

**Minutes of the Annual Meeting of Maresfield Parish Council  
held on Tuesday 16<sup>th</sup> May 2017 at 7.30pm in Maresfield Village Hall**

**Present:** Cllr M Craddock (Chairman), Cllr K Ogden, Cllr D Barlow, Cllr D Watson, Cllr Ms G Hallin, Cllr A Strevens, DCllr T Illingworth, CCllr R Galley, Clerk T Allen, Asst. Clerk C Arnold.

**A. Public session:-**

- a. Visit by Mr Simon Neill, (Station Manager), and Ms Moira Saunders (Training Centre Technician & Retained Firefighter), ESFRS Maresfield TC** – The following areas were covered in a presentation to the meeting:-

- History, development and growth of the site.
- Staffing levels at the site and County wide deployment.
- Operational requirements and practices.
- Training overview.
- Partnership working with other Counties.
- The increasing portfolio of ESFRS responsibilities.

The Chairman thanked Mr Neill and Ms Saunders for a very informative and interesting presentation and also for their invitation to visit the site (by prior appointment).

- b. Any other public matters** – None.

*(The Chairman closed the public session and opened the meeting).*

**3001. Election of a Chairman** – Cllr Strevens nominated Cllr Craddock for Chairman, seconded by Cllr Watson. There were no other nominations. By a unanimous vote, Cllr Craddock was duly elected.

**3002. Election of a Vice-Chairman** – Cllr Craddock proposed that Cllr Mrs. Reeves should be elected as Vice Chairman, seconded by Cllr Strevens. There were no other nominations. By a unanimous vote, Cllr Mrs. Reeves was duly elected.

**3003. To approve apologies for absence and to note other non-attendance** – Cllr Mrs L Reeves, Cllr R Taylor, Cllr Mrs L Stevens-Smith, Cllr Dr P Handley.

**3004. Declarations of interest** - Cllr Barlow as Director and Trustee of NWCTP Ltd. Cllr Ms Hallin as a member of the Maresfield Conservation Group. Cllr Ogden as a member of the Maresfield Conservation Group and as a member of the Maresfield Village Meadows Trust.

**3005. To receive written requests for new DPI dispensations** – None received.

**3006. To Adopt Remits** - It was resolved to adopt the existing Remits.

**3007. To Adopt Standing Orders** - It was resolved to adopt the existing Standing Orders.

**3008. To adopt Financial Regulations** - It was resolved to adopt the existing Financial Regulations.

**3009. To agree the number of Committees, Sub-Committees and Working Parties required:-**

- i. To agree the number of Councillors to serve on Committees, Sub-Committees and Working Parties (Chairman and Vice-Chairman of Council serve on Committees ex-officio)** – The number of Councillors to serve on Committees **was resolved** as follows:-

- |   |             |
|---|-------------|
| • Finance & Administration Committee            | 6 members * |
| • Planning Committee                            | 6 members * |
| • Environment Committee                         | 7 members * |
| • Maresfield Recreation Ground Committee        | 4 members * |
| • Neighbourhood Development Plan Steering Group | 6 members   |

- Road Safety Committee 5 members
- \*Includes Chairman & Vice-Chairman as ex-officio members.

ii. **To agree the quorum for each Committee, Sub-Committee and Working Party** – The quorum for each Committee **was resolved** as follows:

- Finance and Administration Committee 3 members
- Planning Committee 3 members
- Environment 3 members
- Maresfield Recreation Ground Committee 3 members
- Neighbourhood Development Plan Steering Group 3 members
- Road Safety Committee 3 members

iii. **To elect Councillors to serve on Committees, Sub-Committees and Working Parties** – The following allocations were **resolved** (Chairman & Vice-Chairman shown as ex-officio Committee members):

- **Planning Committee** – Cllr Craddock, Cllr Mrs Reeves, Cllr Ogden, Cllr Strevens, Cllr Ms Hallin, Cllr Watson, Cllr Taylor.
- **Finance & Administration Committee** – Cllr Barlow, Cllr Ogden, Cllr Craddock, Cllr Mrs Reeves, Cllr Ms Hallin, Cllr Watson.
- **Environment Committee** – Cllr Mrs Reeves, Cllr Craddock, Cllr Mrs. Stevens-Smith, Cllr Dr. Handley, Cllr Strevens, Cllr Taylor, Cllr Watson.
- **Maresfield Recreation Ground Committee** – Cllr Ogden, Cllr Strevens, Cllr Craddock, Cllr Mrs Reeves, Cllr Taylor.
- **Neighbourhood Development Plan Steering Group** – Cllr Craddock, Cllr Mrs Reeves, Cllr Ms G Hallin, Cllr Watson.
- **Road Safety Committee** – Cllr Barlow, Cllr Dr Handley, Cllr Strevens, Cllr Craddock, Cllr Mrs Reeves, Cllr Taylor.

iv. **To appoint Chairmen of Committees, Sub-Committees and Working Parties** – The following appointments were **resolved**:

- Finance & Administration Committee Cllr Craddock
- Planning Committee Cllr Watson
- Environment Cllr Mrs. Reeves
- Maresfield Recreation Ground Committee Cllr Ogden
- Neighbourhood Development Plan Steering Group Cllr Craddock
- Road Safety Committee Cllr Strevens

**3010. To appoint representatives of Council on outside bodies** – The following appointments were **resolved**:

- i. **Fords Green Management Committee** – Cllr Watson.
- ii. **Wealden District Association of Local Councils** – Cllr Craddock.
- iii. **Ashdown Forest Parish Liaison Panel** – Cllr Mrs Reeves, Cllr Watson.
- iv. **Ashdown Forest Villages Road Safety Partnership** – Cllr Strevens.
- v. **The Uckfield Railway Line Parishes Committee** – Cllr Barlow.
- vi. **North Wealden Community Transport** – Cllr Barlow, Cllr Watson.
- vii. **East Sussex Association of Local Councils** – Cllr Craddock, Cllr Mrs Reeves.
- viii. **WDC Planning Panel** – Cllr Watson.
- ix. **Community Resilience Team** – Cllr Mrs Reeves, Cllr Barlow, Cllr Ms Hallin, the Clerk.

**3011. To appoint Council representatives as follows** - The following appointments were **resolved**:

- i. **Press Officers** – Cllr Craddock and the Clerk.
- ii. **Tree Wardens** – Mr Bury, Mr A Easton and Mr Johnstone.
- iii. **Maresfield Recreation Ground Patrol** – Cllr Taylor, Cllr Mrs Stevens-Smith.
- iv. **Fords Green Patrol** – Cllr Watson.

- v. **Parklands Play Area Patrol** – Cllr Mrs Stevens-Smith.
- vi. **Civil Protection Officer** – Cllr Mrs. Reeves.

**3012. To appoint an additional holder of the Definitive Map (one copy held in Parish Office) – It was resolved** to appoint Cllr Watson; (one copy also to be kept in the Parish Office).

**3013. To appoint signatories of cheques – It was resolved** to appoint Cllr Craddock, Cllr Ogden and the Clerk.

**3014. To note the Chairman’s Allowance** – Noted as being £100.00.

**3015. To note the Clerk’s and Asst. Clerk’s salary scale points** – Noted as being LC2-29 and LC1-15 respectively.

**3016. To approve Section 137 payments – It was resolved** to approve payment of the following grants under s.137:

- St Peter & St James Hospice - £150.
- Victim Support Sussex - £150.
- St Catherine’s Hospice - £150.
- Sussex Air Ambulance Fund - £150.

**3017. To approve subscription payments – It was resolved** to approve payment of the following subscriptions:

- SALC - £1150.
- AirS - £50.
- WDALC - £30.
- SLCC - £350.
- Wealden Line - £30.
- Fields in Trust - £50.

**3018. To appoint the Internal Auditor – It was resolved** that Mr Mark Mulberry should be the Council’s Internal Auditor.

**3019. Minutes of the previous meeting held on 18<sup>th</sup> April 2017: -**

1. For adoption - **It was resolved** to adopt the minutes as a true record.
2. Matters arising from these minutes not elsewhere on the agenda – None.

**3020. Reports by and questions to: -**

1. County Councillor – CCllr Galley noted a relatively quiet period due to the ESCC and Government elections; ESCC will be holding its Annual Meeting in w/c 22<sup>nd</sup> May 2017.

2. District Councillors – DCllr Galley reported that WDC will be holding its Annual Meeting on the 17<sup>th</sup> May 2017 and that negotiations for the new waste contract were now in-train.

[In answer to a question from Cllr Watson] - DCllr Galley stated that the new waste contract will come into force in June 2019; the length of this contract has still to be agreed.

[In answer to a question from Cllr Ogden] - DCllr Galley stated that he had no knowledge of any of the Ridgewood development land being returned to the owner.

DCllr Illingworth noted that it will be at least another three months before WDC votes on the new Draft Local Plan.

**3021. Parish Wards – issues, needs and Councillors’ reports: -**

1. Fairwarp Ward – No issues/reports.

2. Maresfield Ward – Cllr Ogden and Cllr Strevens raised the issue of noise and nuisance being caused by speeding motorbikes and some riders performing dangerous manoeuvres. Cllr Ogden to draft a leaflet for the Road Safety Committee's approval for placing in local eateries.

3. Nutley Ward – Cllr Watson asked about progress with refurbishment of the red telephone box in the High Street, outside the shop. The Asst Clerk stated there he had received a quote for removal and refurbishment but he was waiting for another quote to do this work in situ. DCllr Illingworth noted that Buxted PC had just refurbished a red telephone box in situ; Asst. Clerk to speak to the Clerk of Buxted PC.

**3022. Council bodies - To receive minutes and decisions, followed by reports from Chairmen and any questions: -**

**1. Finance & Administration Committee: -**

i. Month 1 2017/18 – Financial Reports – The Bank Reconciliation, Cash Book and management reports were received. The Chairman stated that there were no issues to raise at such an early stage in the financial year.

The Annual Return and associated documents, circulated by the Clerk in advance of the meeting, were noted and discussed. It was noted that the Clerk/RFO had signed and dated Section 2 (Accounting Statements) of the Annual Return in advance of presenting it to the meeting.

ii. Annual Return - to approve the Annual Governance Statement for 2016/17 – **It was resolved** to approve the Annual Governance Statement for 2016/17 and this was duly signed and dated by the Chairman.

iii. Annual Return - to approve the Annual Accounting Statements for 2016/17 – Councillors considered the Annual Accounting Statements for 2016/17; **it was resolved** that they be approved and these Accounting Statements were duly signed and dated by the Chairman.

**2. Planning Committee: -**

i. Minutes of the meeting held on 13<sup>th</sup> April 2017 – Received.

ii. Draft Minutes of the meeting held on 8<sup>th</sup> May 2017 – Noted.

Cllr Watson reported on a recent application for a replacement dwelling at the property 'Barnlea' in Fairwarp.

**3. Environment Committee** – The Clerk noted that the Committee will be meeting on the 6<sup>th</sup> June 2017 to be followed by an SLR meeting with ESCC on the 4<sup>th</sup> July 2017; agenda items for both meetings are now being sought.

**4. Neighbourhood & Community Development Plan Steering Group:-**

i. Minutes of the meeting held on 30<sup>th</sup> March 2017 - Received

ii. Draft Minutes of the meeting held on 4<sup>th</sup> May 2017 – Noted.

The Chairman noted that the Steering Group is now proceeding to finalise the updating of the Draft NDP, which will be vetted by an external planning consultant yet to be appointed. It was noted that Mr Aidan Farrell of Maresfield had kindly volunteered to join the Steering Group.

**5. Road Safety Committee** – The Clerk's circulated projects status report was noted.

Cllr Strevens reported that he had been contacted by Maj. Allt concerning the lack of double-white lines on School Hill. It was noted that such lines were not part of the current ESCC traffic scheme in force on School Hill, as it was considered that with the various safety measures in place, including a 20mph speed limit, they are no longer needed.

CCllr Galley reported that a white lining programmes is to be rolled-out by ESCC Highways across the County, as many lines on roads are now faded, and that he is trying to get road signs cleaned and cleared of any overgrowth.

*(Cllr Galley and DCllr Illingworth left the meeting)*

**6. Maresfield Recreation Ground Committee:-**

i. Minutes of the meeting held on 14<sup>th</sup> March 2017 – Received.

ii. Draft Minutes of the meeting held on 27<sup>th</sup> April 2017 – Noted.

iii. Recommendation to Council that the fencing at the rear of the children's play area is replaced at a cost of £2,410 plus tree clearance – It was noted that this proposed replacement fencing is a continuation of the contract with S J Fencing and is required to complete the works at the play area, thus ensuring improved safety and security at the site. **It was resolved** that this work should be carried out, as set out in the email quote from S J Fencing dated 4<sup>th</sup> April 2017; to include required tree works.

**7. Communications Working Party** – Cllr Ms Hallin reported that the work on reviewing, updating and developing the Council's web site was ongoing.

**3023. Outside bodies matters:-**

**1. Maresfield Village Hall Committee AGM – 6<sup>th</sup> June 2017** – Cllr Ms Hallin volunteered to attend this meeting to represent the Council; **it was resolved** to postpone the appointment of a permanent representative to this Committee for the time being.

**3024. NWCTP – extension of the 262 Saturday bus service** – The Chairman noted that, with the withdrawal of Forest row from this project, the Council's financial commitment had increased from £1131.91 to £1321.87 for 2017/18; **it was resolved** that this increase be accepted. Cllr Barlow noted that the whole situation is very fluid, with some of the Councils involved still to commit and with possibly Danehill PC joining the project.

**3025. Grant request from the Maresfield Village Meadows Trust** – This grant application was noted and discussed. The Chairman noted that the grant purpose item relating to maintaining trees was a maintenance issue and was unlikely to be approved for grant purposes; however, the other two items were project related and may be looked on favourably. It was noted that the set of accounts presented were for year ending 31<sup>st</sup> March 2016; **it was resolved** that this matter be postponed and that the MVMT is asked to submit draft accounts for year ending 31<sup>st</sup> March 2017.

**3026. To receive a report from, and put questions to the Chairman** – The Chairman reported on a meeting with the Forest Conservators that he and Cllr Mrs Reeves had attended on the 27<sup>th</sup> April 2017. It was noted that there was an estimated shortfall in the Conservators routine maintenance budget of £60k for each of the financial years 2018/19 & 2019/20 and that the possibility of Town and Parish Councils being asked to make a contribution was being considered.

A straw poll conducted by the Chairman of Council at this year's Annual Assembly gave a unanimous vote in favour of the Parish Council making a contribution of up to £5K. The Chairman will invite the Director of the Conservators to attend a meeting of Council to discuss this matter further.

[In answer to a question from Cllr Ogden] – The Chairman noted that SAMMS monies received by WDC from development were for Forest mitigation strategy and not for routine maintenance purposes.

**3027. To receive a report from, and put questions to the Clerk** – It was noted that the Chairman is currently conducting the Clerk's annual appraisal; the Chairman is seeking input from Councillors. Also, the Clerk is currently conducting the Asst. Clerk's annual appraisal; the Clerk is seeking input from Councillors.

**It was resolved** that the Finance & Admin. Committee meeting scheduled for the 13<sup>th</sup> June is cancelled, due a clash with the Chairman and Clerk's holidays and as its main business is currently being directed to Council.

**3028. Payments to be made - for approval** – **It was resolved** to authorise payments amounting to £7,690.78; as shown on the circulated schedule.

**3029. Matters arising from the meeting for public communication** – The Clerk reported that the notes of this year's Annual Assembly will be available shortly.

**3030. Arrangements for annual Village Fetes** – The circulated attendance schedules were noted.

**3031. Matters relating to Council as Trustee of Maresfield Recreation Ground (MRG)** – The Clerk reported that the accounts for 2016/17 were now with the auditors, prior to submission to the Charity Commission.

**3032. Date of next meeting – 20<sup>th</sup> June 2017 (Maresfield).**

*There being no further business, the meeting closed at 21:01.*