

## **DANEHILL PARISH COUNCIL**

### **Minutes of the Danehill Parish Council meeting held on Thursday 27<sup>th</sup> October 2016, at Danehill School.**

Present: D. Birchell (DB), T. Blake (TB), C. Crouch (CC), A. Goodburn (AG), R. Lewis, (RL), E. Mills (EM), A. Martorana (AM), N. Macleod (NM), A. Pattison (AP)

In addition Roy Galley (District Councillor) & Peter Roundell (District Councillor & Chairman of Fletching PC) were present. There were also members of the public present.

Emma Fulham Clerk to the Council was in attendance.

The Chairperson of the Parish Council, Andrew Goodburn (AG), opened the meeting at 7.30pm. He welcomed Emma Fulham as the new Clerk for Danehill Parish Council and thanked the outgoing Clerk Charlie Godders for his assistance to date.

#### **13. Apologies for Absence**

All councillors were present.

#### **14. Declarations of Interest**

There were no declarations of interest from members in respect of any matter on the agenda

#### **15. Previous Minutes**

To approve minutes of the Parish Council dated 29.9.16.

These were approved as a true record of the meeting by unanimous vote and signed by AG.

#### **16. Matters arising from the minutes of the meeting held on 29<sup>th</sup> September 2016.**

The Chair confirmed the matter of subscriptions remained outstanding but the Council would wait for the Clerk to advise in due course.

#### **17. To receive & consider any communications received and to take appropriate action**

The Clerk would provide a monthly correspondence list to Cllrs in advance of the PC meetings in future.

The Chair reported on correspondence and noted the following:

- (i) A complaint over anti social noise and behaviour at the social club had been received. EM had responded in the absence of a clerk and had recommended any noise complaint be passed to WDC as the appropriate authority. No further action required.
- (ii) SSALC request for topics for the Chief Constable meeting.  
**The Clerk would respond that there were no immediate topics DPC would like addressed.**
- (iii) SSALC referendum principles consultation which would restrain precept increases to 2%. Whilst DPC noted they were unhappy with large precept hikes they would like to express concern over restraints in the light of devolution of services to Parish Councils.  
**The Clerk was asked to record a simple response to the consultation.**
- (iv) A request from Sylvia Martin on behalf of Danehill Memorial Hall outlining a future plan for a replacement hall and also requesting a £200 contribution from DPC for a new dishwasher.

**DPC agreed unanimously to contribute £200 towards a new dishwasher.**

AG asked Sylvia Martin to explain at the meeting some of the background and she outlined the maintenance issues with the current hall and the recent discussions with WDC to rebuild the hall on the recreation ground replacing the pavilion using the sale of the current site to finance it.

**AG confirmed EM and himself would meet the Committee on 3<sup>rd</sup> November for an initial discussion and would then report back to DPC.**

- (v) Suzy Oates from the Nursery had written to request support to move from the Chelwood Gate Hall to the Pavilion.

**The Council agreed this needed more consultation and in the first instance AG and TB would meet the Nursery and report back to DPC.**

AG reported that there are some needs for improving the parish facilities and a more detailed plan and consultation with the parish would enable DPC to make decisions on a future plan and strategy. Cllr Roundell suggested employing AIRS to help with consultation and a parish plan as they have in Fletching which can then identify needs and direct future plans.

## **18. Reports from County & District Councillors**

### **Roy Galley**

County & District Councillor Roy Galley (RG) reported that he provides a monthly report to the Clerk for information.

He reported on the Sussex Fire Authority consultation and urged DPC to be involved in the consultation.

Next week he was meeting road safety planners and would chase up any highways issues and asked for any dangerous issues to be reported.

WDC are setting up a house building and regeneration company enabling the Council to provide much needed starter and downsizer homes.

### **Peter Roundell**

District Councillor Peter Roundell (PR) added in addition to the report from RM that along with a new housing company WDC would be building a new crematorium.

## **19. Reports from Parish Councillors**

### **a) Reports from C. Crouch**

- (i) PC Surgery held 17<sup>th</sup> Sept. at C. Gate Village market CC gave an overview of the first Surgery. The nine matters had been passed to Cllrs and WDC accordingly for action. Future matters would be communicated via the Clerk. The one matter highlighted was the parishioner request for a handrail for the Memorial Hall. **EM would be meeting with the Hall Committee and would review the handrail issue. The next surgery would be repeated on the 19<sup>th</sup> November at the Danehill Village Market.**
- (ii) CC had attended the recent Weald link meeting. The subscription for Weald link was increasing for 2017/18. CC had asked for more promotion of the service and details of current users etc.  
**The information of user numbers would be reported back to the Council to make a budget decision.**

- (iii) CC had reviewed the DPC emergency plan. She confirmed it exists and WDC had suggested review every three years. The current plan was unwieldy and made no reference to biohazards. A summary document available to each household would be beneficial.

**CC would meet John Wood from WDC and report back on what would be the best way forward and what actions were needed.**

- (iv) CC reported there were no actions or report following the Parish Liaison of the Board of Conservators of Ashdown Forest meeting.

b) Report from Dee Birchell

There was no report from Chelwood Gate Hall.

c) Report from Neil Macleod

- (i) He had made contact with Ian Johnson, Jill Gander and Penelope Bentley from ESCC. A highways data collection machine at £400 per site was available for a week's hire. This might help with evidence collection for road improvements. ESCC would provide 4 machines for the cost of 3 if required.

**The Clerk was asked to put this on a future agenda.**

- (ii) A quote for approximately for £150 plus Vat had been received from Trevor Gregory for an initial clearance works.

**After a unanimous vote in favour the Clerk was asked to instruct works up to £300 as a one off to arrange clearance subject to the Landowner providing permission and the relevant insurances being provided.**

- (iii) There has been little response from Sussex Police in regards to Neighbourhood Watch. NM suggested with more support needed for this to progress the aims and strategy of this scheme needed further thought.

- (iv) There had been two quotes for a defibrillator.

**The Clerk would get one more quote and make it an agenda item for a decision at the next meeting.**

d) Report from Andrew Pattison

There was approximately 280k in the bank with 31k owed to WDC as they have been covering DPC costs for the interim period. With 50k in reserves there remained 192k. A summary of the account was handed to all Cllrs.

e) Report from Emma Mills

- (i) The Danehill Memorial Hall had been discussed under correspondence.

**EM would report back on the hall meeting at the next DPC meeting.**

- (ii) Termly meetings were planned with the school to make the school liaison meetings more structured and focused.

**EM would bring back feedback from those meetings to DPC.**

f) Report from Rhodri Lewis

- (i) A large load of wood had been removed from the bog at Jubilee Green.
  - (ii) The correspondence from Steve Tilling about his prospective forest school had been previously circulated. Insurance and a draft contract had been provided. The Council agreed there were other considerations on fees, parking etc  
**RL proposed that the project was agreed in principle seconded by EM and unanimously approved.**  
**Once further information was provided an agenda item for formal approval would be arranged.**
- g) Report from Tony Blake
- (i) The recent planning meeting discussed three applications all of which the Committee supported.
  - (ii) The report on a possible pet cemetery had been followed up with the land owner who had confirmed there were no immediate plans and he was aware of the planning process should this be progressed at some point.
- h) Report from Adrian Martorana
- Nothing to report.
- i) Report from Andrew Goodburn
- (i) He had met the Vicar. He had asked for more information and an annual update on the youth worker.
  - (ii) He was visiting the burial ground. Mike Fishlock (MF) confirmed the burial ground was almost full.
  - (iii) The initial feedback re parish sports clubs seemed a bit gloomy.

**Meeting opened to public to express a view or ask a question on any Parish relevant subjects**

There was a request for Cllr details.

**The Clerk would provide and update the website and notice boards shortly.**

There was concern over speeding cars and the speed watch campaign.

**The Council would look into the matter.**

An update on the yellow lines near the school was requested.

**The Clerk confirmed this correspondence had arrived from ESCC and a consultation was now necessary.**

**The Clerk had asked ESCC to provide details on how they wanted this to progress.**

**20. To receive Clerk's report, current status and actions required.**

The Clerk reported on the issues to date. There was a large back log of administration she asked for some patience whilst she got matters in hand. The finance input was the biggest job identified so far and some priorities would need to be addressed.

**The Clerk would report back at the next meeting.**

**21. To consider and agree future website and email facilities.**

The Clerk outlined the current position and issues.

The options were outlined and the quote for a solution to the website and email problem was given with initial costs of £850 Vision ICT could provide a reactive solution. Cllrs had reviewed their work prior to the meeting and had a brief discussion at the meeting as to what they would like to see a new website address.

**AM proposed that the Clerk should instruct Vision ICT to proceed with this quote seconded by EM and unanimously approved.**

**AM would liaise with the Clerk on the website design and content.**

**AP agreed to provide some photography for the website.**

**22. To note that forms for acceptance of electronic communication have been signed by all councillors.**

These were duly signed and noted.

**23. To discuss and agree telephone requirements of the Clerk.**

The Clerk reported on the current arrangements she had used for another Council as she was predominantly working from her home office.

**It was unanimously agreed that the Council would pay a £10 monthly contribution for broadband costs and a £10 monthly contribution for shared telephone costs.**

**24. To note that Standing Orders and Financial Regulations have been adopted.**

These were the same standing orders and regulations as the previous council had used and had been circulated to members prior to the meeting.

**Proposed by AP seconded by AG and unanimously approved.**

**25. To discuss and agree the adoption of an electronic accounting system.**

AP outlined the issues with the current system and he had researched electronic systems. One of these systems was already used by the Clerk.

**AP proposed RBS software was purchased at a cost of £633 and ongoing annual costs of approximately £200. Seconded by AG and this was unanimously approved.**

**26. To consider and agree tenders received for the repainting of the tennis courts.**

The PC has received 3 quotes for work to repair and repaint the lines at the Tennis Court. Unfortunately as they have all been done in a different way it is not possible to compare them fairly at the last meeting. RL had reviewed the initial tender documentation and contacted the suppliers for additional clarity. This information was now reviewed and considered.

**RL proposed the A1 quote was accepted at £3360 seconded by RL and unanimously approved.**

**The Clerk would instruct works accordingly.**

**27. To receive update on bank mandate.**

These have been signed by AP, AG, CC, DB, RL and AM. AP and AG had one further form to sign and then the process should be completed. Until this was completed DPC cannot make direct payments.

**Date and Venue of Next Meeting – 7:30pm 24<sup>th</sup> November 2016 Chelwood Gate Hall**

**Meeting closed at 21.30**