

DANEHILL PARISH COUNCIL

Draft Minutes

Draft Minutes of the extraordinary Danehill Parish Council meeting held on Thursday 18th August 2016, at Danehill Village Hall.

Present: D. Birchell, T. Blake, C. Crouch, A. Goodburn, E. Mills, A. Martorana, N. Macleod, S. Martin (Interim Parish Chairperson), A. Pattison

The meeting was opened at 8.00pm by the Chairperson of the Interim Parish Council, Sylvia Martin, who would be stepping down following the appointment of the new Parish Council and the election of a new Chairperson.

Sylvia Martin (SM) took the opportunity to thank the other members of the Interim Parish Council (Councillors Roy Galley, Peter Roundell and Anne Higgins) for all the help in having the meetings of the Interim Council and for all the advice and help they gave. SM also stated that the minutes would be forwarded to her, to be then passed to Trevor Leggo of SSALC (Surrey & Sussex Association of Local Councils) to confirm who will be Chair of the new Council. Separately the new Chair will also contact Trevor Leggo so that this can trigger the appointment of the new Parish Clerk (new Possibly Interim).

16.8.1. Apologies for Absence

Rhodri Lewis

16.8.2 Election of New Chairperson

SM asked for any proposals for the new Chair.

Andrew Goodburn (AG) was proposed by Adrian Martorana (AM) and seconded by Catherine Crouch (CC). There were no other candidates for the Chair, SM therefore moved for a vote via show of hands in support of AG as Chairman of the new Danehill Parish Council.

The vote was unanimous amongst the new councillors present (and who had already signed the Councillors' Declaration of Office prior to the meeting - these are held on file at the parish office).

For the record, the councillors who voted for Andrew Goodburn were D. Birchell, T. Blake, C. Crouch, E. Mills, A. Martorana, N. Macleod, and A. Pattison.

SM noted the election of Andrew Goodburn as the new Chairman of Danehill Parish Council and stepped down.

AG took the Chair and also the opportunity to thank SM for the effort and time she had put into the interim council and the help provided to the newly elected council members.

16.8.3 Councillors' Declaration of Office

As all the councillors present (D. Birchell, T. Blake, C. Crouch, A. Goodburn, E. Mills, A. Martorana, N. Macleod, A. Pattison) had already signed the Councillors' Declaration of Office prior to the meeting (via Charles Gooders), AG moved directly to the next agenda item.

16.8.4 Agreement on Chairpersons for Sub-Committees, Working Groups & Liaison Officers

AG moved forward on the election of Chairs for the various Sub Committees, Working Groups and Liaison Officers. AG asked for volunteers or candidates and subsequently proposers and seconds.

The results were as follows:

Sub-Committees	Volunteer or Candidate	Proposer	Seconder	Vote	Action
Finance*	Andrew Pattison	DB	NM	Unanimous	Agreed
Planning	Tony Blake	EM	AP	Unanimous	Agreed

* Includes Internal Control (to be discussed at next meeting)

Working Groups	Volunteer or Candidate	Proposer	Seconder	Vote	Action
Communication	Adrian Martorana	CC	DB	Unanimous	Agreed
Highways & Footpaths	Neil Macleod	TB	AP	Unanimous	Agreed
Burial Ground & Memorial	Andrew Goodburn	TB	AP	Unanimous	Agreed
Danehill Rec & Jubilee Green (including Chelwood Gate Village Green)	Rhodri Lewis	Due to RL's absence, held over to next meeting			

Liaison Officers	Volunteer or Candidate	Proposer	Seconder	Vote	Action
Chelwood Gate Village Hall	Dee Birchell	NM	CC	Unanimous	Agreed
Danehill Village Hall	Emma Mills	AM	AP	Unanimous	Agreed
Danehill Primary School	Emma Mills	AM	NM	Unanimous	Agreed
Ashdown Forest Parish Liaison Panel	Catherine Crouch	DB	AM	Unanimous	Agreed
Emergency Planning	Catherine Crouch	EM	AP	Unanimous	Agreed
Wealdlink	Catherine Crouch	EM	AP	Unanimous	Agreed

AG noted that the new council were keen to involve as many of the community as possible in contributing to the work of the parish council. In this regard AG stated that Michael Fishlock had expressed his willingness in continuing as Tree Warden.

The councillors present unanimously approved the continuation of Michael Fishlock as Tree Warden.

16.8.4a Appointment of Parish Clerk

AG to contact Trevor Leggo to initiate the process of hiring a new Parish Clerk – and possibly get someone to cover in the meantime.

It was agreed that for the hiring of the new clerk, the interview panel would be Andrew Pattison, Dee Birchell & Adrian Martorana

16.8.4b Councillors' Surgeries

CC's idea 'Meet Your New Parish Councillor' was discussed with the intention that parishioners could have an informal chat, voice any concerns and get to know more. As some people do not want to

stand up in a public forum to voice their concerns, it was thought that this might be a way of getting more feedback and dialogue.

The first 'surgery' will be trialed at the September 17th Chelwood Gate Village Market - the councilors present will be:

10.00 -11.00 Andrew Pattison
11.00 -12.00 Emma Mills
12.00 -13.00 Neil Macleod
13.00 -14.00 Dee Birchell

16.8.5 Dates of Next meeting

The next meeting will be at Danehill School (DS) at 19.30 on Thursday 29th September 2016.

All future meetings have been planned for the last Thursday of each month (excluding December) until the end of the Danehill Parish fiscal year and rotating between Danehill School and Chelwood Gate Village Hall (CGVH). The dates are:

Date	Venue	Time
29 th September 2016	CGVH	19.30
27 th October 2016	DS	19.30
24 th November 2016	CGVH	19.30
December	No Meeting	
26 th January 2017	DS	19.30
23 rd February 2017	CGVH	19.30
30 th March 2017	DS	19.30

16.8.6 Final Comments

AG thanked the public for attending and their support and although the agenda stated that the meeting would not be opened to the public, given the time available, asked for any feedback.

A member of the public asked for clarification on how Chelwood Gate Village Green would be addressed. AG confirmed that it would be within the Committee responsible for Danehill Rec & Jubilee Green (clarification added above).

Several people voiced their best wishes and encouraged the new Council to use as many parishioners in the various Committees and Sub-Committees as possible - this was noted and agreed by all.

Meeting closed at 20.30

Adrian Martorana 19.8.2016

(In absence of Parish Clerk)