 Police - Julian Richards

23.13 Veolia - Julian Richards

Resolved: a unanimous decision was reached to agree to the above roles.

24 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:** all members of the parish council agreed to the above.

25 Change of meeting date in September. Chiddingly Festival have requested the use of the Village Hall on 26th September. Consider combining the parish council and planning meeting and hold both on 19th September 2017.

Change of Meeting date in June. Due to the Clerks leave, both the parish council and planning meetings will be held on Tuesday 27th June 2017 at 7.30 p.m.

26 **Resolved:** Both the parish council and planning meeting will be held on 19th September 2017.

Resolved: Both the parish council and planning meeting will be held on 27th June 2017.

Action: Clerk to notify Jenny Bean of these change of dates for the Village Hall bookings.

27 Planning Application for consultation – [WD/2017/0763/FR](#)

Location: Stream Farm Stables, Dern Lane, Chiddingly, BN8 6HG

Description: Retrospective application for detached annexe outbuilding.

Response from Chiddingly Parish Council to Wealden District Council:

The parish council discussed this application at length, considering its close location to other listed buildings and why windows had been installed in the garage prior to the application being submitted. The parish council reached a unanimous decision **to object to this planning application**. There are concerns for over development of the site. If Wealden District Council do decide to grant permission for this application then the parish council respectfully request for there to be a condition for the garage building to legally tied to the Stables as an ancillary building, so it cannot be sold on in the future as a separate dwelling.

Items for June's agenda:

- Cllr Tolhurst to provide an update on alternative banking arrangements for the parish council.
- Clerk: to provide an End of Year Finance report

This meeting closed at 2035 hours.

- *The Annual Parish Council Assembly will take place on 23rd May 2017.*
- *The next parish council will be combined with the planning meeting and both will take place on Tuesday 27th June 2017 at 7.30 p.m.*