

ETCHINGHAM PARISH COUNCIL
Minutes of the Meeting of the Etchingham Parish Council
held on Thursday 16th January 2020
at 7.30pm at the Parker Hall, Parsonage Croft, Etchingham

Members Present: Cllrs, J Barnes (in the Chair), Mrs M Barnes, Mr S Barrow, Mr R Beeney, Mr C Boylett, Mr D Lambert and Ms Roma Turner.

Also present: Ms P Barton – Clerk to the Council and members of the 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 6 ‘Public Time’. There would not be any other opportunity for the public to speak at the meeting.

2032. Apologies for Absence:

There were apologies for absence from District Cllr Eleanor Kirby-Green and Mr Paul Stott Vice-Chair ETSR, which were accepted.

2033. Minutes of the previous meetings:

The Minutes of the Meeting held on 21st November 2019 having been previously circulated, were agreed and signed as a correct record of that meeting.

2034. Declarations of Interest:

Cllr. J Barnes declared a personal interest in respect of agenda item 13, Village Community Halls as the Chairman of ETSR and agenda item 8a regarding social contact with one of the objectors the applicant but no pecuniary interest in New House Farm.

Cllr. M. Barnes declared a personal interest in respect of agenda item 13, Village Community Halls as a member of the Parochial Church Council and reminded Council that she is a member of the RDC Planning Committee.

The Clerk noted that the Council, as owner of the Old Etchingham Stores has a business relationship with the spouse of the applicant re 2 Rother View, agenda item 8a but no interest in the agenda item per se.

2035. Etchingham Parish Council – Dispensations

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

2036. Chairman’s Announcements:

There were no Chairman’s announcements.

2037. Public Time:

- a) There was little to report from ESCC however the road repairs beginning in Burwash Weald on the A265 which eventually will reach the A21 have been confirmed as scheduled but no dates have been given. The application for an incinerator on Court Farm has been declined and no appeal has been made. The Budget is still to be confirmed.
- b) It is probable that a rate rise of £5 will be confirmed although this will still require a drawing down from reserves but as there is an increase of income from RDC owned property this will be less than might be feared.
- c) Around 12 residents of Sheepstreet Lane expressed concern that the application to vary conditions of the previously approved status as various factors not mentioned within it had become apparent. More importantly existing conditions were not, in their opinion, being satisfactorily maintained and a Breach of Conditions Notice, previously instigated was now ‘on hold’ so the noise, light and general disturbance to the neighbours of New House Farm continues. Evidence in the form of ‘Noise diaries’ and phone video with sound footage was presented to Council and has previously been sent to RDC. In addition the farmhouse itself is now being let and is no longer the domicile of the owner of the site (who is also the applicant) and a mobile home is now parked on site and is suspected of being occupied on an ad hoc basis by, possibly, a manager or overseer, when there are no letting units available to use. The applicant’s website and advertising materials are not conforming to the conditions of the successful earlier application. Asked by Cllr Lambert is the representatives of the ‘Sheepstreet Lane residents’ would be content with a restatement of the previous conditions and proper Enforcement to ensure adherence they answered in the affirmative. The outcome of the EPC deliberations on this will be detailed under agenda item 8a.

Cllr Boylett raised an issue for a resident unable to attend. She had noticed the poor state of the footpath and its signage in the environs of Forge house. Cllr Barrow was able to assure the meeting that he has already been in touch with the occupants and steps are in hand to redress.

The drains and ditches in Church Lane have not been cleaned or cleared for some years and at times of high precipitation exacerbate the flooding risk. This will be raised with ESCC Highways again and taken to the Environment Agency for advice.

- d) No members of council will be excluded from the meeting so no further reports or comments.

2038. Parish Matters:

a) **Village Amenities:**

- i) ***It was Resolved that the Clerk be authorised to instruct Archer Roofing to complete the repairs to the Old Stores roof as quickly as possible.***
- ii) There were no other matters to consider.

b) **Children and Young People:**

- i) Cllr Turner reported that an announcement regarding the appointment of a new Head Teacher is expected shortly and hoped that the successful applicant can begin after the Easter break.
- ii) Cllr Boylett reported that the regular 'giving' to ERGT and the playground fund remains steady. The full report is on file.
- iii) The Clerk reported a notification that the CIC managed refurbishment of the VIPER site is essentially complete.
- iv) Cllr Lambert reported that since the final quote has now been received the Working Party the Working Party will meet again to consider and make recommendations to the Parish Council. Research on possible sources of funding continue as the final cost is likely to be in the region of £40k at least.
- v) An advertisement will be placed on E Bulletin in the first instance for an enhanced position of Caretaker/Handyperson responsible for Queens Garden and The VIPER (not including grass cutting and regular hedge/tree maintenance). ***It was Resolved that £11 per hour should be offered with exact job specification and Contract of Employment to be confirmed.***
A new attempt to obtain agreement from RDC to include a public bin by the bench at the top of Oxenbridge Lane/High Street on its schedule will be made as the Licence from ESCC Highways has been in place for some years.
There were no other matters to consider.

c) **Highways, Footpaths and Community Safety:**

- i) Many potholes are spreading and deepening so continue to give concern. Residents are advised to report via the ESCC website to avoid delay in remedying.
- ii) Cllr Boylett reported that while some sessions had to be cancelled due to the severe weather some sessions conducted had been with the presence of PC Tomlinson who is pleased with results and will join our team as often as possible. The full Speedwatch report, having been previously circulated, was taken as read and approved and is on file.
- iii) As raised during Public Time the issue around the footpath at Forge House is being remedied.
- iv) It would appear that no work has taken place on the tall trees at the southern carriageway boundary to Haremere Hill facing Tollgate Cottage and the environs so ***It was Resolved that the Clerk should contact ESCC Highways and raise this issue with them.***

d) **EPC Website/Communications:**

Cllr Boylett reported that the new website is now fully operational and his work to transfer documents from the old website to the new continues. Some councillors still need to activate their email accounts so ***It was Resolved that the Administrator (Cllr Boylett) should activate the remaining accounts remotely.*** A mailing list of 45 names so far has been established to circulate newsworthy council items. Cllr Boylett is writing a full Standard Operating Procedure (SOP) to administer the website to be available to the Clerk and to any future administrator taking over the role.

e) **Environment and Other issues:**

The Environment Agency reacted immediately to an alert that human effluent was leaking with some force across land behind Jarvis the Butcher and leading to the river system. Repairs were made. Residents to be asked to be mindful of external security lighting as Etchingham is a designated Dark Sky village. Cllr Beoney reported that progress is being made towards coppicing and tree work adjacent to Fysie Lane.

2039. Planning:

Cllr Mary Barnes reminded Council that she is a member of Rother District Council Planning Committee and Cllr. J Barnes reminded Council that he has social contact with one of the objectors but no pecuniary interest in New House Farm.

- a) RR/2019/2683/P - New House Farm, Sheepstreet Lane - Variation of condition 12 imposed on RR/2015/3143/P to allow resident guests of the holiday lets and occupants of the house, use of the communal area and games room in the curtilage listed barn. After long discussion ***It was Resolved that the variation is not considered to be minor, in light of current usage of the site, and the use of the word 'occupants' is ambiguous Etchingham Parish Council will object to this application unless and until existing conditions applying to this site are being strictly adhered to and, additionally, that if the house is being let in its entirety, in addition to the letting units, then proper management of allowable events will be established on site for the duration of those events. To clarify, this objection does not indicate that if the conditions were properly enforced then this precise set of words would be approved by Etchingham Parish Council as the ambiguity of the word 'occupants' precludes this, but this Council is not ruling out the possibility that a satisfactory form of words might be found.*** In addition to this ***it was Resolved that the District Councillors be urgently contacted expressing this opinion and setting out further background information so they might progress this through District Council beyond the remit of a Parish Council.***
RR/2019/2340/L – 2 Rother View, Church Lane - Proposed two storey side extension and addition of rear dormer.***It was resolved to raise no objection so long as immediate neighbours were not objecting to the application.***
- b) There were no other planning matters to consider.

2040. Council Regulations and Policies:

- a) & b) ***It was Resolved to defer the review of both Financial Regulations and Standing Orders until the February meeting.***

2041. Finance

- a) The Half Year Accounts 2019/20 – The Clerk presented the Half Year Accounts for 2019/20. It was ***Resolved that the accounts be approved as presented.*** However, in order to complete work on the Budget and Precept the presentation of the 3rd Quarter Accounts will be deferred to the next meeting.
- b) ***It was Resolved that the presented budget be approved as presented resulting in a Precept request of £55,000.00 the budget document is attached as Appendix I.***
- c) ***It was Resolved that: i) support be continued for the Neighbourhood Plan
ii) to donate £100 to the Hurst Green First Responders (responsible for our Parish)
iii) to donate £100 to the BACT (Battle Area Community Transport)
iv) to donate £50 to Rother Rural Trust
v) to donate £40 to CPRE
vi) to donate £25 to the Etchingham Poppy Appeal
vii) to continue annual subscriptions to both SSALC and NALC (our professional organisations)
viii) to continue and maintain other annual subscriptions as they fall due if appropriate
ix) to make grants to village groups under s137 as shown in Appendix II.***
- d) **Authorisation of payments** – the Clerk presented to Council accounts for payment.
It was ***RESOLVED that the following payments be approved and that the cheques together with copies of the relevant invoice be signed by two councillors to comply with Financial Regulations and best practice.***

| Payments December | | PAID |
|-------------------------------|---|------------------|
| Netwise Uk | Set up, maintenance package & domain registration new website | 914.00 |
| P Barton | Salary & expenses - December 2019 | 1,313.55 |
| HMRC | Qtr 3 PAYE & NCIS | 884.66 |
| Active Risk Mgmt Services Ltd | Fee Annual Inspection : Queen's Gdn & VIPER | 146.00 |
| Steve Millea | Reimbursement mthly charge for E Bulletin from Mailchimp - March to December 2019 | 121.24 |
| Crane Designs Ltd | NP Mthly charge for hosting site DD 5/12/19 | 15.00 |
| Crane Designs Ltd | EPC Mthly charge for hosting site DD 5/12/19 | 15.00 |
| Focus Group | DD 24/12/19 Office Phone to 29/11/2019 | 21.37 |
| | Total Payments | £3,430.82 |
| Payments January | | PAID |
| P Barton | Salary & expenses - January 2020 | 848.18 |
| Co-Op Bank | Autosweep fee charge 3/01/2020 | 30.00 |
| ICO | Annual fee DD 24/01/2020 | 35.00 |
| Crane Designs Ltd | NP Mthly charge for hosting site DD 7/01/20 | 15.00 |
| Crane Designs Ltd | EPC Mthly charge for hosting site DD 7/01/20 | 15.00 |
| Focus Group | DD 24/01/2020 Office Phone to 20/12/2019 | 22.57 |
| | Total Payments | £965.75 |

2042. Etchingham Neighbourhood Plan

Work continues to take the Plan to Reg 14 beginning public consultation before the end of February.

2043. Public Realm Working Party There was nothing to report.

2044. Village Community Halls

Confirmation of the completed Registration with the Land Registry is still awaited.

2045. To receive Reports from Members and Representatives and pass such resolutions as may be necessary:-

- a) Cllr J Barnes has been appointed a Director representing East Sussex on the SSLAC Board and explained the need for increasing the annual subscription.
- b) RALC meetings continue to be dominated by the need to reduce excess speeding.
- c) There were no other meetings or Conferences by the Members or the Clerk.

2046. Correspondence

All correspondence having been distributed by e-mail upon receipt there were no further items to discuss.

2047. Etchingham Parish Council – Notification to members of Council decisions:

There were no notifications.

2048. Agenda items for the next meeting

As noted through the above minutes.

Signed.....

Date.....

APPENDIX I

| Etchingham Parish Council - Budget & Precept 2020-2021 | | | |
|--|--|-----------|-----------------------|
| Budget heading | | 2019/2020 | PROPOSED 2020/2021 |
| Expenditure: | | | |
| Office & Admin costs | | | |
| Clerk Salary & expenses | | 14,450.00 | 17500.00 |
| Insurance | | 1,800.00 | 1000.00 |
| Audit | | 1000.00 | 750.00 |
| DP Office for GDPR not required 20/21 | | 500.00 | 0 |
| Office & Administration Costs (inc share of office costs with ETSR) | | 2,000.00 | 2500.00 |
| Subscriptions | | 550.00 | 600.00 |
| Parish Communications (INC new website) | | 300.00 | 1500.00 |
| Training Courses | | 600.00 | 750.00 |
| Grants inc £1000 Neighbourhood Plan | | 3,000.00 | 3500.00 |
| Community Projects/Budget Lines | | | |
| Traffic Management/pedestrian safety | | 750.00 | 2000.00 |
| Grass Cutting of highways (used to be ESCC/RDC) | | | 250.00 |
| General village maintenance | | 2,000.00 | 2500.00 |
| Trees and risk management of green spaces | | 5,000.00 | 3300.00 |
| Queens Gardens Equipment maintenance fund | | 500.00 | 500.00 |
| Viper Play area Equipment maintenance fund | | 500.00 | 500.00 |
| Viper Play area Equipment matched cost of repair/replacement with CIC | | | 2500.00 |
| Inspections (not trees) and minor works to play equipment and upkeep green spaces | | 750.00 | 750.00 |
| Play equipment match funding to boost ERGT donations | | 1,000.00 | 1,000.00 |
| Village Churchyard | | 500.00 | 500.00 |
| Etchingham Community Shop Premises - PWLB Loan | | 6,432.00 | 6432.00 |
| New Village Hall - PWLB loan | | 7,164.96 | 7164.96 |
| Queen's Gdn – if a PWLB loan for £25k : if no loan taken transfer to Playgrounds maintainance | | 4,820.00 | 1500.00 |
| Etchingham Community Shop Premises – Fabric Repair Fund | | 1,000.00 | 1500.00 |
| Etchingham Community Shop Premises - fees | | 1000.00 | 750.00 |
| Cricket Field Project - planned maintenance | | 750.00 | 0 |
| Election expenses | | 500.00 | 500.00 |
| Chairmans allowance | | 150.00 | 200.00 |
| Total Expenditure | | 57,016.96 | 59,946.96 |
| Receipts | | | |
| Shop Rental income | | 5000.00 | 5000.00 |
| Bank Interest | | 30.00 | 50.00 |
| Total Receipts | | 5030.00 | 5050.00 |
| PRECEPT Requirement | | 51,986.96 | 54,896.96 |

Annual salary review + inc cost of expenses not on other budget lines

final premium not established last year at budget time

set up yr 1 then £500 pa ongoing to inc all

to reserve £500 for 'exceptional' requests through year

no new survey BUT may have
a large bill for the TPO oak
(insurance not withstanding)
& other individual trees

REVIEW 2021/2022

if decided to have PWLB then put towards maintenance fund

i.e. £25k over 25 years PWLB

2020-2021

To achieve £55,000 using the notified tax base of 422.10 :

is an increase of £4.03 per annum for Band D i.e. from £126.27 to £130.30 = 3.2%

considerably less than last year and represents an increase of 34p per month at Band D.

APPENDIX II

| Club/Group | 2019/2020 Paid | 2020/2021 Approved | Notes |
|---|---------------------------|-------------------------------|---|
| GRANTS | | | |
| Neighbourhood Plan | 1000.00 | 1000.00 | Not claimed in 19/20 so that sum moved to general reserve |
| PCC | 500.00 | 500.00 | |
| Etchingham Improvements Committee | 500.00 | 500.00 | Urgent repairs needed to roof of storage container in QG. |
| Friendship Club/Rother Valley Ladies To be known as: Rother Valley Friendship Group | 100.00 100.00 | 150.00 | Merged in Jan 2020 |
| Tuesday Lunch Club | 350.00 | 350.00 | |
| Etchingham Music Festival Ceilidh Evening | 0.00 | 450.00 | To support the £750 cost of event. 80%+ village attendees last year |
| | | | |
| DONATIONS | | | |
| Hurst Green 1 st Responders | 100.00 | 100.00 | |
| BACT | 100.00 | 100.00 | |
| Rother Rural Trust | 50.00 | 50.00 | |
| CPRE | 40.00 | 40.00 | |
| Etchingham Poppy Appeal | 25.00 | 25.00 | |
| Total | £2,975.00 | 3,265.00 | |