

**ETCHINGHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Etchingham Parish Council**  
**held on Thursday 20<sup>th</sup> June 2019**  
**at 7.30pm at the Parker Hall, Parsonage Croft, Etchingham**

**Members Present:** Cllrs Mr John Barnes, Mrs M Barnes, Mr S Barrow and Mr C Boylett.

**Also present:** Ms P Barton – Clerk to the Council, Mr Paul Stott – Vice Chairman of ETSR, Mr Doug Lambert and Ms Roma Turner also 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.*

**1945. Apologies for Absence:**

There were apologies for absence from District Cllr Kirby-Green and Mr Rob Beeney, which were accepted.

**1946. Minutes of the previous meetings:**

The Minutes of the Annual Statutory Meeting held on 16<sup>th</sup> May 2019 and the Extraordinary General Meeting held on 23<sup>rd</sup> May 2019, having been previously circulated, were agreed and signed as correct records of those meetings.

**1947. Declarations of Interest:**

Cllr. J Barnes declared a personal interest in respect of agenda item 15, Etchingham School and Community Development as the Chairman of ETSR.

Cllr. M. Barnes declared a personal interest in respect of agenda item 15, Etchingham School and Community Development as a member of the Parochial Church Council and reminded Council that she is a member of the RDC Planning Committee.

**1948. Etchingham Parish Council – Dispensations**

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

**1949. Chairman's Announcements:**

There were no announcements.

**1950. Public Time:**

- a) ESCC County Cllr John Barnes reported that while little had changed the new enlarged Eastern Area for Highways, in which Etchingham falls, is now active and new advanced equipment has been purchased to better repair potholes. There is grave concern over the fate of small rural schools in the face of a national formula. Consultation over 3 schools including Broad Oak, both local voices and the MP are joining to try and protect this central part of village life by reframing the 'one-size-fits-all' approach.
- b) District Cllr John Barnes reported that the new waste disposal contract will begin in July. Also that it is early days for the newly elected 'rainbow' coalition District Council, with many inexperienced new councillors facing a very steep learning curve.
- c) Grateful thanks were given to Mary Barnes and Eleanor Knowles for all their hard work in organising this year's plant sale coffee mornings raising a magnificent £600 for ETSR funds. The Community Halls Lease is now signed and it is believed that the necessary registrations etc have also been completed. The inventory of equipment recently undertaken showed some losses had been suffered which will need to be redressed before a major event in mid-July. The logistics of ordering these missing items are to be resolved later in the agenda. Currently arrangements for the Summer Draw are also in hand – the winner to be announced at the Village Fete on 7<sup>th</sup> September 2019. The 100 Club continues successfully. Finally the JMC meetings continue amicably and the management service charges have been agreed for next year.
- d) A resident reported that drains on Burgh Hill are still seriously blocked as are many on the High Street. Other residents present also voiced concern regarding road safety issues including speeding, inconsiderate parking and boundary hedges growing over already narrow pavements. Gates are expected to be installed across Parsonage Croft in order to clearly delineate the Public road from the Private roads.
- e) No members of council will be excluded from the meeting so no further reports or comments.



**1951. Appointment of Co-Opted Members**

Council was pleased to welcome and appoint three co-opted members.  
Robert Beeney (unavoidably absent for this meeting)  
Douglas Lambert  
Roma Turner

Thanks are minuted to the two unsuccessful candidates whose interest and generosity in putting themselves forward is genuinely appreciated.

The Declaration of Acceptance of the Office of Councillor was duly signed by the two councillors present and Cllr Beeney signature will be made before the Witness in due course.

**1952. Review of Portfolios and Appointment of Portfolio Holders**

Following discussion the list of Portfolio Holders was resolved as follows:

**Etchingham Parish Council Portfolio Holders 2019 – 2020**

PORTFOLIO		OTHER RESPONSIBILITIES	
H.R. (Personnel)	John Barnes Roma Turner	Speedwatch Coordinator	Colin Boylett
Property Management	Robert Beeney Douglas Lambert	Strengthening Local Relationships (with ESCC)	Mary Barnes Colin Boylett
Environment	Sid Barrow Robert Beeney	Planning Committee	John Barnes Sid Barrow Colin Boylett Roma Turner
Children & young people	Roma Turner Mary Barnes	Etchingham Recreational Ground Trust (Queen's Garden & Viper).	The Sole Trustee is EPC as a Corporate body so all councillors involved.
Highways & Transport	Colin Boylett John Barnes	Registered Charity Number 1093289	
Financial Management	Robert Beeney Douglas Lambert		
Council Communications	John Barnes Colin Boylett		
Senior Citizens	Mary Barnes		
Community Safety & Police Liaison	Colin Boylett John Barnes		
Flood Warning	Colin Boylett		

**1953. Parish Matters:**

**a) Village Amenities:**

- i) The Draft Leases for the Old Etchingham Stores have been sent to the tenants for their comments. It was **RESOLVED** to accept the quote for a Fire Assessment at £360 (inc VAT) to be undertaken by ION Safety of Bexhill.
- ii) Cllr Boylett reported continuing steady progress from donations. The full report is on file. The AGM of ERGT will be scheduled immediately prior to the next Parish Council Meeting on 18<sup>th</sup> July 2019.
- iii) The improvement scheme for Queen's Garden and awaited quote minuted last month has been received and once progress is made with the Working Party will be incorporated into its deliberations. It is noted that work is required to the Viper boundary to give improved visibility of the area from outside and to clear overhanging, spiky and stinging plants from encroaching the public pavements. To be decided if necessary to contract Tim Crane to undertake this work of if it can be done 'in-house'. Increased inspections to be made because of broken glass around units and discarded drug paraphernalia left behind the shelter. Police aware.





- iv) The Tree Inspector is undertaking a very detailed and thorough inspection, the full report is still awaited. His opinion that the oak adjacent to 1 The Orchard should not be felled but that there is substantial work required for the health of the tree and public safety concerns stands.
- v) Reported damage to the bench on Burgh Hill will be remedied by Parish Council as a duty to public safety. If we are unable to repair 'in-house' then quotes will be sought. This bench will be added to the Parish Council's list of Fixed Assets when it is next updated unless ownership is claimed elsewhere.
- vi) It was **RESOLVED** to purchase 20 (the minimum number) of 'Please Pick Up' outdoor self-adhesive stickers as a reminder to inconsiderate dog-walkers. To be offered FOC on e-bulletin, popularity assessed before purchasing any more, and the opportunity taken again to re-enforce the 'pick up' message at the same time.
- vii) There were no other matters to consider.

**b) Footpaths:**

- i) Most footpaths are clear and safe, a stile on Tim Crane's field near the station is reported as in need of repair but the overgrown footpath at Forge House has been completely remedied.
- ii) Frank Brophy, whilst no longer a councillor, has volunteered to remain as the primary contact for the owners of Burgh Woods to report to Council any concerns or updates. Council expressed its sincere thanks to Frank.
- iii) There were no other matters to consider.

**c) Highways and Community Safety:**

- i)
  - a) The faulty VAS at the School requires a spare part not held by ESCC Highways but this has been ordered. The issues reported during Public Time will be reported to ESCC Highways. The landowner on Church Lane with a dead tree near the highway will be approached to remedy and the annual reminder to landowners with boundary hedges overgrowing pavements, footpaths and narrow lanes will go out on e-bulletin.
  - b) The third quote for the Engineering Survey not being forthcoming, the Clerk was authorised to contact and appoint 2020 Consultancy to undertake this project.
- ii) Cllr Boylett's full Speedwatch report, having been previously circulated, was taken as read and as there were no questions was accepted. The full Report is on file.
- iii) There were no other matters to consider.

**d) Environment and Other issues:**

- i) In considering the ESCC consultation on the Rights of Way Improvement Plan it was **RESOLVED** that as this plan was very generalised it required greater detail for proper comment to be made. It was unanimously agreed that proper access is vital to support green tourism but cannot be to the detriment of farmers and landowners properly managing their land and businesses.
- ii) There were no other issues to consider.

**1954. Planning:**

**Cllr Mary Barnes reminded Council that she is a member of Rother District Council Planning Committee.**

- a) There were two application to consider.  
RR/2019/1202/P: Little Orchard, Burgh Hill – Proposed single and two storey extensions and alterations. ***Etchingham Parish Council resolved not to object to this application as the extended size is appropriate for the plot although felt that the design was rather unimaginative and owed little to vernacular design patterns.***

***RR/2019/1271/T: 1 The Orchard – T5 – Oak – Fell. It was Resolved to object as Etchingham Parish Council, owner of the tree in this application, have taken advice from their insurers and have undertaken a LANTRA inspection of the tree. EPC will be submitting its own Application to work on this tree for tree health and safety and is told this will include a request to be allowed to undertake extensive crown reduction along with other measures that would be beneficial to both this mature oak and neighbouring properties without danger of incurring the potential of 'heave' that would, in fact, be a possible outcome of felling. Heave, EPC is told, cannot be curtailed once it starts and might well cause extensive damage not just to the immediately adjacent property but to others situated on and above the root perimeter of this large tree.***

- b) A broad comment of support for the Burwash Neighbourhood Plan is to be submitted. There were no other planning matters to consider.



**1955. Finance:**

- a) The Report of the Internal Auditor on the Accounts for 2018/2019 having been previously circulated with no questions raised was taken as read and adopted.
- b) The Annual Report 2018/2019 having been previously circulated it was **RESOLVED** that the Chairman presiding and Clerk/RFO should sign Section 1-Annual Governance Statement of the Annual Return.
- c) It was also **RESOLVED** that Section 2- Accounting Statements be approved as properly representing the receipts and payments for 2017-2018.
- 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.**

**Statement of Receipts & Payments for June 2019**

<b>Receipts</b>			
	<b>Total Receipts</b>		£0.00
<b>Payments June</b>			
		<b>VAT</b>	<b>PAID</b>
Zurich Municipal	Annual insurance premium 21019-2020	0.00	973.01
ESCC	Payment for APM across PO in Etchingham	7.66	46.00
P Barton	Salary & expenses - June 2019	12.57	931.05
Surrey Hills Solicitors	Fee for drafting two leases for the Shop & correspondence	260.00	1,560.00
ESCC	Reimburse ACRES for flat-bed trolley	0.00	149.30
Tim Crane	First half Year payment - grass cutting	0.00	767.50
Crane Designs Ltd	NP Mthly charge for hosting site DD 4/6/19	2.50	15.00
Crane Designs Ltd	EPC Mthly charge for hosting site DD 10/6/19	2.50	15.00
Focus Group	DD 25/06/19 Office Phone to 31/05/2019	3.48	20.87
Moles Consultancy	ENP - expenses for meeting & SEA report	0.00	879.10
Mulberry & Co	Ann Audit & Report fee inc expenses	25.89	155.34
	<b>Total Payments</b>		£5,512.17

e) After due consideration it was **RESOLVED** to accept a request for £100 support towards work on a dangerous tree in the Churchyard that could have endangered public using the pavement alongside the A265 from the PCC. Payment to be made in July.

f) After due consideration it was **RESOLVED** the order of crockery and cutlery needed by ETSR, to make up a shortfall in inventory, would be placed by EPC with reimbursement by invoice from ETSR to be made after delivery. Raised under item 1950 c.

**1956. Etchingham Proposed Cricket Field Development:**

Assuming the re-application for Planning Permission for change of use is granted it is **RESOLVED** that a Working Party be set up to (a) investigate extended or minor amendments to the lease and (b) a less expensive way to achieve the given aims while still adhering to the various planning permissions.

**1957. Etchingham Neighbourhood Plan**

It was reported that the Consultant and the Steering Committee have produced draft plan documents to informally present to RDC's NP Consultant for advice on preparing a final version of the draft to present for Reg 14 Consultation.

**1958. Public Realm Working Party**

There was nothing to report.



**1959. Etchingam School and Community Development**

**Cllr. J Barnes declared a personal interest as Chairman of ETSR;**

**Cllr. M Barnes declared a personal interest as a Churchwarden.**

Cllr John Barnes reported that the Lease has now been signed.

**1960. To receive Reports from Members and Representatives and pass such resolutions as may be necessary:-**

- a) There had been no meetings of SALC so there was no report.
- b) There had been no meetings of RALC so there was no report.
- c) It was **RESOLVED** that a Report for inclusion in the Annual Report Document from the Head Teacher would replace a monthly update but the Children & Young Persons Portfolio holder/s would report monthly but more generally.
- d) There were no other meetings or conferences attended.

**1961. Correspondence**

As all correspondence had been distributed by e-mail upon receipt there were no further items to discuss.

**1962. Etchingam Parish Council – Notification to members of Council decisions:**

There were no notifications.

**1963. Agenda items for the next meeting**

As noted through the above minutes.

Signed.....

Date.....20.06.2019