

Minutes of the Meeting held on Monday 20th April 2020 at 7.30pm On line meeting

Present: Councillors, Ros Day (Chair), Ms S Plato. Mrs T.Hoad. Mrs H Langdon, Mr G. Quinnell, Mrs Robin Pridy, Mr K Robertson (Clerk),

No	Item	Action
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Public Questions None

Apologies – None

17518. Disclosure of Interests – Cllr Plato & Cllr Hoad Youth Hut (Personal)
item 17524.2 & 17524.3

17519. Representations from Cllrs.

17519.1. ESCC Cllr Kathryn Field reported that 10 % of ESCC staff are off sick but the Council was coping. There are education concerns around how and when the return to school will be managed and while home learning continues there is a lack of computer resources at home for many children. Adult Social Care is very short of PPE and with no consistent approach to Covid-19 by a range of homes and lack of statistics it is difficult to know an exact impact on adult social care. In terms of budgets the Council will be recompensed by central Gov for additional costs related to Covid-19 but other indirect financial losses may not be covered and will put a strain on budgets for the coming year.

17519.2. District Cllr Gary Curtis. Applications for assistance relating to Covid-19 are now coming in. RDC have not reinstated the brown bin collections because 27% off staff are off sick, this is being reviewed weekly. RDC has banned the use of Sky lanterns. Volunteer groups in the district are working. Speeding is reported as increase problem, Cllr Curtis has been in contact with the Police who will now react to this in areas identified to them.

17520. Minutes of Last Meeting. Members approved the minutes of meeting on 16th March which were signed by the Chair and a signed copy will be forwarded to the Clerk.

17521. Finance

17521.1. To receive the financial report for the accounts to March 2020 – The Clerk reported that the surplus was as forecast at just over £5K and that quotes for the new sewage system indicate a cost of £30K rather than the estimated £20K from the March meeting are likely. In this case we may have to find a further £10K from reserves. Cllrs agreed that if needed a percent reduction of all other reserves will be made plus further reductions to the Village Hall and Flood fund as needed. The Clerk will also review planned reserve movements for 2020-21 and will present options for reserve planning at the May 2020 meeting.

17521.2. To note and approve Payments. **Noted & approved** see table below.

17521.3. To approve the **Bank Reconciliations** for March. **Noted & approved**

17521.4. The Annual Governance and Accountability reporting dates have been moved back to September with sign off by the Council and an internal audit sign off needed by August 2020. The Clerk will present a draft of the AGAR for review in May with sign off as and when the formal papers are available.

17521.5. The Clerk noted that the Asset register and the Risk register are now available for review and have been sent to all Cllrs. It was agreed to review these at the May meeting.

Chq no / Paid Ref	Tran s Ref	Payments - for Authorisation at this Meeting (April 20th 2020)	Gross	VAT Reclaim	NET	PC / NP
Payments by Bank Transfer Pending Authorisation						
TX SG April 2020	1010	Simon Goacher - Payroll Services 2019-20	£130.62	£0.00	£130.62	
TX JSF April 2020	1008	J S Fire Protection Ltd - Fire Ext Checks March 2020	£54.00	£9.00	£45.00	
TX KR April	TBA	Keith Robertson - Clerk Salary April 2020	£695.00	£0.00	£695.00	
TX NS1 April	1018	N Stell - Rec grnd services Mar 2020	£85.00	£0.00	£85.00	
			£964.62	£9.00	£955.62	
Payments by Direct Debit / Bank card paid for Authorisation						
DD EDF 02Mar20	1013	Edf Energy - DD Payment March 2020	£29.00	£1.38	£27.62	
DD paid in advance	1002	Edf Energy - Electricity use Sept-March	£73.78	£3.51	£70.27	
DD BT 16Mar02	1009	Bt - Prem email March 2020	£7.50	£1.25	£6.25	
DC Tesc 24Mar20	1003	Tesco - Mobile Phone for Emergency Use.	£19.99	£0.00	£19.99	
DC TCP 23Mar20	1004	The Cartridge People - printer ink Cllr Plato	£35.50	£5.92	£29.58	
DC SLE 19 Mar 2020	1005	SLENGRA LTD - ID badges & lanyards	£34.97	£5.84	£29.13	
DC IND April 2020	1011	Indeed - Recruitment fees	£44.92	£0.00	£44.92	
DC IND 05Mar20	1006	Indeed - Recruitment Fees march 2020	£15.08	£0.00	£15.08	
		Total	£231.74	£16.52	£215.22	
Payments by Cheque/other for Authorisation						
cx chq 101060	1007	Sussex Association Of Local Councils - Credit note ref TX 482	-£30.50	£0.00	-£30.50	
		Total	-£30.50	£0.00	-£30.50	
		Grand total for Authorisation	£1,165.86	£25.52	£1,140.34	
		PC Totals	£1,165.86	£25.52	£1,140.34	
		NP Totals	£0.00	£0.00	£0.00	NP

17522. Planning

17522.1. Applications received.

17522.1.1. RR/2020/285/P The Cottage, Old Forewood Lane, Crowhurst TN33 9AE. Proposed two-storey rear and single storey side extensions and alterations including new external materials. Cllr Day noted letters received from neighbours concerned about works being carried out prior to planning consent. Cllr Curtis reported he and RDC were also aware of this and other correspondence. Members deferred reviewing this application until **May**.

17522.2. Planning Notices none

17522.3. Planning Other To note a letter received from a resident concerned about works adjacent to Sabongari. The clerk reported that RDC have confirmed that no planning applications are being considered or have been received concerning this development. It was agreed to register the Councils concerns via the RDC website. **Action Clerk**

17523. Clerks report. Noted with actions agreed as

17523.1. Quotes for the new mains lighting of the path to the Youth Hut will now be sought. The clerk also noted that we will need to factor in the estimated costs in the review of reserves for 2020-21. **Action Clerk**

17523.2. The Wheelie bin is not yet in use. A lock for the wheelie bin will be purchased when shops re-open. **Action Clerk**

17523.3. Hedges Hillcroft farm -see item 17525

17524. Recreation Ground & Playground

17524.1. To receive a report of Councillors Weekly Inspections. Cllr Plato reported that the area was initially still flooded but levels have receded in recent days, this has loosened paving slabs on the footpath near to the Pavilion. A fence is still down bordering Blacksmiths Cottage. The Car Park is being used by persons fishing and has been reported to the Police. Groups of children are playing in the park and not observing social distancing. Other items reported are reflected in the items logged for action,

17524.1.1. The hinges on the notice board will be replaced by vertical hinges.

17524.1.2. The new bin in the playground is now properly secured.

17524.2. To receive and update on the clearing of ditches near to the Youth Hut. The Clerk reported that he has spoken with a local contractors who while not currently able to work due to Covid-19 restrictions may return to work soon on if possible and compliant with

social distancing and will quote for the clearing of the ditches with works to commence as soon as practical.

17524.3. To receive an update on the sewage treatment tank & drains. The Clerk noted the report received from Moodys (sewage contractor) and responses from two other contractors. The report and quote from Moodys recommends the install of substantially upgraded sewage treatment equipment with tanks and pumps above ground. This will cost £31K and will also require significantly higher power use to maintain pumps. Other quotes recommend like for like replacement at lower costs. The reports also suggest that connection to the mains sewers is not financially viable. Cllrs agreed to:

- Request quotes from other suppliers for above ground solutions with quality standards that will demonstrably meet environmental regulations. **Action Clerk**
- Consider other solutions such a dry composting. **Cllr Quinnell** will research this and consider how any consultation with residents may be managed.
- Request further costings on connecting to the mains sewers. **Action Clerk**
- Set a deadline for the completion of any works as September 2020 subject to responses from the Nursery. **Action Clerk**
- Review the decision on the next steps in May 2020.

17524.4. To review the provision of Portaloo's. The Pavilion and Youth Hut cannot be used at the moment and so the Portaloo's are not being used but are still on Hire. Members agreed to remove have these toilets removed but agreed they can remain on site at no charge if agreed by the supplier because we may need to re-install when Covid-19 restrictions are lifted.

17524.5. To confirm the restriction to the use of the car park due to Covid-19. Members confirmed the restriction of use of the car park to residents while the Covid-19 restrictions are in place.

17525. To consider complaints re works at Hillcoft Farm.

Cllr Plato reported that several and ongoing complaints are being received about works and activity at Hillcoft Farm. Cllr Plato confirmed she has spoken with the owner but the issues are not resolved and proposed that a letter be sent to the owner asking for the current situation and future plans to be explained to the Council with reference to the following complaints.

- **Ground works importing soil and hardcore.** Ongoing complaints concerning the size and footprint of the work plus the volume of lorries delivering bulk. Members request that the owners of the farm confirm when this will finish and that RDC/ESCC be asked to review if these works are within regulations, licenses and planning permissions.
- **Removal of Hedges.** Ongoing complaints raised concerning the removal of hedges. Members request that the owners of the farm confirm if there are plans for any further hedges to be removed to confirm with RDC/ESCC if such plans are compliant with regulations.
- **Bird Scares.** Several complaints concerning the use of bird scares near to nesting wildlife and of consistent loud bangs reported by residents. Members request that the owners of the farm confirm if this will continue and to ask RDC/ESCC if the use of the bird scares are compliant with regulations.
- **Footpaths seeded over.** Cllr Plato reported that residents have raised concerns over footpaths planted/seeded over. Any specific footpaths reported as such will be noted and the owners of the farm asked to comment, with a copy to ESCC footpaths.

17526. Annual Assembly.

Members noted the Annual Assembly is postponed and may be held later in the year if called to do so by residents.

17527. Climate & Ecological Emergency Working Group

17527.1. To receive an update. Cllr Plato reported that the Biodiversity Audit has been completed by Dr Feltwell and thanked him for doing that at no charge. Contributors will be asked to confirm their contributions. Members noted the receipt of the Draft Audit presented by the CEEW working group. Further details of current tree protection orders (TPO'S) have been requested from ESCC.

17528. Road and Verges

17528.1. Urban Verge Cutting. To agree and sign the legal documents authorising the Parish Council to contract for the cutting of Urban Verges in the Parish. The Clerk noted the legal papers required two signatures and that there is a clause that prevents the Parish Council or its contractors to cut any designated wildflower verges. Members agreed to sign the legal agreement and forward signed copied to the Clerk.

17528.2. To consider proposal to commission a new bench at the Millennium Garden Site. Cllr Plato presented the quote from Mr Phill Piddell to provide and install a bench at the site. Members agreed to use the 2.5 inch thickness wood, to commission, pay for and take ownership of the bench and to also have an in memorial plaque installed for a named resident. The cost of the bench will include the supply of oak slabs £390, construction £350 and sundry items to a total cost of approximately £800. An offer of a voluntary contribution from a resident representing approximately half of the total costs was accepted **Action Clerk to confirm the commission with the supplier.**

17529. Neighbourhood Plan Website. Cllr Day reported that the license for the NP website will soon end and if we want to continue to use the site a further 2 year license will be needed at a cost of approx. £300. The intent was to migrate the data to the new parish Council Website but given that the Council's website is also due to go live on the 30th April with non-specified access dates subject to training on its use this could prevent the combination with the NP website within the timeframe. **Members agreed to renew the NP license for 2 years** and consider merging with the PC website at a later date.

17530. Corona Virus local support Group

17530.1. Support Group organisation. Members agreed that the local response is managed by a community group supported by the Parish Council.

17530.2. To receive an update from the group. Cllr Plato reported that the support is working well. Some concerns raised that due not working some resident will soon run out of funds Cllrs noted RVA may help as may the Rother Rural Trusts. Cllr Priddy to pas these contacts onto the Crowhurst News for info. Also noted that the Battle Area Assistance are providing prescription service.

17531. Parish Council Website. The Clerk reported that the new website which is hosted by Rother District Council will go live on the 30th April. Data will be migrated by the RDC web team on 28th April. User training for the new site for the new Parish Council Clerk starting on 1st May will be required before we can upload any new data or make changes to the site.

17532. Information for Councillors (for noting or inclusion on future agenda)

17532.1. Emergency Planning deferred to May.

17532.2. Crowhurst Village Plan 2020-2025 defer to May

17532.3. To note meeting dates for 2020-21 May

17533. Confidential Item. Members agreed to appoint Deborah Upton as the new Clerk and RFO starting on 1st May 2020. The outgoing Clerk will remain employed in an assistance role during May to help with the handover during that period with a final leaving date of 31st May 2020.

17534. Next Council Meeting – 18th May 2020 Via on line conferencing 19.30pm. All meetings will now be on line until Covid-19 restrictions are lifted. The May meeting WILL NOT be the Annual Meeting of the Council. The Annual Meeting and the election of a Chairman will take place at a later date. See the Parish Council website for public access to join the meetings.

Meeting Closed 10.00 pm

Signed

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