

**ETCHINGHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Etchingham Parish Council**  
**held on Thursday 17<sup>th</sup> May 2018**  
**at 7.30pm at the Parker Hall, Parsonage Croft, Etchingham**

**Members Present:** Cllrs Mr John Barnes, Mrs M Barnes, Mr S Barrow, Mr C Boylett and Mr G Lucas.  
**Also present:** Ms P Barton – Clerk to the Council, District Cllr Elliston, Mr Paul Stott, Vice Chair of ETSR and members of the general public.

*The Chairman explained that the Parish Council meeting was a meeting held in public but not a Public Meeting. Any person present wishing to speak about any item on the agenda should do so under agenda item 14 'Public Time'. There would not be any other opportunity for the public to speak at the meeting.*

**1742. Election of Chairman:**

Nominations were called. Cllr M Barnes nominated Cllr John Barnes and was supported by Cllr S Barrow. There being no other nominations, Cllr J Barnes was unanimously declared Chairman.

**1743. Declaration of Acceptance of Office in respect of the Chairman**

Cllr J Barnes duly signed the Declaration of Office, witnessed by the Clerk.

**1744. Apologies for Absence:**

Apologies for absence were received and accepted from Cllrs Mr F Brophy and Mrs A Childs. Apologies were also received from four members of the public.

**1745. Election of Vice-Chairman:**

Having agreed to a nomination being made in her absence prior to this meeting Cllr Annette Childs was proposed by Cllr Mr G Lucas, and seconded by Cllr Mr C Boylett. There being no other nominations, Cllr Childs was unanimously elected.

**1746.** Cllr Childs will sign the Acceptance of Office at the next available opportunity.

**1747. Declarations of Interest:**

Cllr. M. Barnes declared a conflict of interest in agenda item 17 Planning as a member of RDC Planning Committee, so will take no part in the item.

**1748. Etchingham Parish Council – Dispensations**

The Clerk confirmed that no written requests for dispensations had been received.

**1749. Portfolios and Portfolio holders**

It was **Resolved** that the current arrangements be continued for year 2018-2019. Full list shown as Appendix 1.

**1750. Election of Representatives to Outside Bodies**

The following were duly elected following nomination by Cllr J Barnes supported by Cllr S Barrow:

- (a) Rother Association of Local Councils – Cllr A Childs
- (b) Etchingham Primary School – Cllr A Childs
- (c) Etchingham Trust for Sport & Recreation – Mr P Stott and Mr S Millea

**1751. Schedule of Meeting Dates for 2018 – 2019**

Had been previously circulated and hard copies were available at the meeting.

**1752. Minutes of the previous meetings:**

The Minutes of the Meeting held on 19<sup>th</sup> April 2018, having been previously circulated, were agreed and signed as a correct record of that meeting.

**1753. Matters Arising:**

There were no matters arising not already on the agenda, however in future and in line with current advice this item will no longer be included on AGM agenda.

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**1754. Chairman's Announcements:**

The Chairman thanked the Parish Council for his re-election to the Chair and there were no other announcements for this meeting.

**1755. Public Time:**

- a) ESCC – It was reported that work continues on reconfiguring various services to provide better outcomes through wide consultation. One very contentious area under consideration for cancellation is the Instrumental Music Service – an on-line petition seeks to remedy this, particularly as the savings would actually amount to less than the cost of implementation. More Government money has become available to help the ‘pothole’ situation however there remains a quality control issue at some sites.
- b) RDC – Cllr Elliston declined to report as Cllr M Barnes would present. A new National Housing policy is expected by the end of July. A special Housing Group at RDC is being chaired by Cllr J Barnes (he is District Cllr for Burwash & Burwash Weald). There is real concern regarding the format of the National Policy and future numbers of houses potentially being imposed.
- c) ETSR – progress remains steady. All initial work to be GDPR compliant has been completed and thanks are due to the administrator, Catherine Richards, for her extensive efforts to complete this. A positive meeting was held with the JMC, ESCC and a cross section of representatives from the school, ETSR and the Diocese to agree an action plan going forward to simplify some of the building systems to be more cost efficient and to eliminate remaining ‘snags’ inherent in the build. Drainage issues continue to concern but not considered that the school or community buildings are the cause. The neighbouring landowner proposes further expert investigation – all will be kept informed.
- d) The date for an evening presentation in the Ahrens Hall on behalf of the Rye Harbour Discovery Project is planned to raise awareness of the project and support ETSR is to be confirmed. Rye Harbour is of environmental interest at an international level.
- e) No members of Council will be excluded from the meeting so no further reports or comments.

**1756. Finance:**

- a) The Clerk presented the 4<sup>th</sup> Quarter Accounts (End of Year) for 2017/18 this included a bank reconciliation showing a balance of £44,752.73p and Income and Expenditure Analysis showing £46,544.60p income and £74,164.71p expenditure. It was **Resolved that the** accounts were approved to be presented for Internal Audit.
- b) It was **Resolved that** the renewal of the Parish Council Insurance Policy be confirmed with Zurich – the current insurers, for a term of one year at £1,110.31 including taxes.
- c) It was **Resolved that** Satswana should be appointed DPO (Data Protection Officer) at £150 for a term of one year.
- d) **Authorisation of payments** – the Clerk presented to Council accounts for payment. It was **Resolved that the following payments be approved:-**

<b>Payments</b>		
P Barton	Salary & expenses - May 2018	756.71
Crane Designs Ltd	Website Hosting – NP Plan website – annual fee	93.60
Surrey Hills Solicitors LLP	Fee, further advice re lease for shop	138.00
Zurich Municipal	Ann premium - Insurance Policy	1,110.31
Focus Group	DD 24/05/18 Office Phone to 30/04/18	30.83
	<b>Total payments</b>	<b>£2,129.45</b>



**1757. Parish Matters:**

**a) Village Amenities**

- i) The three competitive quotes for repair/replacement of the faulty equipment in the playground at Queen's Garden was reviewed and it was **Resolved to** accept quote C. This quote was tendered by Outdoorsy Living Ltd, this company will be instructed to proceed as quickly as possible. It was confirmed that a Grant will be sought from RDC, hopefully this will result in a match-fund project.
- ii) There were no other matters for discussion.

**b) Footpaths**

In his absence Cllr Brophy had submitted notes via the Clerk. "We are awaiting notification from Tom Lambie that the footpath through Burgh Woods has been marked up and that ESCC has replied regarding the format of wording needed for the landowners' agreement." The Clerk confirmed that legal advice would be taken on issuing appropriate permissions to cross the EPC owned land – the car park – to access the new footpath both on foot and occasional vehicular access as required for woodland management.

**c) Highways**

On-going concerns on safety remain and unsatisfactory verge maintenance continue to be brought to the attention of Highways Department. The creation of an SLR (Strengthening Local Relationships) Group will be investigated – a liaison between local interests and ESCC. Cllrs M Barnes and C Boylett expressed an interest in being involved.

**d) Community Safety**

- i) The latest letter from Zurich Insurance regarding the oak tree at No. 1 The Orchard having been circulated no further action at this time but will almost certainly require future work and necessary expense.
- ii) **Speedwatch** : Cllr Boylett reported that a rota for sessions would re-commence shortly. All current volunteers had completed the necessary paperwork to continue following the additional requirements of GDPR. Another plea for new volunteers will be made via E-Bulletin. EPC expressed its thanks and good wishes for speedy recoveries to both Jill and Charles Copland.
- iii) RDC have still to respond regarding moving the waste bin in Queen's Garden and also moving the bin from outside Old Hall Cottages to the top of Oxenbridge Lane by the reinstated bench.
- iv) There were no other matters for discussion.

**1758. Planning:**

**Cllr Mary Barnes declared that she would not be speaking during the Planning items as she is precluded by her position with Rother District Council.**

**a) RR/2018/704/P & RR/2018/1057/P – Court Lodge Farm, Etchingham Road:**

while it has been confirmed that the actual sites of the work in the application falls within Burwash parish and not Etchingham, councilors **Resolved** that this would meet with their support.

**RR/2018/1120/P – Limden House, Sheepstreet Lane:**

**Resolved that** there were no objections to this application.

**b) It was Resolved that** EPC should liaise with Burwash PC and the No Concrete Group as to the best way to lodge a successful objection to the granting of permission for Denton Homes to build 42 houses at the land NW of Shrub Lane in Burwash.

The Clerk reported that a TPO (Tree Preservation Order) had been confirmed for the oak adjacent to Church Farm Cottages, High Street.

**1759. Etchingham Parish Council Policies, Procedures and Protocols:**

**a) Standing Orders**

In order to comply with GDPR draft revised Standing Orders in line with NALC recommendations had been prepared and circulated to Council for its consideration. It was **Resolved to** adopt the draft Standing Orders and review as necessary.

- b) **Code of Conduct**  
*Resolved to* re-adopt as current.
- c) **Financial Regulations**  
*Resolved to* re-adopt as current.
- d) **Privacy Statement**  
In order to comply with GDPR a draft Privacy Statement in line with the DPO's recommendations had been prepared and circulated to Council for its consideration. It was *Resolved to* adopt the draft Privacy Statement and review at the end of 12-months.
- e) **Freedom of Information Publication Scheme**  
*Resolved to* re-adopt as current.
- f) **Dispensation Protocol**  
*Resolved to* re-adopt as current.
- g) **Safeguarding Children & Vulnerable Adults Policy**  
*Resolved to* re-adopt as current.
- h) **Media and Communication**  
*Resolved to* re-adopt as current.
- i) **Grants to Village Organisations Protocol**  
*Resolved to* re-adopt as current.
- j) **Risk Assessment Schedules**  
Not yet adopted or included on website. To be actioned by Clerk.
- k) **Health and Safety Policy Statement**  
*Resolved to* re-adopt as current.
- l) **Insurance Schedule**  
To be updated prior to next renewal date – June 2019.
- m) **Fixed Assets Register**  
To be updated and additional information now required for best practice by September meeting.

**1760. Correspondence**

All correspondence having been distributed by e-mail upon receipt it only remained for the Clerk to report that 'thank you' letters had been received from many of the recipients of grants the previous month.

**1761. Etchingham Parish Council – Notification to members of Council decisions:**

There were no notifications.

**1762. Agenda items for the next meeting**

As noted through the above minutes.

Signed..........Date..... 21.01.2018 .....