

**Minutes of the Meeting held on Monday
16th September 2019 at 7.30pm in Crowhurst Village Hall**

Present: Councillors, Mrs R Day (Chair), Mr A Stainsby, Ms S Plato. Mr K Robertson (Clerk),
County Cllr Mrs K Field,

No	Item	Action
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Public Questions - None

Apologies. Mrs H Langdon

17407. Disclosure of Interests – Cllr Plato Youth Club, item 17414.3 and Environment Group item 17418.1

17408. Representations from Cllrs

17408.1. ESCC Cllr K Field reported that the previously expected shortfall in funding of £20.4 million will be to some extent eased after the Govt spending review which will bring an additional £10 million to fund adult services. Cllr Field also reported that the RDC Climate Emergency Policy has been adopted. This will cover all of Rother with details to be completed through consultations.

17409. Minutes of Last Meeting. The minutes of meeting on 29th July were agreed and signed by the Chairperson.

17410. Councillors. It was noted that Cllr Martin White has resigned from the Council. Members agreed not to formally re-assign responsibilities until November to allow for the recruitment of new members. The Clerk confirmed that RDC have been informed of the resignation and a Notice of a Casual Vacancy has been posted. If an election process is not needed the Council can begin the co-option of new members after 2nd October.

17411. Finance

17411.1. To receive the financial report for July/August- **Noted.**

17411.2. To note receipts - **noted**

17411.3. To note and approve Payments. **Noted & approved** see table below.

17411.4. To approve the **Bank Reconciliations** for August **Noted & approved**

17411.5. **It was noted** that the External Audit Report for 2018-19 has been received with no actions required. The Clerk will post the completion of Audit notice on the web site. **Action Clerk.**

17411.6. **Members approved** the payment by bank transfer of £20,000 from the current account into a deposit account. **Action Clerk.**

Chq no / Paid Ref	Tran s Ref	Payments - for Authorisation at this Meeting (16th Sept 2019)	Gross	VAT Reclaim	NET	PC / NP
DD JMW 29Jul19	901	JM Waste Management Ltd - Blue waste bags x100	£282.00	£47.00	£235.00	
DD BT 18Aug19	902	Bt - Broadband and Phone June-Oct 2019	£192.60	£32.10	£160.50	
DD BT 14Jul19	909	Bt - Prem email service Jun-Jul	£7.50	£1.25	£6.25	
DD BT 14Aug19	910	Bt - Prem email service Jul-Aug	£7.50	£1.25	£6.25	
TX KR 04Sept19	911	Keith Robertson - Clerk Salary Aug 2019	£695.00	£0.00	£695.00	
TX KR 18Sept19	912	Keith Robertson - Clerk Salary Sept 2019	£695.00	£0.00	£695.00	
TX BRX 18Sept19	920	Broxap - 2 new litter bins	£754.68	£125.78	£628.90	
TX JOC 18Sept19	916	John O'Conner - Grass Cutting Feb-April 2019	£598.80	£99.81	£498.99	
TX JOC 18Sept19	917	John O'Conner - Grass Cutting May 2019	£199.60	£33.27	£166.33	
TX JOC 18Sept19	918	John O'Conner - Grass Cutting June 2019	£199.60	£33.27	£166.33	
TX JOC 18Sept19	919	John O'Conner - Grass Cutting July 2019	£199.60	£33.27	£166.33	
Total of Amounts for direct payment for Authorisation			£2,634.28	£207.38	£2,426.90	
101252	913	Crowhurst Garden Services - Strimm Ballards Hill Path July 2019	£50.00	£0.00	£50.00	
101254	914	Nicola Stell - Rec maintenance services	£105.00	£0.00	£105.00	
101254	915	Nicola Stell - Rec ground maint July 2019	£171.95	£0.00	£171.95	
101255	921	PKF Littlejohn - Ext Audit 2018-19	£200.00	£40.00	£160.00	
Total of items for Authorisation and payment by Cheque			£526.95	£40.00	£486.95	
Total for Authorisation			£3,161.23	£247.38	£2,913.85	
PC Totals			£3,161.23	£247.38	£2,913.85	
NP Totals			£0.00	£0.00	£0.00	NP
OTHER						
01-Jul		EDF Monthly July DD Electricity Pav	£30.00			
01-Aug		EDF Monthly Aug DD Electricity Pav	£30.00			
TX NW95 18Sept19		Transfer funds to NW 95 days deposit 90142943	£20,000.00			
late payments not yet in financial systems - for approval in Oct						
TX SATS 19Sept19		Payment to Satswana - DPO services	£180.00			
TX CW 19Sept19		Payment to Castlew ater - Pav Water Bill	£92.60			

17412. Planning

17412.1. Applications received - None

17412.2. Planning Notices received

17412.2.1. RR/2019/422/P Upper Wilting Farm, Farm Shop, Crowhurst Road, Crowhurst TN38 8EG Conversion and extension of agricultural building to form single dwelling. **Approved 15th August**

17412.2.2. RR/2019/914/P Sandrock Crescent, Sandrock Hill, Crowhurst TN33 9AS Rear single storey extension **Approved 3rd August**

17412.3. Other Planning Items

17412.3.1. APP/U1430/W/18/3218828. Appeal vs RR/2018/1957/P Windy Ridge, Swainham Lane, Crowhurst TN38 8ED. **Appeal dismissed 28th August**

17412.3.2. RR/2019/1897/TN Lower Hill Farm, The Farmyard, Watermill Lane, Crowhurst TN39 5JB BT Openreach Installation of fixed-line broadband apparatus. Regulation 5 notification for the installation of fixed-line broadband apparatus: RDC decision **No Planning Required 6 Sept**

17413. Clerks report. Noted

17414. Recreation Ground & Playground

- 17414.1. **To receive a report of Councillors Weekly Inspections.** Cllr Stainsby reported there were no problems found.
- 17414.2. **To receive a Summary of Items logged – Noted**
17414.2.1. Cllrs also agreed to the purchase of one Pallet of wood chips to be stored in the mower shed and distributed as needed around the playground equipment during the winter. **Action Clerk.**
- 17414.3. **To consider the Purchase of a sign post for the Youth Hut.** Members reviewed a quote and agreed to purchase a sign post. **Action Clerk.**
- 17414.4. **To consider repairs to the notice board in the recreation ground.** The clerk reported that following from reports that the notice board window was not safe he has secured it closed with the notice board no longer in use. Members agreed that as a temporary measure the window will be removed to allow the board to be put back into use and quotes for a replacement notice board will be obtained. **Action Clerk.**
- 17414.5. **To receive the updated RDC report on pitch use strategy.** Members approved the changes submitted to RDC.

17415. Reports back from meetings.

17416. **Parish Council Website Hosting.** The Clerk reported that he had met with the RDC website development team on 12th Sept to discuss RDC hosting our website when the new RDC website is launched in March 2020. Three other Parish Councils are collaborating with Crowhurst with a view to having their websites hosted by RDC. The new website will be at zero cost to Crowhurst, will be hosted and supported by RDC, will have better functions and the content be more easily managed. The new website will conform with new regulations around accessibility. **Members agreed** to proceed on the basis that RDC will continue to host our website with the new site being launched in March 2020. The Clerk will liaise with RDC and other Parish Councils on this project. **Action Clerk.**

17417. Neighbourhood Plan

- 17417.1. **To note and approve NP Steering Group Minutes 2 September. Noted**
- 17417.2. **To consider** a proposal to create a working party to Monitor & Advise the Parish Council on the delivery of the NP. A draft Terms of reference were considered. **Members agreed** that further work was needed to define the role of the working party and the ToR before this could be confirmed. The Clerk will meet with Cllrs Plato and Day to revise the ToR and seek advice from other Councils and agencies on appropriate post plan delivery structures and governance. **Action Clerk.**
- 17417.3. Equipment Storage. **Deferred to Oct**

17418. Road and Verges

- 17418.1. **To consider the Refurbishment of the Millennium Bench.** – Cllr Plato reported that the Crowhurst Environment Group are preparing a design proposal for a new bench and the planting of flowers in the area around the bench. She has met with the Asset Manager for ESCC who confirmed in principle that we will not need a new license to proceed with this design. The Clerk confirmed that ESCC have stated this is correct. Members agreed to consider the adoption of a new bench and the funding of a new bench when the design and costings are presented by the Environment Group. **Action Cllr Plato.**
- 17418.2. **To receive and update on Wild Flower Verges.** Cllr Plato reported as a member of the Crowhurst Environment Group (CEG) that the installation of posts to prevent parking on wildflower verges has been agreed with ESCC. Cllr Plato also confirmed that the CEG (not the Parish Council) will be responsible for these verges, including the cutting of the verges. **Noted**
- 17418.3. **Speeding Workshop. To consider representation.** The Clerk reported that as a member of RALC Exec he will be hosting a speeding workshop for Parish Councils on 26th September to enable the issues created by speeding vehicles and initiatives to tackle this to be addressed.

by all Rother Councils. Over 40 Councillors from Rother Parishes have signed up to attend.
Cllr Day agreed to represent Crowhurst at this workshop.

17419. BT Phone Box To consider the purchase of defibrillator signs for the phone box.
Members reviewed a quote and agreed to purchase of glass panels for the Phone Box.
Action Clerk.

17420. Information for Councillors (for noting or inclusion on future agenda)

17420.1. To confirm attendance of the ESALC AGM/Conference 10th Oct. members will notify the clerk if they plan to attend.

17420.2. To note risk management info for future reference. **Noted** for further review.

17420.3. To consider Emergency Planning. Emergency planning is co-ordinated by Alan Stainsby and Flood action by Tracy Hoad. The Council will consider how its role and responsibilities in Emergency Planning and Flooding should be defined and a later meeting.

17420.4. Traffic Lights at Upper Wilting – reports of delays – the clerk will enquire with ESCC

17421. Next Council Meeting – 21st October 2019 Village Hall 19.30pm. preceded at 18.45pm by an open meeting with potential new Councillors.

Meeting Closed 21.35pm

Signed

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