



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**A Meeting of Full Council was held on Tuesday 17<sup>th</sup> December 2013 in the Reading Room, Chailey Green, commencing at 7.42 p.m.**

**Present:** Cllr. D. Cranfield (Chairman).  
Cllrs. P. Atkins, D. Cowan, J-P Ellis, M. Evans, S.Griffin, J. Millam, P. Olbrich  
J.Tillard.

**Public present:** One.

**In attendance:** V. Grainger (Clerk).

**13/159. Apologies:** None.

**13/160. Declarations of Interest:** Cllr Tillard declared an interest regarding Agenda item 10: Preparation of Chailey Neighbourhood Plan. It was **agreed** that this matter would be considered as the last agenda item, Cllr. Tillard agreed to leave the meeting at this point.

**13/161. Questions/ Comments from members of the public:** None.

**13/162. Items considered as a matter of urgency:** Cllr. Evans advised of a matter arising from the ESCC Highways SLR held on 10<sup>th</sup> December, which required an urgent decision. The SLR meeting minutes had previously been circulated for member's attention. The proposed pedestrian refuge at A272 (Lower Station Road access) North Chailey had been rejected, as the expense (estimated at £37,000) outweighed the benefits. ESCC Highways had therefore been asked to consider alternative solutions. It had been concluded that the installation of flashing warning lights activated at current school times were a viable solution. These could be installed; provided the work was completed within the current financial year. In order for to allow ESCC Highways with sufficient design time the Parish Council was urgently required to indicate its consent. Cllr. Evans proposed that the scheme should be supported and the lights installed. This was unanimously **agreed**. The Clerk was requested to convey the Council's decision to the ESCC Officers Ms H Pace and Mr I Johnstone.

**13/163. To agree minutes of Full Council Meeting held on Tuesday 19<sup>th</sup> November 2013:** The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 19<sup>th</sup> November 2013 (Council resolution 13/299).

**13/164. Reports from Council Representatives on Village Organisations:**

- i) **ESCC Highways SLR Meeting:** Cllr. Evans provided an update of the meeting he attended with ESCC Highways on 10<sup>th</sup> December. Cllr. Evans reported that the proposed pedestrian crossing at Mill Lane, South Chailey had been discussed. The scheme had been scored through the ESCC "high level sift" process but had not scored high enough for work to be taken forward. Mr A Kerr had offered to meet Councillors on site to clarify what was required. ESCC Cllr. Sheppard had mentioned The Community Match Initiative and the possibility of identifying a sponsor for this project. It was suggested that Cllr. Sheppard should be invited to attend the next Parish Council Meeting.

It was also suggested that the Head of Chailey School might be able to provide information as to the number of Chailey School pupils crossing the A275 at Mill Lane each day.

- ii) **Chailey Rainbows and Brownies** – Cllr. Griffin had been presented with bunting created by Chailey Brownies. Each segment of the bunting detailed a “thank you” message to the Parish Council for the recent grant provided to the Rainbows and Brownies. Councillors expressed their appreciation of the Brownies efforts and the bunting was displayed in the Reading Room.
- iii) **Chailey Youth Group** – Cllr. Olbrich mentioned that the youth group had been awarded first prize at the Chailey Bonfire Society parade.

**13/165. Confirmation of Procedure to fill Parish Councillor Vacancies:**

Lewes District Council had confirmed that the Parish Council could proceed to fill the two Councillor vacancies by co-option. Ms Penfold had expressed an interest in being a Parish Councillor and attended the meeting to ascertain if she wished to present as a candidate. It was **agreed** that the Council would seek to co-opt to fill the vacancies at the next Council meeting.

**13/166. Financial Reports to Council**

**i) Financial Summaries for November:**

The financial reports for November had been circulated indicating a ledger balance at the end of November of £42,574.39 in Barclays Bank community account. There were three un-presented cheques totalling of £1,093.00. The Barclays deposit account balance was £100,233.21. Total expenditure to date was £62,143.07 and the current operating surplus was £10,251.

ii) **Approval of expenditure:** The list of payments for December was noted and approved.

iii) **Draft 2014/2015 budget and precept setting-** An update of the 2013/14 budget was presented, together with a draft 2014/15 budget. Lewes District Council had confirmed that it proposed to pass on an amount to mitigate the impact on local Council taxes that a reduction in the Council Tax base would otherwise have; due to the change of system which provides low income households with support towards Council Tax costs. The amount of grant indicated was £2,208.00, which was to be confirmed at LDC Cabinet meeting on 6<sup>th</sup> January 2014. The Parish Council’s total budget requirement for 2014/2015 was £50,554.00 (previously £51,086.00 for 2013/2014). The Parish precept had been retained at £48,000.00 since 2011, as the Council had exceptional other income in 2013. It was suggested that a budget of £50,554.00 adjusted for capital spend would result in a requirement of £48,350.00, less the grant provided would result in a precept figure of £46,142.00. The Council would need to finally approve the budget at its January 2014 meeting in order to advise LDC by 30<sup>th</sup> January.

**13/167. Review of refurbishment of Parish Assets:**

i) **Installation of Basket Ball net at Roe Heath-** A proposal had been made for the installation of a basketball net at Roe Heath, Cinder Hill. A report detailing the different types of equipment available had been circulated together with one quotation. Further quotes were required. Cllr. Olbrich had consulted with residents of neighbouring properties who were supportive of the idea. The equipment would need to have a safe playing area and firm base. Further quotations for the ground work would also be sought. It was agreed that the matter would be reconsidered once all the relevant information was available.

ii) **Chailey Reading Room-** A report had been received concerning furniture beetle infestation and rising damp at The Reading Room, Chailey Green. It was considered that the quote was reasonable for the work involved and marginally exceeded the Council’s limit requiring three quotations. The Council approved the work provided the quotation could be reduced slightly. The timing of the work would need to coincide with bookings for the Reading Room and the expenditure would be finally agreed at the next available meeting once all information was available.

- iii) **Chailey Windmill** – A report had been received regarding wood boring insect infestation at Chailey Windmill; together with a quotation for the work required to eradicate the problem. Further quotations were required in accordance with the Council's financial regulations. Councillors **agreed** to consider this work and the required re-painting of the Wind Mill at the February Council meeting.

**13/168. Items for Information and future Discussion:**

The Clerk provided an update report and the work completed was noted. It was commented that The Murco Garage sign on the footpath at the Kings Head cross roads, North Chailey had been moved, but now obscured the bus shelter which prevented passengers from seeing the bus approaching the stop. The Clerk **agreed** to contact the garage.

**13/169. Correspondence for Noting and Response:**

1. Correspondence regarding various Tree works at North Chailey was noted. Quotations for the required work were awaited for future consideration.
2. Information regarding changes to East Sussex Pension Scheme (LGPS) with effect from 1<sup>st</sup> April 2014 was noted.
3. The financial report for Chailey Parish Hall had been circulated for information.
4. The report from the Friends of Chailey Windmill had been circulated. It was noted that there was difficulty in establishing a bank account for surplus funds and suggested that any surplus funds could be transferred to the Parish Council to offset expenditure relating to the Windmill.
5. A listing of other recent correspondence was circulated and noted.

**13/170. Risk Implications including Crime and Disorder Act 1998 Section 17: None**

**13/171. Date of next meeting of Full Council:** The date of the next meeting was confirmed as Tuesday 21<sup>st</sup> January 2014 at 7.30 p.m. Having declared an interest Cllr. Tillard left the meeting at 9.05 pm, while the Council considered the preparation of a Chailey Neighbourhood Plan.

**13/172. Chailey Neighbourhood Plan**

A State of the Parish report had been circulated setting out available national and local data regarding the geographical area and population. A copy of the Chailey Village Action Plan had also been distributed. The Chairman outlined the process required to develop a Neighbourhood Plan, citing the examples of Ringmer and Slaugham Neighbourhood Plans. Once adopted as a planning document a Neighbourhood Plan could influence future planning development, but was subject to the approval of the overarching Lewes District Local Plan. It was noted that housing figures had recently been revised and the original housing site allocations identified in the SHLAA (Strategic Housing Land Availability Assessment) were now included for potential development. It was **agreed** that Chailey was one Parish not two Parishes of North and South Chailey. Chailey was also in a challenging strategic position between the restricted development areas of the South Downs National Park and Ashdown Forest. Individual Councillors agreed to review particular LDC Topic Papers and provide comments. The Topic Papers would be discussed in detail at the Council's meeting of 7<sup>th</sup> January and the Council's response would be confirmed. It was further **agreed** that the issues relating to future development could be highlighted at the Council's Annual Meeting in April and residents would be encouraged to assist to take matters forward.

**13/173. The Meeting was closed at 9.30 p.m.**

**Signed:**

**Chairman**

**Date:**

Initials:

Date: