



Chailey Parish Council
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Minutes

A Meeting of the Full Council was held on Tuesday 25th April 2017 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. M Evans (Chairman).
Cllrs. P. Atkins, S. Avery, N. Belcher, K. Jordan, J. Millam P. Olbrich and P.O'Conor.

Public present: C.Fisher (for item 17/63)

In attendance: B. Newell (Standing in for S. Treharne, Clerk) and Cllr. J Sheppard

17/061.Apologies for absence: Cllr. R. Barnard

17/062.Declarations of interest: none.

17/063.Questions/comments from members of the public: by agreement item 13 on the Agenda was brought forward. Mr Chris Fisher, Chair of the Allotment Association, was invited to speak. Mr Fisher gave a brief history of the Association and the reasons for it being set up. The Association has proved to be successful in dealing with various issues in so much that there is now just one plot out of 20 that is available. Adverts have been put out for the vacant slot. Mr Fisher is keen for the plot not to remain unused for any lengthy period.

The allotment users would like to hire the use of skip. A lot of detritus has been left by previous allotment users and needs clearing. Mr Fisher asked the Parish Council if they would be willing to contribute towards the cost. Cllr Millam proposed and Cllr Jordan seconded a motion that the Council should contribute up to £100 towards the cost of a skip and this was agreed.

During the past 2 or 3 years, the allotments have got through several new padlocks. At the last Association AGM it was suggested a combination lock be fitted. This has a 10 year guarantee. Since the AGM, the Association has bought a combination lock and is currently using it and all is going well. If it should break, the Association will cover the cost of repairs/purchase itself. However, previous to this purchase, allotment users gave the Council a deposit (currently £15.00) for the use of padlock and keys. Mr Fisher asked, if acceptable to the Parish Council that the deposit money is returned to the Association. The Association will either return the money to the allotment users if requested or put back into the allotment funds.

Cllr O'Conor asked whether was a "bond" that allotment users paid in advance of having a plot with the proviso that it was returned at the end of use if the site has been left tidy and neat. Mr Fisher said that there was no such arrangement.

Following discussion it was decided not to go down this route but to delegate responsibility to the Association in dealing with such matters.

It has been brought to Mr Fisher's attention that there is a well on the allotment site. He has been to have a look, but could not find anything. He is however aware of a number of springs on the site which have been filled in with earth and thinks that this is probably what it is. He will have another look and report if there are any problems.

17/064. Items considered as a matter of urgency:

Odour and organic manure spreading: Cllr O'Connor reported that residents of South Chailey were subjected to the very pungent smell of organic waste over the entire Easter holidays. It is believed that manure was spread on the Thursday before Good Friday and left over the holiday period. A similar occurrence took place soon after, this time around the area of North Chailey crossroads. The Council have no issue with manure spreading, and fully appreciates its necessity. The problem lies with the delay from laying to incorporating. It was proposed by Cllr O'Connor that the Clerk write to the landowners concerned requesting that in future organic waste is incorporated and if possible to avoid spreading around public holidays. This proposal was seconded by Cllr Jordan and agreed.

Apparent tipping at Warrenorth: Cllr. O'Connor expressed his concerns regarding on-going tipping of waste at Warrenorth. Tipping occurred over the Easter holidays. Cllr. O'Connor has had recent communication with the Enforcement Officer at Lewes District Council who is now aware of his concerns. Cllr. O'Connor strongly recommended that cessation of tipping occurs immediately and that a thorough inspection and analysis of the material being tipped takes place. Clerk to write to the Enforcement officer forthwith.

17/065. To agree the Minutes of the Full Council meeting held on 21st March 2017: the Minutes were approved and were signed by the Chairman.

17/066. To receive the recommendations of the Personnel Advisory Committee on the co-option of a Councillor to replace Katherine Matthews and, if thought appropriate, to co-opt a member of the Council: Cllr. Olbrich informed the Council that the Personnel Advisory Committee ("the PAC") had met on 19th April 2017. In attendance were Cllrs Jordan, Avery, Belcher and Olbrich. They had interviewed two potential candidates for co-option to the Council. In total there are three candidates who had applied but one was not available for interview at the time The PAC would like her to have the opportunity to be interviewed for a future co-option.

Cllr. Olbrich gave details of the two candidates interviewed, their skills, qualifications, strengths and their ideas for the future. The PAC was impressed with both candidates and both are worthy of being co-opted. The PAC after much discussion had decided to recommend one of the candidates. The PAC has advised that the second interviewee should be considered when a further opportunity to co-opt arises without being interviewed again. Councillors agreed with the PAC's recommendation that Michael Lethem should be co-opted as a member of the Council. Cllr Evans will invite Mr Lethem to the next Full Council meeting.

17/067:To receive an update on the co-option of a Councillor to replace Venetia Harrison: Cllr Evans reported that notices have been published advising residents that they may if they wish call for an election to replace Cllr Harrison. The deadline is 2nd May 2017. Assuming that no election will be called for and that the Council will be free to co-opt a member to replace Cllr Harrison, the Clerk has suggested that the Council should not when co-opting a replacement follow in all respects the procedures by re-advertising but has suggested that, as the Council already had two persons who have applied, the PAC could put forward their recommendations on who should be co-opted out of the two remaining delegates. Cllr Evans asked if there was agreement for the PAC to move quickly after the 2nd May to consider the two people left. If further candidates come forward to be interviewed, then they should be considered, but we should not be actively seeking new candidates. Councillors were divided on whether to accept the Clerk's suggestion and decided to seek further advice and clarification from the Clerk. Cllr Evans will speak with the Clerk and ask him to email Councillors with his advice.

17/068.To receive and if thought fit approve financial reports for March 2017: Councillors were in receipt of financial reports which Cllr. Avery had reviewed and agreed to be in order. Cllr. Jordan proposed and Cllr. Avery seconded a motion that the reports be approved and this was agreed.

17/069.To consider the contract for mowing and associated maintenance in the Parish: Councillors agreed that Barcombe Landscapes have done a first class job around the village, particularly at Rowheath. However, when the award of the contract had been made at the previous meeting the Clerk had not sought Councillors' views on the length of the contract. At the time that tenders were submitted Barcombe Landscapes had indicated they would be happy to enter in to a longer contract with no increase in the annual cost in the later years. Cllr. Millam proposed and Cllr. O'Connor seconded a motion that Barcombe Landscapes should be awarded the contract for three years and this was agreed.

17/070:To receive a report on the progress made with the Sports Pavilion: Cllr O'Connor had no report to give. Cllr Evans had a note to say that tenders have been issued to the Contractors approved by the Council and the date by which these must returned was 24th April 2017. Interest has been shown. The Clerk has suggested that it would be sensible for those Councillors responsible for the Sports Pavilion to meet with him to review the tenders and consider the next steps forward. Cllr. Evans suggested Cllrs. Barnard, O'Connor, plus either himself or Cllr. Olbrich, would be the people best qualified to look at the contracts and make a presentation to the Council. Cllr. Millam said that he recently visited the site and commented on the drains being blocked and bubbling in gullies. He also asked if the wall by the patio is being re-built as it is falling over. He also said that the car park is very untidy and needs cleaning up. Cllr. Evans said that he would ask the Clerk to look into these matters and noted Cllr. Millam's offer to brief Barcombe Landscapes.

17/071:To discuss items of Parish Maintenance and, if thought appropriate, to agree the actions to be taken:

Bus shelter at Lower Station Road: a window in the shelter has been broken. The broken glass has been cleared. Queensbury Shelters who installed the shelter have offered a replacement panel at £35.62 plus either £425 to attend and fit the window at a designated time or £135 to fit window next time they happen to be in the area.

Initials:

Date:

The Clerk is inclined to accept the lower fitting cost. Councillors suggested that if the glass panel is provided, then Cllrs. Millam and O’Conor could fit it. It was noted that if this occurs, the Clerk will need to ensure that there is adequate insurance.

The Reading Room and Village Green: Cllr. Evans asked for Councillors to think of the area surrounding the Reading Room and how it can be improved or tidied up. Possible ideas are:

- i) low fence to be repaired;
- ii) the flagpole cleaned;
- iii) commissioning a notice to mark the 90th birthday of the Oak tree;
- iv) re-surfacing of the road; and
- v) repainting the front door to the Reading Room.

BT have the phone box on their painting their list for 2017. The Clerk has also suggested some additional planting and Cllr Avery thought at the far end of the Reading Room building some trellis could be put up to make it more attractive. It was noted that this would need to be tended to.

Cllr. Evans asked Councillors if they were happy for him to ask the Clerk to put together some proposals, and this was agreed.

17/072. To receive a report on the electrical installation at the Windmill and to consider, and if thought fit approve an estimate for works: Chris Hibling was asked to look at the Windmill electrics and has condemned them. The two MK distribution units have protection devices that do not operate correctly. There is a socket that is dangerous. A certificate will only be issued once these works have been done. Cllr. Avery commented that although there is the mains distribution port in the Granary, there are no sockets. He suggested that during the course of Mr Hibling’s work, a socket is put in. Cllr. Avery also queried Mr Hibling’s report re the replacement in the Granary of metal socket but did not understand what he meant by this as he could not see one. Further clarification is to be sought on this. Councillors agreed that report does need to be acted upon and accepted Mr Hibling’s quote of £484.

17/073.To receive a report on the Neighbourhood Plan: Cllr. Jordan said that the Council has received the full grant that was requested. This amounts to £6,216. The Steering Group will now be discussing the next steps and what the group would like the Consultant (Donna Moles) to do.

Cllr. Jordan and the Steering Group managed to collect some data during the St George’s fete from residents as to what they would like and this is being analysed. What did come out clearly is the issue of the number of houses to be built on any particular site. Drafting is now going ahead and will be commented on by members of the Steering Group, therefore he felt that there was considerable momentum being made. He thinks that, by the autumn, the Group should be a position to put forward a referendum in the village. It was agreed that it is important to push on with it and have a robust plan in place to avoid possible complications that could arise in the Courts given recent examples of neighbouring villages’ difficulties with planning. Cllr. Jordan concluded by saying the sections of the draft are being written by different members of the Group, including the Consultant. Key areas have been completed but now need to be refined. They have a reasonable amount of

supporting evidence and will be talking with the Consultant on whether there are any gaps in that evidence. The grant has to be spent within 6 months. The amount of Consultancy fees come to approximately £4.500, which is covered by the grant. Once the draft has been completed, it will be put together (by the Consultant) so that it reads as a continuous whole and contains a similar style.

17/074.To consider arrangements for the Annual Parish Meeting on the 12th May 2017:
the meeting will be held on the above date, with a start time of 7.00pm for 7.30pm. Cllr. Evans reminded Councillors that it is not an optional invitation and that they are obliged to attend. Cllr. Olbrich agreed to arrange refreshments. Cllr. Evans thought it best to invite people to attend for 7.00pm so that it gives them a chance to chat to Councillors before the meeting commences at 7.30pm. Specific invitations have been sent to Jim Sheppard, Sharon Davy, Maria Caulfield MP, Linda Ball from Chailey Commons Society, Chris Fisher from the Allotments Association, Nigel Dean from the Sports Club, Martyn Price from the North Common Freeholders and John Smith from the Friends of the Windmill. Other people suggested are the Police, the Ranger and Jack Cranfield, Chair of the Neighbourhood Plan Steering Group. Cllr. Evans listed the order of the agenda. The minutes from the meeting in 2016 will be distributed at the meeting and Cllr. Evans will ask the Clerk to upload these to the website.

17/075.To receive reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Cllr. Olbrich: He has purchased one padlock for the shipping container at Rowheath, however there are two others and Cllr Olbrich asked if he should replace these too. Decided it would be a good idea.

Cllr Olbrich had a recent conversation with Gemma Carter. She did not know that the Youth Club had folded and she would like a few more months to try and get it started again. She has a grant for some of the equipment but this can only be used for certain things, which she needs to find out about.

Cllr. Millam: No report.

Cllr. O'Connor: No report.

Cllr. Atkins: Cllr. Atkins was invited to a residents' meeting at the New Heritage. Affinity Sutton (managers of the affordable housing) was also invited to discuss the problems with the current anti-social behaviour. From the meeting there was a suggestion of new signage being put up in the play area advising people not to misuse it. Another suggestion put forward was to create an area in the paddock for young people to kick a ball about, and some fundraising is going on in order to pay for goal posts etc. Affinity Sutton does have some funds that might be able to go toward this. It was noted that the paddock may have some protection rights and this would need to be looked into. Cllr. Atkins stressed that these are suggestions but he and the residents would like to try for some acceptable solutions in easing the current anxiety that is present. In the meantime, Affinity Sutton has circulated a letter to all their tenants expressing concerns about behaviour. Cllr. Atkins concluded that this is a problem resulting in some residents wishing to move away. Cllr. Sheppard advised Cllr. Atkins that there is a police

team at Lewes who will send out someone to look into issues or problems if needed.

Cllr. Evans reminded Cllr. Atkins that last year the New Heritage management committee put in a request for some furniture from the Parish Council grant scheme, but they had already purchased the items and therefore could not benefit from the scheme as it had already been bought. Cllr. Evans said that if the management committee is wishing to purchase any items, they should consider applying to the Parish Council for a grant.

Cllr. Jordan: A Parish Hall management meeting is being held on Wednesday 10th May 2017.

Cllr. Avery: There will be a meeting with Mr Van der Beck regarding the museum exhibits at the Windmill and how to catalogue the exhibits.

Also connected with the Windmill, Mr John Smith raised the ongoing problem with water getting through the door of the windmill. The door has been sealed in the past, but still water is seeping through. Mr Smith is proposing to have a special waterproof cover made to go over the door during bad weather.

Cllr Avery said that going on to the website is a page entitled "How old is your house" This is to encourage residents to do research in the age and history of their homes. This will be found under "About Chailey" heading on the website.

Cllr. Evans: The next meeting with Highways is on 13th May 2017. Councillors who have items for the agenda should let Cllr. Evans know before the meeting.

Cllr. Evans has complained about the white road markings at the Kings Head which are now faded and therefore difficult to see. The reply received is that it has been inspected and nothing is wrong with the markings.

Cllr. Evans has had an email about road speed indicators but has not had the opportunity to fully absorb the email and will bring to the next meeting for discussion.

17/076.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: Cllr O'Connor informed the Council that there has been an increase in thefts in the village. "Chailey Chat", "Newick Talk" and other social media sites such as Facebook are active in giving warnings about suspicious behaviour. A WhatsApp notification has been set up and anyone who has WhatsApp can join in. Cllr O'Connor described three blue Ford vans that have been seen in the area behaving suspiciously. He believes all three share the same number plate. Residents are urged to put on social media any vehicles that they believe to be of suspicion, if possible to provide a photo and number plate so that such activity can be monitored.

17/077. 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: Councillors agreed to defer discussion about the possible alternatives for longer term agreements for the occupation of the Sports Pavilion to the next meeting when the Clerk will be present. Cllr. Evans will ask the Clerk to circulate information that he sent to Cllr. Evans, so that Councillors are aware of the Clerk's thoughts on the matter.

17/078. Next Full Council meeting: Tuesday 16th May 2017 starting at 7.30pm. This will be the meeting where the Council elects a new Chairman and where the Council delegate the different responsibilities amongst the Councillors.

Signed: *K Jordan*
Chairman

Date: *16th May 2017*