

# Minutes of the Meeting of Framfield Parish Council held at the Memorial Hall, Framfield, on Tuesday, 21 June 2011 at 7.30 pm

---

**Present** Maria Naylor (Chairman) Peter Friend  
Salina Allen John Mordaunt  
Richard Brocklebank Rob Newton (Vice-Chairman)  
Myran Eade Ian Paisley

Councillor Chris Dowling (ESCC)

**In attendance** Ann Newton - Clerk Members of the Public – none.  
Members of the Press – none.

*Prior to the commencement of the meeting members of the public and County and District Representatives were invited to address the Parish Council.*

*(The minutes are detailed in the order in which they appeared on the agenda but not necessarily the order in which they were taken at the meeting. A copy of all the reports mentioned will be attached to the minutes for the minute book).*

**Councillor Chris Dowling (ESCC)** reported on the following items:

- Blackboys traffic calming – this was now back on track. The meeting agreed that a further public meeting should be arranged to show residents the revised proposals. Chris suggested that possibly a meeting with Michael Higgs first might be a good idea. **PC ACTION 001 - CLERK.**
- A petition to lower the speed limit and make the B2192, Blackboys, a safer place has been received by ESCC from Jill Hunt, resident of the Lewes Road. There will shortly be a Lead Member meeting to which she will be invited to put across her views.
- Glebe Farm and Pump Lane – Chris stated that he is liaising with Ann Newton over the concerns involved in both cases.

**Ann Newton** in her role as District Councillor asked that the meeting offer their congratulations that Chris has been made Chairman of the County Council. Chris thanked everyone and gave assurance that he still had time for items of interest and concern in his ward. Ann only further added that she had retained her place as Chairman of the Planning Committee North and was again grateful to Chris for working together on the many items in the Parish which were of concern.

## 1. Apologies for Absence

Felicity Groves.

## 2. Declarations of Interest

*Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda.* Myran Eade declared an interest in the item on the Blackboys Pavilion Project due to his roles within Blackboys Cricket Club. Rob Newton stated that he would not vote, on any decision-making discussions involving the Pavilion, as an adjacent neighbour to the recreation ground. Rob Newton declared a prejudicial interest in the items under the Finance section of the agenda relating to the Clerk, the Clerk being his wife.

## 3. Minutes of the Last Meeting for Approval

It was agreed that the minutes of the meeting (AGM) held on 17 May 2011 having been circulated, be approved, adopted and signed as a correct record. (SA/ME).

## 4. Matters Arising from the Minutes

Items were dealt with under appropriate headings below.

## 5. Correspondence received since the last meeting

*Letters for noting/discussion – most items were from pending matters and dealt with under separate headings.*

## ESCC:

- Jill Hunt – petition to ESCC – as detailed under Chris Dowling's report above.
- Jane Baylie – resident of Palehouse Common. The Clerk reported that an email had been received asking for a review of the situation on Palehouse Common Road as there had been two serious accidents at the junction with Brookhouse Lane in the last few months. The Clerk stated that she would copy the correspondence to Chris Dowling. **PC ACTION 002 - CLERK.**
- Corinne Urben – request from the WI. The Clerk reported that following on from a serious incident at the Blackboys Village Hall at Christmas when emergency resuscitation was required, the WI have organised a first aid course covering life-saving procedures. The WI had asked that the PC cover the cost of the Hall on the night chosen. Maria Naylor had given her permission as there hadn't been a PC meeting in the intervening period. The meeting endorsed her decision.
- Professor David Young on behalf of Lion Hotels, Eastbourne. The Clerk reported that a letter of apology had been received for the misunderstanding which was created by his letter to the Chairman and residents asking them to refrain from walking across land owned by the writer's client. The letters sent appeared to be from Eastbourne Court and has come to the attention of the Court who has written to Professor Young asking for an explanation. Professor Young has apologised and stated that he had got in a muddle whilst photocopying other relevant documents. The meeting agreed that a letter of acknowledgement should be sent to Professor Young. **PC ACTION 003 - CLERK.**
- Uckfield Railway Line Parishes Committee. The Clerk had been asked by the Committee if anyone would be interested in attending the meetings. **PC ACTION 004 - CLERK.**
- South East Water – water main replacement in Easons Green (Lewes Road, Uckfield) – the Clerk reported that the water main is to be replaced from the junction with School Lane and Fir Tree Farm; works to commence on 18 July 2011 for approximately 18 weeks. Full details will be put on the PC website. **PC ACTION 005 - CLERK.**
- CPRE – update on the Localism Bill.

## **6. Finance and General Purposes:**

- Minutes from the FGP Committee meeting (covering PC and Trusts) held on 7 June 2011 had been circulated with the agenda. The FGP Committee recommended to the Council to resolve agreement on the following items, detailed in full in the FGP minutes.
  - Freedom of Information publication – revised document to include a charge of 10p per single-sided A4 sheet of paper. Publication to be put on the PC website. **PC ACTION 006 - CLERK.**
  - Standing Orders – revised.
  - Financial Regulations – revised.
  - Committees – Terms of Reference.

*These four items were agreed en-bloc – as proposed by Rob Newton, seconded by Ian Paisley and agreed by all present.*

- **Formal approval of the accounts for the year ending 31 March 2011 and Statement of Assurance in line with the audit regulations.** The accounts were unanimously accepted and formally proposed for agreement by John Mordaunt and seconded by Richard Brocklebank. Those present subsequently endorsed the Statement of Assurance.
- Transfer of £1,000 of earmarked funds to each Trust account for the refurbishment projects. The amount will have deducted any monies already expended. **PC ACTION 007 - JR.**
- Formal staff job descriptions and contracts. Clerk to finalise and issue. **PC ACTION 008 – CLERK.**
- Regularise position of Caretaker in both Halls. As reported at the Framfield Trust meeting, Brian Short is to be formally employed as Caretaker to both Halls from 1 July 2011. Clerk to issue Brian's paperwork. **PC ACTION 009 - CLERK.**
- Review of Charity Dividends. The FGP Committee had recommended that the dividends remain in the general accounts of the Blackboys Trust.
- Obtain an architect's drawing for the refurbishment of the Blackboys Pavilion to endeavour to achieve phasing of the works. The Clerk to make contact with the architect. **PC ACTION 010 – CLERK.**
- Emergency works to the Memorial Hall. As detailed in the Trust minutes. The Clerk to ask Brian Short to obtain quotes. **PC ACTION 011 – CLERK.**
- Streetlight repair. The FGP Committee had recommended that the streetlight not be repaired at the current time. It had only recently been replaced and with the imminent engineering works at the junction of the B2102 and B2192, it was thought appropriate to review the situation after that time. Clerk to advise ESCC. **PC ACTION 012 – CLERK.**

*These seven items were agreed en-bloc – as proposed by Selina Allen, seconded by Ian Paisley and agreed by all present.*

- The VAT position and Gift Aid on the Blackboys/Framfield refurbishment projects. The VAT position has been clarified and all funds raised for the refurbishment projects, whether that be from individuals or sports clubs should be accounted for and held by the relevant Trust. It will not therefore be possible to claim back VAT on any expenditure. Gift Aid can however be set up. Jan Riddle would be asked to complete the appropriate forms to register the charities with HMRC. **PC ACTION 013 – JR.**
- Schedule of expenditure as at 31 May 2011 – this was adopted as read. (SA/ME).
- Formal agreement of the April, May and June 2011 payments/disbursements – itemised below. This was agreed for payment by Selina Allen, seconded by Peter Friend and agreed by all present. The meeting agreed that all salary figures would be removed from the minutes. **PC ACTION 014 – CLERK.**

<u>Cheques dated prior to 1 April 2011</u>	£
WDC (dog bin emptying Jan-March 2011)	277.68
Blackboys Trust (Hall hire)	60.00
Framfield Trust (Hall hire)	30.00
Dawson Hart LLP (fees for land registration)	1,057.00
<b>TOTAL:</b>	<b>£1,424.68</b>

<u>April expenditure</u>	
SALC (subscription for receipt of LCR – balance of cost)	3.50
D & J Greengrow (handyman)	870.00
Arbor Management (grounds maintenance – second cuts)	1,044.53
Jan Riddle, RFO/Ann Newton, Clerk ( <i>Both salaries paid net of deductions</i> ).	XXXX
HMRC: April tax and NI payments for Clerk/RFO	391.41
<b>TOTAL:</b>	<b>£3,304.18</b>

<u>May expenditure</u>	
Arbor Management (grounds maintenance – third cuts)	1,044.53
Action in Rural Sussex (annual subscription)	50.00
British Telecom plc (BT account shared 50/50 with EHWHPC [paid by DD])	208.19
Blackboys Trust (transfer of Charishare dividends)	491.17
Blackboys Trust (transfer of BB allotment rents)	855.00
Barry Richardson (part payment for website design)	300.00
The Information Commissioner (annual registration fee for Data Protection Act)	35.00
Jan Riddle, RFO/Ann Newton, Clerk ( <i>Both salaries paid net of deductions</i> ).	XX.XX
HMRC: May tax and NI payments for Clerk/RFO	424.01
<b>TOTAL:</b>	<b>£4,552.27</b>

#### Cheques Received

Framfield Parish Magazine - £340.00 – income from adverts placed on website.

<u>June expenditure</u>	
Arbor Management (grounds maintenance – fourth cuts)	1,044.53
ESCC: streetlights - maintenance and energy charges for 10/11	2,926.87
streetlights – swap over of bulbs (FF); repairs	1,992.56
Jan Riddle, RFO/Ann Newton, Clerk ( <i>Both salaries paid net of deductions</i> ).	XX.XX
HMRC: June tax and NI payments for Clerk/RFO	
Blackboys Trust (transfer of Charity dividends)	421.81
<b>TOTAL:</b>	<b>£7,553.06</b>

#### Bank Balances as at 31 May 2011

Current Account £24,006.36

Deposit Account £107.61

## 7. Reports from Committees

8. **Planning:** the Planning Committee minutes for the meetings held since the last full PC meeting have been circulated. The next meeting is scheduled for Wednesday, 29 June 2011 - agenda had already been circulated. Selina Allen was formally co-opted onto the Committee for that meeting only as there were three apologies. The Clerk reported that electronic planning was imminent – she had received training and the equipment from WDC. She asked if it would be possible to store the screen somewhere at the Memorial Hall. Clerk to investigate. **PC ACTION 015 – CLERK.**

- **Environment:** the next meeting is scheduled for 10 August 2011.

- **Refurbishment Projects**

- Blackboys – nothing further to report.
- Framfield – nothing further to report.

*This item will be removed from subsequent PC agendas and dealt with by the Trusts. **PC ACTION 016 – CLERK.***

## **9. Reports from Representatives**

### **Schools:**

- Framfield – Nothing to report.
- Blackboys – The Clerk reported that the school had recently held an Auction of Promises.

**SALC/WDALC:** Nothing to report.

## **10. Any Other Business at the Discretion of the Chairman**

Myran Eade asked if a Big Lottery application had been submitted for the Memorial Hall refurbishment. The Clerk stated that she knew of nothing that had been submitted. Anything that is submitted should be passed through the Trustees/PC first.

*The meeting closed at 8.40 pm.*

**Chairman..... Date .....**

<p style="text-align: center;"><b>NEXT PARISH COUNCIL MEETING: Tuesday, 26 July 2011, at the Village Hall, Blackboys, commencing at 7.30 pm.</b></p>
--