

FRANT PARISH COUNCIL

THE DRAFT MINUTES OF A MEETING OF FRANT PARISH COUNCIL HELD AT FRANT MEMORIAL HALL, FRANT ON WEDNESDAY 19 APRIL 2017 AT 7.30PM

Present: Cllr Rutherford Chair
Cllrs Mrs Kinley, MacDonald-Brown, Rowland, Wright, Stevens, Breese

R. Karim Clerk
County Cllr Standley
Five members of the public

1. To receive apologies

Apologies were received from Cllrs Mrs Howell and Mrs Best. Apologies were accepted.

2. To receive declarations of interests on items on the Agenda and changes to the Register of Interests

None.

3. To approve the minutes of the Full Council Meeting on 15th March 2017 as a true record

The minutes of the meeting were approved and signed as a true and accurate record.

4. To determine matters arising from the previous minutes for updating and noting

4.1 The Clerk advised that she had not yet forwarded names of residents to UKPN for the list of vulnerable residents as she was trying to determine whether this would breach any data confidentiality. Carried forward. **Action: Clerk**

4.2 The Clerk said she had liaised with Enforcement at Wealden DC about the various cases raised at the last meeting. Enforcement were aware of the issues and were continuing to investigate. Completed.

4.3 The Clerk said the replacement grit bin and first fill were now in place in BYG. Cllr MacDonald-Brown noted that the new bin was not, in fact, *brand* new. Clerk to make enquiries. **Action: Clerk**

4.4 Cllr Kinley said she had stepped out (on foot) the proposed route around BYG green for the posts to deter parking and forwarded the information to Cllr Rutherford. Carried forward.

4.5 Options for advertising the Annual Parish Meeting – on agenda to discuss.

4.6 Risk management and the Asset Register- on agenda to discuss.

4.7 The Clerk said she had liaised with Ms Steadman about the detail of the proposed pictorial meadow. Councillors to re-visit documents circulated by Ms Steadman and Clerk to put on a later agenda. **Action: Cllrs/Clerk**

4.8 Cllr Best said she had cleared the overgrown planting around the Eridge sign. Completed.

4.9 Cllr Rutherford noted that the two redundant signposts in Frant now had new signs attached to them. It had been considered that one of these posts could have had a dog fouling notice attached to it. The issue of a new dog bin on Church Lane was referred to a later agenda.

4.10 Cllr Rutherford to liaise with the Cricket Club. Carried forward. **Action: Clerk**

4.11 The Clerk said she had written to Treework about the Council's decision to fell the sycamore on Frant Green but had not received a response as yet. Carried forward. **Action: Clerk**

5. Public forum

A couple who live opposite Frant Green explained their experience in recent years of cricket balls striking their property and their neighbour's property. They noted that they had also experienced a lack of cooperation from the BYG Cricket Club and had instructed their solicitor to write to the Club, copying in the Parish Council, to try and progress the issue and seek a resolution to the problem. The Clerk confirmed that this letter had not been received. They agreed to instruct their solicitor to re-send it. The Chairman noted that BYG Cricket Club was distinct from Frant Cricket Club; he also noted that as Trustees of the Green, the Council would be considering this issue and would respond accordingly.

A resident of Nobles Wood in Bells Yew Green spoke during the forum and circulated a one-page summary of the issues that she and other residents experience on exiting Nobles Wood onto the B2169. She noted that the road was very fast and turning on to the road was dangerous as a result. She also noted that the speed on this road, combined with the absence of pavements, made walking to the railway station quite perilous. There was a general discussion around this issue, including whether the 'gateway' to the village could be relocated and/or a sign installed, warning drivers about pedestrians in the road. It was agreed that this issue would be raised at the SLR meeting on 24th April.

6. To receive reports of County and District Councillors County

Cllr Standley said that the recently published Broadband Report included a number of recommendations. He said he would forward the link to the Clerk for circulation. **Action: BS/Clerk**

Cllr Standley also reported that the County was set to receive £22 million over three years to assist with social care.

Finally, Cllr Standley raised concerns about the installation of crash barriers locally and said he would investigate, particularly given their proximity to the Conservation Area. **Action: BS**

Cllr Stevens enquired as to what measures the County Council was taking in terms of air quality monitoring. Cllr Standley said he would investigate and email Cllr Stevens directly. **Action: BS**

District

Cllr Rutherford reported two events coming up shortly – Real Nappy Week and a free computer drop-in session in Herstmonceaux.

7. Finance

7.1 To approve accounts payable

Accounts Payable – April 2017

Payee	Item	Chq no	Amount
Sutcliffe Play	Screws and tool for see saw	2921	£46.93
SLCC	Regional Training Seminar	2922	£41.40
East Sussex ALC Limited	ESALC & NALC 2017/18 subscriptions	2923	£476.61
HMRC	Tax & NI	2924	£213.60
R.Karim	Salary, mileage & expenses	2925	£555.05
		TOTAL	£1333.59

The accounts to be paid were approved.

7.2 To approve bank reconciliation

The bank reconciliation for 5 April 2017 was approved.

7.3 To approve end of year figures

The end of year figures were approved.

8. Governance

8.1 To approve Financial Regulations

The Financial Regulations were approved without amendment.

8.2 To approve the Standing Orders

The Standing Orders were approved without amendment.

8.3 To approve the draft Publication Scheme

The Council resolved to approve the new draft Publication Scheme and it was agreed that this should be made available on the website. Cllr Rutherford asked the Clerk to check the Council's obligations in terms of asking, at the beginning of a meeting, whether anyone present intended to record the proceedings.

Action: Clerk

(Cllr Breese arrived at the meeting at 8.15pm)

9. To approve the template for risk management and to consider the revised Asset Register

The Clerk tabled some example proformas for recording the assessments of the risk(s) for each asset on the register on a regular basis, noting that nominated councillors would undertake these inspections. She also noted that this methodology for risk management was linked with the revised register, which had been updated to include all the assets, the ward in which they are located and at which intervals they should be inspected. The Council approved the revised Asset Register and the methodology for risk management of the assets. It was noted that a number of assets had already been inspected and the relevant proformas filled in, signed and dated.

Cllr Kinley said she would liaise with the BYG Village Hall Management Committee in terms of determining the split of responsibility including, for example, for electrical checks, maintenance and repairs, the assets within it, etc. Cllr Rutherford said he would locate a copy of the lease for the Hall.

Action: CK/WR

10. Safety in the Parish (MR)

Cllr Rowland said the police had received a number of reports of thefts from sheds and garages and that the advice from the police was to restrict access to these outbuildings, ensure they were locked, install security lighting, etc. Cllr Rowland also noted that property can be registered at www.immobolise.com, which allows for stolen items to be tracked.

11. Highways and Lighting (SH)

11.1 Road Safety at Nobles Wood, Bells Yew Green

Cllr Rutherford noted that this had been discussed during the public forum and that Cllr MacDonald-Brown would raise the issue at the next SLR Meeting on 24th April.

Action: AMB

11.2 To review the quotes to repair the first phase of fingerposts

The three quotes received for the above were discussed and it was agreed that JAKK UK appeared to best meet the Council's requirements. It was agreed that applications would be made to ESCC for match funding to repair two fingerposts in this financial year: the fingerpost on Frant Green, roughly opposite the Memorial Hall and the fingerpost at the junction of Broadwater Forest Lane and Hillswood Lane in Eridge. In addition, the Council approved the basic repair proposed by JAKK UK to the fingerpost at the junction of Bayham Road, Higham Lane and Ivy Lane in Bells Yew Green, quoted at £75. The Clerk is to investigate the detail for the match funding, to establish whether wholesale replacement of fingerposts is eligible. **Action: Clerk**

12. Green Spaces (DW)

12.1 To consider the options for the see saw in Frant Green

Cllr Wright said he had inspected the see saw and found the wood to be in good condition and the seats and handles to be sound. He noted there were a few screws missing to the central mechanism and considered that the only risk was if this mechanism became loose. He considered this to be unlikely. The Clerk noted that the next RoSPA inspection of the play equipment would be carried out in July this year. It was agreed that retaining and repairing the see saw was the most economic option and that the Clerk should approach the original manufacturers for their advice and input. **Action: Clerk**

13. Communications (CK)

13.1 Annual Parish Meeting

Cllr Kinley said she had designed a first draft of a flyer for the meeting, for insertion in the May edition of Parish News, noting that the total cost would be in the region of £50. She said she would circulate the flyer to councillors for comment before sending it to the printers. **Action: CK**

Cllr Rutherford tabled a draft presentation document that he proposed to use at the meeting, highlighting different aspects of the community and activities within them.

13.2 Eridge Fair on 25th June 2017

It was agreed that the Council stall should be interactive and it was agreed that a map for a treasure hunt be on display. Cllr Rutherford asked that this item be placed on the next agenda and invited councillors to come to the next meeting with any other ideas they may have for the stall.

13.3 Christmas Market in Frant

Cllr Rutherford said The George PH was considering hosting a Christmas Fair across a Friday evening and Saturday this year. The idea was for a variety of stalls and tree displays. The Council agreed that this would be a good community event to be involved in.

(Cllr Standley left the meeting at 8.55pm)

13.4 Correspondence between the Clerk and Councillors

Cllr Kinley noted that there was large amount of email correspondence that the Clerk had to forward and suggested it may be better for both parties if emails were directed to a nominated councillor(s) for a response, depending on the subject. Cllr Rutherford said he intended to distribute roles and responsibilities to individual councillors at the next meeting. It was agreed that this would prove to be a more workable system.

13.5 To consider ways to advertise the councillor vacancy in Frant

The Clerk noted that there was still a vacancy for a councillor for the Frant ward and that the forthcoming Annual Parish Meeting would be a good opportunity to seek candidates for the role. She said it was important to actively seek someone to fill the vacancy to ensure a full Council.

14. Planning Matters (VB)

14.1 To make recommendations about Planning Applications received:

WD/2017/0445/LDE- Wish Wood, Bells Yew Green, TN3 9AT

Use of part of storage building as a self-contained unit.

Cllr MacDonald-Brown said he had approached the agent to see whether it was possible to visit the site. He noted that the agent was reluctant to consider this. It was noted the Cllr Howell may have some information relating to this site. It was agreed that Cllr Rutherford would speak with her and that the Clerk would contact the case officer at Wealden DC to let him know we would be responding shortly. **Action: WR/Clerk**

WD/2017/0676/F – Holly House, The Green, Frant, TN3 9DN

Demolition of conservatory and construction of part two-storey, part single-storey rear extension and rear terrace.

Cllrs Kinley and Breese both declared a personal interest in this application.

Cllr Rutherford raised concerns about the suitability of the materials proposed, particularly the stone at ground level. Notwithstanding these concerns, the Council, while acknowledging the site's location with the Conservation Area, noted that the proposed extension would not be visible and agreed to raise no overall objection.

14.2 To note decisions from Wealden District Council and appeal decisions

- **WD/2017/0275/F – 18 Rushlye Close, Bells Yew Green, YN3 9BB**
Replace existing concrete flat roof with pitched roof.
Approved on 15th March 2017.
- **WD/2016/2643/F and WD/2016/2644/LB – Thatched Cottage, Eridge Green, TN3 9JU**
Single-storey rear extension. Modified rear entrance. New side window in sitting room. Windows to rear of sitting room replaced with patio doors. Relocation of ground WC to study. Rebuilding of existing garden retaining wall and steps.
Refused on 24th March 2017.

- **WD/2017/0259/F – Henley Cottage, Riverhall Hill, Wadhurst, TN5 6LD**
Single-storey, wrap around orangery style extension with internal alterations to open up the ground floor.
Approved on 28th March 2017.
- **WD/2017/0227/F – Henley House, Wadhurst Road, TN3 9EJ**
Single-storey side extension.
Approved on 3rd April 2017.
- **WD/2017/0292/F – New House Building, Bells Yew Green Road, TN3 9BQ**
New single-storey timber double garage with pitched roof.
Approved on 6th April 2017.
- **WD/2017/0413/F – Edgend, Shernfold Park, Frant, TN3 9DL**
Application for new single-storey garage and high timber automatic roller gate at 1.8m.
Approved on 7th April 2017.
- **WD/2017/0084/F – 1 Broomfield, Bells Yew Green, TN3 9AF**
Addition of second storey to single storey portion of existing dwelling.
Refused on 10th April 2017.

15. Chairman’s announcements and correspondence for noting

Nil.

16. Correspondence

Nil.

17. Urgent issues at the discretion of the Chairman for noting or inclusion on a future agenda

Cllr Wright raised two issues. Firstly, he noted that the Flowerpot Nursery on the A26 was continuing to dump a number of palettes to the extreme right of the site and the effect was very unsightly. He queried whether the Council had any powers to require them to tidy up the site. It was suggested that, in the first instance, the Council consider writing to the Nursery to express its concerns. Clerk to draft a letter for agreement. **Action: Clerk**

Secondly, Cllr Wright said he had inspected the circular seat around the oak tree in Frant Green and that several of the struts were rotting and coming away. It was agreed that this should be repaired as soon as possible and the Clerk would seek a quote for this work. **Action: Clerk**

It was also agreed to discuss the benches in the Green generally at the next meeting, to consider whether replacement or additional benches could be provided in other parts of the play area.

There being no other business, the meeting ended at 9.30pm.

Matters arising	Action
To check date protection legislation to ensure no breach if the Council gives UKPN a list of suggestions for residents who might benefit from being on the UKPN's list of vulnerable people (in the event of a power cut).	Clerk
To liaise with Highways about the new grit bin and whether it is pre-used.	Clerk
To place two items on a later agenda: the proposed pictorial meadow and the possibility of a new dog bin on Church Lane.	Clerk
To liaise with Treework about the sycamore in Frant Green.	Clerk
Cllr Standley to forward the Broadband Report to the Clerk for circulation.	BS
Cllr Standley to investigate proposed crash barriers in the Parish.	BS
Cllr Standley to investigate measures in place at County-level for air quality monitoring.	BS
To post risk management document and Asset Register on the website.	Clerk
To liaise with BYG Hall Management Committee to establish split of responsibilities.	CK
Cllr Rutherford to locate his copy of the lease for BYG Hall.	WR
Cllr MacDonald-Brown to raise issue of road safety at Nobles Wood at the SLR Meeting on 24 th April.	AMB
To investigate terms of match funding applications for fingerposts.	Clerk
To identify original manufacturers of the see saw in Frant Green and seek their advice and input.	Clerk
Cllr Kinley to circulate draft flyer for Annual Parish Meeting to councillors for comment.	CK
Cllr Rutherford to speak with Cllr Howell about the Certificate of Lawful Use at Wish Wood. Clerk to liaise with Wealden DC.	WR/Clerk
To draft a letter to the Flowerpot Nursery concerning the storage of palettes.	Clerk
To seek a quote for repairing the circular seat in Frant Green.	Clerk