

# FRANT PARISH COUNCIL

## THE MINUTES OF THE ANNUAL MEETING OF FRANT PARISH COUNCIL, HELD ONLINE VIA 'ZOOM' ON WEDNESDAY 5<sup>TH</sup> MAY 2021 AT 7.30PM

**Present:** Cllr Rutherford - Chairman  
Cllrs Park, Best, Luther, Macdonald-Brown, Steadman, Howell, Crookshank

District Cllr Obbard  
Ms. R. Barnes – Clerk

### **1. Enquire whether anyone present intends to film, photograph and/or record the meeting**

The Clerk said the meeting would be recorded in audio. As soon as the draft Minutes were issued, the audio recording would be deleted.

### **2. Elect the Chairman and signing of Declaration of Acceptance of Office**

Cllr Rutherford informed the Council that he was standing down as Chairman after six years. He said Cllrs Howell and Park were standing and he asked the Council to vote. By a show of hands, there were an equal number of those in favour for both candidates, with no abstentions. Cllr Rutherford therefore used his casting vote to vote for Cllr Howell and she was declared the new Chair.

Cllr Howell thanked the Council and particularly thanked Cllr Rutherford for his long service as Chair and for all his hard work, enthusiasm and humour over the years.

### **3. Elect the Vice-Chairman**

Cllr Crookshank offered to stand as Vice-Chair again and the Council was unanimous in voting for him.

### **4. Receive apologies**

Apologies were received from County and District Councillor Standley.

### **5. Receive Declarations of Interests on items on the Agenda and changes to the Register of Interests**

None.

### **6. Approve the Minutes of the meeting on 26<sup>th</sup> April 2021 as a true and accurate record**

The Minutes were **approved** as a true and accurate record.

### **7. To determine matters arising from the previous Minutes for updating and noting**

Referring to the work required around the green in Frant, Cllr Steadman said that, of the six firms he had approached to supply and install bollards and sleepers, only one firm was able to give a quote. The Clerk confirmed she had received this and that it totalled £12, 415, net of VAT. The Council agreed the quote in principle, subject to the Clerk seeking advice about the procedure. **Action: Clerk**

The Clerk sought confirmation from Cllr Howell about whom to write to concerning parking on the pavement and green at the Shernfold Park end of the green. **Action: Clerk**

Cllr Park clarified the recent problem she had encountered with cars double parked on Hawkenbury Road where it meets Bayham Road, causing a danger to other road users and pedestrians. Cllr Crookshank noted that alternative places for people to park in the village were limited but he would speak with the Brecknock Arms about what could

be done. Cllr Best considered that if a road was obstructed, it was more a matter for the police, rather than the Parish Council.

Turning to the caravan parked at the entrance to Rushlye Close and causing an obstruction, Cllr Howell said that Cllr Standley had spoken to the relevant Portfolio Holder and ESCC Highways. She added that an officer at Wealden DC would be writing to the owner in due course. Cllr Macdonald-Brown said that the caravan appeared to have road tax but not an up to date MOT, hence why it was up on blocks.

The Clerk confirmed she had asked Orchard Landscapes to correct the provisional figures in their tender document.

The Clerk said she had not yet written to the school PTA about clearing the bonfire site. Carried forward.

The Clerk said she had not yet sought clarification from Wealden DC about the negative figures in the recent CIL advice note. Carried forward.

#### **8. Public Forum – time limit 15 minutes**

None.

#### **9. Receive reports from County and District Councillors**

None.

#### **10. Discuss and review ongoing support within the Parish during the Covid-19 pandemic**

The Clerk noted that other parish councils were seeking to limit the number of in-person meetings in the coming months. The Clerk suggested that if a planning meeting could be avoided and planning applications dealt with at Full Council, this would help to reduce contact. Councillors agreed but noted that the village halls were large enough to be able to spread out and the Council should be guided by government guidance.

#### **11. Finance**

##### **11.1 Approve the accounts payable**

The accounts below were approved.

Item no.	Payee	Item	Amount
1	N.McGregor-Gould	Play park cleans, bus shelter maintenance: April	£370.00
2	PCC Frant with Eridge	Annual contribution to production of Parish News	£650.00
3	Fraser Murdoch	Inv 063 Maintenance of BYG green: April	£75.00
4	SSALC	Inv 14521 (this is a re-issue; chq not encashed)	£144.00
	Rialtas	Inv 28653 Year-end closedown	£432.00
6	Staff	May salary, expenses and mileage	£1,022.62
7	ES Pension Fund	Employer's contribution May	£247.44
8	ES Pension Fund	Employee's contribution May	£63.02

## **11.2 Approve the bank reconciliation**

The bank reconciliation was noted and **approved**.

## **11.3 Approve the terms and cost of insurance for 2021-22**

Cllr Park noted that the policy document referred to Kent, not East Sussex. The Clerk explained that this lower cost of £879.65/year was based on entering an agreement for three years with BHIB. The sum and the renewal was **agreed**.

## **11.4 Approve the refurbishment of bus shelters**

The Council **approved** the quote for £1,268 for refurbishment of the bus shelters.

## **12. Parish Council Policies and Documents**

Cllr Park requested that councillors be given more time to read similar documents in the future, prior to a meeting.

### **12.1 Review and agree the Code of Conduct**

**Approved.**

### **12.2 Review and agree the Risk Management Scheme**

**Approved.**

### **12.3 Review and agree the Asset Register**

Cllr Rutherford noted that the old Frant policeman's truncheon, donated to the Council by his family and now displayed in The George PH, needed to be added to the Asset Register. The Register was otherwise **approved**.

**Action: Clerk**

### **12.4 Review and agree the Standing Orders**

**Approved.**

### **12.5 Review and agree the Financial Regulations**

**Approved.**

## **13. Governance**

### **13.1 Review and agree the Parish Council's internal system of control**

**Approved.**

## **14. Green Spaces**

Cllr Luther asked the Clerk to contact Orchard Landscapes again about visiting the green to assess the problem with moles and to ask when they would be carrying out the first grass cut the green, so she and Cllr Steadman could meet them on site. She reminded the Council that they wanted to discuss changes to the grass cuts at the entrance to Shernfold Park to improve sightlines onto the A267. Cllr Steadman queried if the tender document would need to be altered to take account of this. Cllr Rutherford considered that the proposed changes would be very minor and should fall within the existing tender.

## **15. Highways**

### **15.1 Receive available updates concerning the proposed pedestrian crossing in Frant**

The Clerk said that she had been liaising with Kember Loudon Williams, culminating in an email being sent to ES Highways requesting specification details and costs for the streetlights required for the proposed pedestrian crossing. Alternatives, such as heritage-style lights or baffling, were also requested.

Cllr Park suggested that some of the recent CIL money that had gone to Wealden DC could be diverted toward this project. Cllr Rutherford said that those portions of CIL money were used for projects across Wealden, according to

the District Council's list of priorities. He suggested the question could be asked of Wealden DC but that he was not optimistic.

**16. Communications**

**16.1 Approve presentation pack of data from the survey for dissemination to parishioners.**

Cllr Steadman apologised that he had not had time to read the full document prepared by Cllr Park.

It was agreed that it was a good summary of the survey's findings and was easy to understand. Cllr Luther noted that keeping the text was important, as not everyone would use the graphs. It was **agreed** that Cllr Park would liaise with the printer to produce different versions and sizes of the data for placing in noticeboards, village halls, etc.

**Action: DP**

**17. Planning**

**17.1 Wealden Local Plan – rolling discussion**

No issues were raised.

**18. Chairman's announcements & correspondence for noting**

None.

**19. Urgent issues at the discretion of the Chairman, for discussion only.**

None.

There being no other business, the meeting ended at 8.20pm

Action	By Whom
Liaise with printers about reproduction of the survey results.	DP
Amend asset register to include truncheon.	Clerk
Check procedure re: accepting quote for new sleepers and bollards for Frant green. Look for cost of work previously carried out by Tate Fencing.	Clerk
Write to the school's PTA to ask that the bonfire site is cleared when not in use.	Clerk
Seek clarification from Wealden DC about the CIL payment advice.	Clerk
Put up 'no parking on the green' sign on the green at the Shernfold Park end.	WR
Speak with Kember Loudon Williams about commissioning street scene drawings for the new pedestrian crossing and liaising with Highways.	Clerk