

Crowhurst Parish Council

Minutes of the Meeting held on Monday 20th May 2019 at 7.30pm in Crowhurst Village Hall

Present: Councillors, Mrs R Day (Chair) Mr A Stainsby, Mr M White, ,
Mrs H. Langdon Ms S. Plato. Mr K Robertson (Clerk),
DCllr G.Curtis, 3 members of the public

No	Item	Action
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17355. Election of Chairman.

17355.1. Cllr Ros Day (Vice Chair) opened the meeting and explained that Tracy Hoad (Chair) was unable to attend. Cllr Day asked for nominations. Cllr Plato proposed Cllr Day as Chair, seconded by Cllr White and agreed by all. Cllr Rosalyn Day was elected Chair, signed the Declaration of Acceptance of Office and took the meeting from this point.

17356. **Election of Vice Chair** – Cllr Plato proposed Cllr Langdon as Vice Chair. All agreed. Cllr Hilary Langdon was appointed as Vice Chair.

17357. **Apologies** CCllr K. Field.

17358. **Disclosure of Interests.** – Cllr Plato, personal, item 17372.2 Youth Hut

17359. Co-Option of Cllrs

No nominations have been received. The Clerk will update the notice on the website and place a notification in the Crowhurst News

17360. Review of Standing Orders and Financial Regulations

17360.1. Members reviewed and resolved to re adopt the Standing Orders & the Financial Regulations.

17361. Election of Representatives & Portfolio Holders for 2019/20

17361.1. Members reviewed the appointment to working parties, committees and external groups and resolved to appoint per the tables below.

Committee / Group	Purpose	Councillors
Parish Council Committees & Working Parties		
Recreation Ground Advisory Group	To be Chair and member of the Group that advises the Parish Council on all matters relating to the management of the Recreation Ground and Playground.	Ros Day
New Village Hall Project Committee	The committee is on hold until the outcome of the Neighbourhood Plan is known.	Hilary Langdon
Traffic Working Party	The working party is on hold pending the outcome of the neighbourhood plan.	Martin White
Neighbourhood Plan Steering Group (working party)	To be Chair and members of the Group that managed the Neighbourhood Plan and reports to the Parish Council.	Chair –Ros Day Martin White Sonia Plato
External Groups		
Village Hall Management Committee	To Represent Crowhurst Parish Council on matters relevant to the management of the current Village Hall	Hilary Langdon
Rother Association of Local Councils	To Represent Crowhurst Parish Council at Quarterly RALC meetings.	Alan Stainsby
East Sussex Association of Local Councils	To Represent Crowhurst Parish Council at ESALC Annual Meetings	Ros Day
Police Crime & Anti Social Behavior Meetings	To Represent Crowhurst Parish Council on all matters relevant to Crime & Policing.	Alan Stainsby
Combe Valley Countryside Park CIC	To be the prime contact with the Director on the Board of the CiC who represents Crowhurst in managing the Countryside Park.	Alan Stainsby
Youth Club	To Represent Crowhurst Parish Council's interest in activities of the club.	Sonia Plato
Rother Transport Action Group	To Represent Crowhurst at RTAG Meetings (RTAG is aligned with the Rother Local Strategic Partnership which is responsible for developing and overseeing delivery of the Sustainable Community Strategy for Rother).	Martin White

17361.2. Members reviewed and agreed the portfolio of Cllrs per the table below.

Portfolio	Aims	Councilor(s)
Transport	To ensure that Crowhurst maintains a balance between having good transport links together with maintaining a rural village. Transport to allow safe access for all in the Village.	Martin White
Children & Young People	To support children and young people to achieve their full potential and enjoy a healthy, safe and happy life in which they can be active citizens who take responsibility for their own actions and respect others.	Sonia Plato
Leisure & Recreation	To provide leisure and recreation facilities to the village and its inhabitants regardless of age.	Ros Day
Community Safety	To ensure the village is kept safe from crime, that residents are well informed and risks and incidents and are advised on crime prevention measures	Alan Stainsby
Community Facilities & the Environment	To maintain and improve facilities for all residents	Sonia Plato
Health in the Community	To encourage a Healthy Community.	Hilary Langdon
Planning & Planning Applications	To ensure that planning issues that effect the Village are closely monitored and responded to in an appropriate way.	Ros Day
Communication	To ensure all residents in Crowhurst have equal access to community information.	Ros Day & Sonia Plato
Strategic Planning	To co-ordinate planning strategy within the Council and liaison with the Neighbourhood Pan Steering Group.	Ros Day

17362. Dates of Meetings for 2019/20

All meetings are on Mondays at 7.30pm

18-Feb-19	7.30pm
18-Mar-19	7.30pm
15-Apr-19	7.30pm
20-May-19	7.30pm
17-Jun-19	7.30pm
15-Jul-19	7.30pm
16-Sep-19	7.30pm
21-Oct-19	7.30pm
18-Nov-19	7.30pm
16-Dec-19	7.30pm
20-Jan-20	7.30pm
17-Feb-20	7.30pm
16-Mar-20	7.30pm

17363. To consider and confirm the approval of policies, procedures and other documents.

- 17363.1.** Members reviewed and agreed the Risk register.
- 17363.2.** Members reviewed and agreed the internal controls.
- 17363.3.** Members reviewed and agreed the internal audit rota for 2019-20
- 17363.4.** Members reviewed and agreed the quarterly playground inspection rota for 2019-20
- 17363.5.** Members reviewed and agreed the statement of Assets as at 31 March 2019
- 17363.6.** Members reviewed and agreed contact details for publication on the Council Website.
- 17363.7.** Members reviewed and agreed that adequate insurance cover is in place.
- 17363.8.** Members reviewed and agreed to re-adopt polices (see table below)

Policy	Last Updated
Polices in Place for re-adoption at the May 2019 Annual Meeting	
•Adverse Weather Policy/ Winter Maintenance Policy	2010
•Code of Conduct	June 2016
•Complaints Procedure	March 2017
•Data Protection Policy	Feb 2017
•Disciplinary Policy	Jan 2005
•Equality Policy	Jan 2017
•Freedom of Information Act Publication Scheme	Feb 2017
•Grant Awarding Policy	June 2016
•Grievance Policy	Nov 2005
•Lettings Policy / Hire of Rec Ground Policy & rates	Jan 2018
•Media and Communications Policy	Nov 2010
•Investment Policy	May 2018
•Health and Safety at Work	March 2018
•Document Retention Scheme	Feb 2018
• GDPR Privacy Notice	May 2018
Polices not in Place for consideration during 2019-20	
•Internet Usage and Email Policy	TBA
•Staff Expenses Policy	TBA
•Training Policy	TBA

17364. Public Questions.

- 17364.1.** Can a Tree Preservation Order be placed on the Oak Tree at the entrance to Sabon Gari? There had been several requests from the public and our tree warden. The Clerk will contact RDC and request an update to the application for a TPO.
- 17364.2.** What is the Status on the enquiry ref listed status for the Plough? The Clerk confirmed he has asked Historic England what the process for nomination was. No reply – the Clerk will contract H.E again.
- 17364.3.** What was the position on Japanese Knotweed reported at the bottom of Station Road. Cllr White confirmed the estate agent representing the property had been informed and agreed to order works needed. The Clerk will confirm what the formal reporting process is.
- 17364.4.** What plans are there for the refurbishment of the Millennium bench. Defer this to the June Meeting.
- 17364.5.** Noted that Battle TC and Crowhurst Env group are meeting to consider joint operations. Agreed that the PC will review this at a later meeting.

17365. Representations from Cllrs

- 17365.1.** Cllr Curtis reported that the new Council has not yet taken office and as of yet appointment to committee confirmed. He will update the PC when more information is available.

17366. Minutes of Last Meetings

- 17366.1.** The minutes of meeting on 15th April 2019 were agreed as correct and signed by the Chairman.

17367. Annual Return

17367.1. Annual Governance Statement

- 17367.2.** Members reviewed and resolved to agree the Internal Auditors report in the Annual Return noting there were no areas of concern raised by the auditor.
- 17367.3.** Members reviewed and resolved to agree the Annual Governance Statement of the Annual Return. The Chairman and the Clerk signed the statement.
- 17367.4.** Members reviewed and resolved to agree the accounting statements in the annual return signed by the RFO on 14th May 2019. The statements were then signed by the Chair at this meeting on 20th May 2019.
- 17367.5.** To note and approve receipts and payments reports for 2018-19.

17368. Finance

17368.1. To receive the financial report for April 2019 - Noted.

17368.2. To approve payments. Noted and approved. see table below.

Chq no / Paid Ref	Trans Ref	Payments - for Authorisation at this Meeting (20th May 2019)	Gross	VAT Reclaim	NET	PC / NP
DD BT 14Apr19	853	Bt - Prem email April 2019	£7.50	£1.25	£6.25	
DC PO 18Apr19	854	Post Office - Stamps	£69.40	£0.00	£69.40	
DC TES 29Apr19	855	Tesco - Refreshments Annual Parish Assembly	£44.45	£0.00	£44.45	
DD EDF 01Apr19	864	Edf Energy - DD April 2019	£30.00	£1.43	£28.57	
		Total of Amounts already paid for Authorisation	£151.35	£2.68	£148.67	
to be paid by Dc	856	Sitebuilder - Annual Fees NP Web site May	£16.00	£0.00	£16.00	NP
101228	857	Village Hall Management Committee - Hall Hire NP meeting 01 April	£14.40	£0.00	£14.40	NP
101228	858	Village Hall Management Committee - Hall Hire NP meeting 7 May	£16.00	£0.00	£16.00	NP
101229	859	Keith Robertson - Clerk Salary May 2019	£695.00	£0.00	£695.00	
101230	860	Nicola Stell - Rec ground services April 2019	£101.20	£0.00	£101.20	
101231	861	Crowhurst Garden Services - Strim Ballards Hill April 2019	£25.00	£0.00	£25.00	
101232	0	Pat Buckle - Internal Audit 2018-19	£60.00	£0.00	£60.00	
		Total of items for Authorisation	£927.60	£0.00	£927.60	
		Total for Authorisation	£1,078.95	£2.68	£1,076.27	
		PC Totals	£1,032.55	£2.68	£1,029.87	
		NP Totals	£46.40	£0.00	£46.40	NP

17368.3. To approve the Bank Reconciliations for April 2019. Noted & approved.

17368.4. To Approve a further transfer of £30,000 to the NW 95 day saver account. Approved.

17368.5. To approve a schedule of Direct Debits for 2019-20 Noted & approved. see table below.

Supplier	Type	Supply	Payment Frequency	Approx Payment Amount incl VAT £
BT	DD	Premium Email	Monthly	7.50
BT	DD	Broadband Costs	Quarterly	130.50
BT	DD	Cloud Phone	Quarterly	39.00
BT	DD	Paper billing for above	Quarterly	4.00
BT	DD	VAT on above	Quarterly	34.70
		TOTAL DD QTR		208.20
123-Reg	DD	Domain renewal for crowhurstpc.uk 2 years	Annual	16.78
123-Reg	DD	Domain renew crowhurstpc.co.uk	Annual	8.39
EDF	DD	Electricity bills Pavilion	Monthly	30.00
Info Commissioners Office	DD	Annual Renewal Register of Data Controllers	Annual	35.00
JM Waste	DD	Replace stocks of Bin Bags	Approx ½ yr	150.00

17369. To Receive the Clerk's report – noted with actions as

17369.1. To consider Solar Lights for the fence in the recreation ground – members agreed to authorise the purchase. Clerk to order the lights.

17369.2. Reports of the footpath by the Rec to the CVCP being dangerous. – member agreed to pass the reports to ESCC.

17369.3. Flytipping Adams Farm lane gate– Clerk to work with Dist Cllr Curtis to establish ownership of the land under the bridge.

17370. To Agree the distribution of the Spring Newsletter – Cllrs agreed and received copies of the newsletter for distribution

17371. Planning

17371.1. Applications received

17371.1.1. **RR/2019/975/P** Crowhurst Caravan Park, Telham Lane, Crowhurst TN33 0S
Notices Received Variation of condition 14 imposed on RR/2008/2930/P to allow proposed changes to layout and type of units 35 and 36. **Members agreed not to object.**

17371.2. Notifications received

17371.2.1. **RR/2019/775/C** Crowhurst C of E Primary School, Forewood Lane, Crowhurst, TN33 9AJ.
Roofing refurbishment works. **RDC did not object**

17372. Recreation Ground & Playground

17372.1. To Receive inspection reports from Councillor Ros Day for April-May 2019. Cllr Day reported the wood chippings were low. To be topped up June/July. Mole Hills in the play area – no action for now. Hand Holds on Climbing Frame need tightening. Children play areas need weed spraying – Clerk will organise works. Gutter on the Pavilion still needs a repair.

17372.2. To consider a request to erect a sign post for the Youth Club. Cllrs agreed in principle and that the rusty pole close to the fence can be removed at the same time. Install pending design and cost estimates from the Youth Club and confirmation of who will pay for the new signpost.

17372.3. To receive a Tree inspection report. Tree report received and noted. A letter to land owners with trees needing works to be sent after quotes for works are received. Any works on scrub land to be guided by consultation and an environmental survey.

17373. Neighbourhood Planning

17373.1. To receive and approve the steering group minutes from 7th May 2019. Noted and approved.

17373.2. Cllr Day confirmed the NP will go to referendum on 27th June. The Clerk will update the PC website home page to reflect this and add a copy of the final Plan.

17374. BT Phone Box

17374.1. The Clerk confirmed funding for the project has been received. Members agreed to proceed with the installation. The Clerk will sign the contract.

17375. Information for Councillors (for noting or inclusion on future agenda).

17375.1. Proposed Solar farm. Cllr Plato reported she has been contacted with a person qualified in Environmental matters that would like to address the PC on the proposed development. The Clerk will set up the meeting.

17376. Next Council Meeting is on 17th June 2019 at the Village Hall 7.30pm.

Meeting Closed 10.15 pm

Signed

Dated.....