



Chailey Parish Council
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Minutes

A Meeting of the Full Council was held on Tuesday 17th January 2017 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. M Evans (Chairman).
Cllrs. P Atkins, S. Avery, R Barnard, N Belcher, K. Jordan and P Olbrich.

Public present: None

In attendance: S Treharne (Clerk) and Cllr J Sheppard

17/001.Apologies for absence: Cllrs. V Harrison, J Millam and P.O'Conor.

17/002.Declarations of interest: none.

17/003.Questions/comments from members of the public: none.

17/004.Items considered as a matter of urgency:

Proposed withdrawal of funding for the Duke of Edinburgh scheme: a number of Councillors had been contacted by Chailey School concerning the threatened removal of funding by ESCC for the D of E scheme. Cllr. Sheppard confirmed that this was a possibility and he had received a number of representations against the proposal. The matter was on the agenda for a meeting of the ESCC Cabinet on 24th January. After discussion, it was agreed that the Council should write to ESCC to support the ongoing funding of the scheme.

Bus service 31: the Clerk reported that his attention had been drawn to the possible withdrawal of the service. After discussion it was agreed that letters should be sent to both ESCC and WSCC pointing out the importance of service 31 as a link to key facilities in Uckfield and Haywards Heath.

17/005.To agree the Minutes of the Full Council meeting held on 13th December 2016: the minutes were approved and were signed by the Chairman.

17/006.To receive notice of the resignation of Cllr. Katherine Matthews and to note the procedure to be followed for identifying a replacement Councillor: Councillors noted with regret the resignation of Katherine Matthews and placed on the record their thanks for her contribution to the work of the Council.The Clerk outlined the procedure to be followed to identify a replacement Councillor. The first step was to give electors the opportunity to call for an election. If no election is called for in accordance with the statutory rules, the Council will be free to co-opt a Councillor.

17/007.To agree replacements for Cllr. Matthews on the Neighbourhood Plan Steering Group, the Personnel Advisory Committee and as the Council’s representative with the Parish Hall: it was noted that Katherine Matthews had expressed a willingness to remain as a member of the Neighbourhood Plan Steering Group and this was agreed. It was also agreed that there was no necessity for another Councillor to be nominated to join the Steering Group.

Cllr. Avery proposed and Cllr. Jordon seconded a motion that Cllr. Belcher be a member of the Personnel Advisory Committee and this was agreed. Cllr. Atkins proposed and Cllr. Olbrich seconded a motion that Cllr. Jordan should act as the Council’s representative with the Parish Hall and this was agreed.

17/008.To consider and if thought fit approve financial reports for December 2016: receipts in December were £348 and payments £5,647. Receipts for the year to 31st December 2016 (excluding the precept and support grant received) total £1,985 and payments £49,035. Councillors’ attention was drawn to the analysis of payments by category shown in the financial reports, to the detailed breakdown of the receipts and payments for the month and to the bank reconciliation attached.

Cllr. Belcher proposed and Cllr. Jordan seconded a motion that the financial reports be approved and this was agreed.

17/009:To consider and if thought fit approve movements on budget headings for 2016/17: Cllr. Evans outlined the necessity for the Council to compare actual expenditure with budget. This was a normal process in public accounting. Under the Council’s Financial Regulations unspent and available amounts under any budget heading may be moved to other budget headings to make good any shortfall. He referred Councillors to the paper circulated by the Clerk and drew attention to the final paragraph in which it was made clear that it had been possible to move budget amounts without affecting the Council’s overall budget for the year.

Cllr. Jordan proposed and Cllr. Avery seconded a motion that the movements between budget headings as proposed by the Clerk in his paper be approved. This was agreed.

17/010: To consider and if thought fit approve the Council’s budget for the financial year 2017/18: the Clerk referred Councillors to his report and accompanying papers. He explained that, save for exceptional items, the budget heading remained unaltered. He drew attention to the two major items of expenditure expected in 2017/18, being continued expenditure on the Sports Pavilion and the provision of defibrillators in the Parish.

The headline figures were that net expenditure (after allowing for sundry receipts and the LDC grant) was budgeted to be £52,453 in 2017/18. This was an increase of £2,542 over the same figure for 2016/17. There were no material individual budget headings contributing to this increase, and it was in part caused by an expected decrease in the level of receipts.

The Clerk referred Councillors to the various individual expense headings grouped under the heading “Grants and Donations”. He reminded Councillors that at a previous meeting Councillors had expressed the wish to review these items when the next budget was under consideration.

After discussion Cllr. Jordan proposed and Cllr. Avery seconded a motion that the budget for 2017/18 be agreed as recommended by the Clerk and as set out in the papers circulated to Councillors. This was agreed.

17/011: To set the precept for the financial year 2017/18: the Clerk referred Councillors to the “ready reckoner” circulated with the budget papers which showed the effect on the amounts paid by residents and on the Council’s reserves of setting the precept at incremental increases over the precept for 2016/17.

In 2016/17 the precept had been set so that, whilst one-off major items of expenditure would be paid out of existing reserves, net “routine” expenditure was met in full from the precept with a small sum being available to augment the existing reserves. Taking the same approach in 2017/18 would mean that the remaining expenditure on the Sports Pavilion (£31,000) and the amount set aside for the provision of defibrillators (£5,000) would be met out of existing reserves. However, the budgeted net “routine” expenditure of £52,453 would need to be covered by the precept. An increase in the number of Band D equivalent properties in the Parish meant that, without any increase in the level of the precept, an additional £936 would be received taking the amount received through the precept to £52,803. This was sufficient to cover the budgeted net “routine” expenditure with a very small surplus of £350.

Councillors debated the amount (if any) by which the precept should be raised. After discussion Cllr. Barnard proposed and Cllr. Jordan proposed a motion that the precept should be increased by 4% raising £54,915. The annual amount to be paid by a Band D household would rise by £1.63p from £40.68p to £42.31p. This motion was passed.

17/012. To receive a report on progress made with the provision of defibrillators in the Parish: Cllr. Belcher reported that he had received a number of quotes for the provision of 3 defibrillators. He had though been made aware of another possible supplier recommended by the Friends of Newick Surgery and he was making contact with that supplier. In addition, a recent newsletter from Maria Caulfield MP suggested that funding may be available for the provision of defibrillators and he proposed to follow up on this possibility. He would report further at the next meeting.

17/013. To receive a report on the progress made with the Sports Pavilion: the Clerk reported that Lewes District Council had advised that planning permission was required for some of the proposed works. An application had been submitted by Lawson Queay which should be validated when the necessary fee had been paid. A cheque for this had been signed. Lewes District Council has 8 weeks from validation to determine the application. In the meantime Lawson Queay are preparing the tender documents. There should be no necessity for planning permission to be determined before the tenders are sent out.

The proposed meeting with the Sports Club would be held in the near future.

17/014. To receive a report on the Neighbourhood Plan: Cllr Jordan advised that Lewes District Council had declined to challenge the decision of the Secretary of State on the site in Allington Road, Newick. It was believed that a challenge was to be mounted by concerned Newick residents.

In the meantime a leaflet will be included in Chailey News setting out draft objectives and advertising the dates for the Task Group workshops.

Cllr. Sheppard left the meeting at this point.

17/015: To receive a report in relation to parking in the layby on the A272: the Clerk reported that he had made contact with the owner of the two white vans who had been most helpful and had agreed without question to move his vans from the layby. The Clerk was though aware that concern had been raised by a local resident and by Cllr. Davy about the vans being parked in the layby further west on the A272. In his view this was not a matter with which the Council could become involved and he had referred the resident concerned to ESCC Highways.

17/016.To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

ESCC Highways: Cllr. Evans advised that the next meeting will be on 13th February. Matters to be raised will include the Warrs Hill footpath, the traffic in South Street and "litter signs". Cllr. Olbrich referred to the state of the footpath south from St Peter's Primary School.

Personnel Advisory Committee: Cllr. Olbrich advised that the next meeting would be held after the Planning & Environs Committee meeting on 7th February.

Bonfire Society: Cllr Atkins reported that the Society continues to look forward to 2017.

17/017.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. Cllr Evans briefly explained the background to his correspondence about fly tipping on Lane End Common.

17/018.To note risk implications: none to note.

17/019.Confidential information – exempt matters: Cllr Evans advised that it was necessary to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2). He proposed, and Cllr. Olbrich seconded, such a resolution and this was agreed. Councillors discussed matters relating to staff pensions.

17/020.Next Full Council meeting: 21st February 2017. Next Planning & Environs Committee meeting: 7th February 2017. Both meetings will take place at 7.30pm in the Reading Room, Chailey Green.

Signed: *Mark Evans*
Chairman

Date: *21st February 2017*