



**MINUTES OF THE MEETING OF MAYFIELD
AND FIVE ASHES PARISH COUNCIL
ANNUAL MEETING**

**HELD AT MAYFIELD PRIMARY SCHOOL
ON MONDAY 10 MAY 2010 AT 1930 HOURS**

10C02
Draft

**Chairman of Mayfield And Five Ashes Parish Council
Councillor D Redman**

SUMMARY OF MEETING

- D Redman elected Chairman
- Committees re-elected
- Provisional Financial Report for Year End approved
- Office relocation project – progress review
- Argos Hill Windmill Trust - debated
- Mayfield allotment gardens progress reported
- Governance arrangements discussed

ATTENDANCE

Robert Fitzsimmons	(RF)	Present and Voting
Monica Aitkin	(MA)	Not present
Paul Amans	(PA)	Present and Voting
Patricia Balfour	(PB)	Present and Voting
Jayne Bramwell	(JB)	Present and Voting
Andrew Burnett	(AB)	Present and Voting
Warwick Child	(WC)	Present and Voting
Jane Driscoll	(JD)	Present and Voting
Hubert Hills	(HH)	Present and Voting
Chris Lilly	(CL)	Apologies for Absence (H)
Lloyd McLean	(LM)	Present and Voting
Graham Playfoot	(GP)	Present and Voting
Deveda Redman	(DR)	Present and Voting
Jerry Watkiss	(JW)	Present and Voting
Elaine Wheeler	(EW)	Present and Voting

Present and voting 13 Present and not voting 0
Apologies for Absence 1 Not present 1 Other Council Business 0

Also in attendance: Wealden District Councillors Brian Redman (BR), Jonica Fox (JF), Graham Wells (GW)

David Thompson Parish Clerk (DT) and Courier Reporter Vivien Levy
Police: Steve Etherington (SE) and Matthew Boyle (MB)

Apologies for Absence: WDC Councillor Robert Standley (RS) and ESCC Councillors Chris Dowling (CD), Robert Tidy (RT)

There was one member of the public present.

MINUTES

1. ELECTION OF CHAIRMAN

1.1. There were two nominations for Chairman:

- Robert Fitzsimmons – proposed by CL, supported by PB and JW
- Deveda Redman – proposed by JD, supported by LM

1.2. The result of the vote was:

Robert Fitzsimmons 5

Deveda Redman 8

Thirteen papers were returned.

Deveda Redman was elected Chairman for 2010/11.

1.3. DR signed the Declaration of Acceptance in the presence of the Clerk.

2. ELECTION OF VICE CHAIRMAN

2.1. RF was proposed by PB and JB. There were no other candidates. RF was elected Vice Chairman for 2010/11.

3. ELECTION OF MEMBERS TO COMMITTEES

3.1. The election of members to Committees was as follows:

Ref	Committee	Elected Members
F	Finance and General Purposes Executive Committee	PA, JD, CL, HH, LM, RF, EW, Ex Officio DR
P	Planning Executive Committee	MA, PB, JD, HH, GP
D	Community Development Advisory Committee	JD, PB, JW, DR
S	Community Safety and Traffic	PA, HH, GP, RF, EW
R	Rights of Way and Trees and Advisory Committee	JB, JW, AB
Y	Youth Advisory Committee	EW, DR, PB

4. ELECTION OF REPRESENTATIVES TO OTHER BODIES

4.1. The election of representatives to other bodies was as follows:

Ref	Committee	Representatives
1	Mayfield Charities	Mrs Pennington
2	Mayfield Primary School	JD
3	Mayfield Memorial Hall	HH
4	Mayfield Village Centre	WH
5	Five Ashes Village Hall	EW
6	Five Ashes Primary School	GP
7	Transition Mayfield	PB
8	Old People's Welfare	MA/JB
9	National Health Matters	HH/DR
10	Chamber of Commerce	AB
11	Argos Hill Windmill	JD

12	Open Door	HH
13	Village of the Year	MA
14	Gypsies and Travellers	RF
15	Church Yard and War Memorial Maintenance	WH

5. DECLARATION OF INTERESTS BY MEMBERS ON AGENDA ITEMS

5.1. There were no declarations of interest by members on agenda items.

6. CHAIRMAN'S ANNOUNCEMENTS

6.1 Power of Well-being certificates were presented to the following:

- Councillor D Redman
- Councillor J Watkiss

6.2 The Parliamentary Election result for Wealden Constituency were announced:

- Elected Charles Hendry 31,090
- Turn out 71.2%

7. PUBLIC QUESTION TIME

7.1. JF asked the Clerk to report progress on street light 83 which was not working.

ACTION DT

7.2. There were no other questions from members of the public.

8. REPORTS FROM EAST SUSSEX COUNTY COUNCILLORS R TIDY (RT) AND CHRIS DOWLING (CD)

8.1. With the absence of both ESCC representatives there was no report.

8.2. The issue of progress on the A267 traffic calming project was raised by RF & GP, and it was noted that some foliage cutting had taken place at the Southern end 30 mph zone, but the speed reactive signs were still not working.

ACTION GP/RF TO LIASE WITH CD

9. REPORT FROM WDC COUNCILLORS BRIAN REDMAN (BR), GRAHAM WELL (GW) AND JONICA FOX (JF)

9.1. BR reported current WDC issues as follows:

- FP13(C) – enforcement issues will be progressed by WDC, it was noted that 40 day of the 90 day period had passed with no action to date.
- WDC had been considering the merits of an executive led administration compared with an elected Mayor.
- LDF housing numbers reviewed for Mayfield and Five Ashes, it was noted by JF that house building programmes helped the local economy.

9.2. GW reported that WDC were embarking on a Parish Partnership on clean green neighbourhoods including fly tipping and litter collection and would be offering Parishes a range of services.

With regards the new segregated rubbish collection, it was noted that green waste collection had increased, and there had been a substantial take up of home composting.

- 9.3. There were questions on the effectiveness of the Community Pay Back Schemes.
- 9.4. With regard to the collection of glass it was noted that this could not be dealt with by WDC. It required a three compartment collection vehicle, whereas the company only had two compartment vehicles.
- 9.5. JF reported on traffic problems on the A267 in the Five Ashes area, the working arrangements at the General Election for voter processing and verification.
- 9.6. It was noted that the temporary traffic lights on one section of the A267 were not properly synchronised and that this was causing traffic tailbacks. JF considered this a 'county' problem, but would look into it.
- 9.7. There were no questions to the WDC representatives.

10. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 APRIL 2010 (10C01)

- 10.1. Two amendments were accepted to the minutes, after which they were approved by UNANIMOUS vote.
- 10.2. There were no observations or comments on the minutes.

11. REPORT FROM FINANCE AND GENERAL PURPOSES COMMITTEE

- 11.1. With the absence of the Chairman the Clerk gave a brief report based on the draft minutes of the meeting, where the following issues were discussed.
 - Financial results Period 12 Q4 2009/10
 - Relocation Project
 - South Street Allotment Site
- 11.2. There were no questions or comment on the F&GP report.

12. FINANCE REPORT 9FA12 YEAR END PROVISIONAL

- 12.1. The Clerk reported that the Year End results needed just two further adjustments:
 - Year End salary and NI adjustment
 - Last day of year bank statementEnd of year provisional results:
 - £605 better than outturn forecast.
 - £7,323 better than budget.
 - Reserves at year end £21,682.
 - Budget provision from reserves (£2601) not used

The accounts are fully reconciled, and expenditure schedules have been approved by F&GP meeting (10F01). A number of final checks need to be made before sign off of the accounts and these may or may not lead to further minor adjustments.

The Budget

- The decision to not fill the post of Assistant Clerk (£3700), offset by an increase of outsourced work (£1000), and Clerk's hours (1 per week (£732).
- Instruction to the Clerk to reduce expenditure by £5000.

Both of these were largely achieved.

At the end of January, Parish Council cash balances stood at £31,353.88, with an addition of £11,713 for 25 un-presented cheques and three provisions £1275 and three income cheques not on statement. Adjustments necessitated by the audit report on 2008/9 are included.

The Parish Council balance at the end of the period was £21682, an increase of £4508 during the year, against a budgeted reduction of £2601.

12.2. The Finance Report was approved by UNANIMOUS vote.

13. ARGOS HILL WINDMILL TRUST

- 13.1 Copies of the letter from WDC with regard to the Argos Hill Windmill Trust had been circulated.
- 13.2 LM was of the view that WDC should be fully included in the trust, and was concerned that the Parish would be financially exposed.
- 13.3 BR noted that WDC were contributing financially to the Trust, and were conscious of their responsibility, and that he had been appointed as an observer to assist the trust in its work. It was considered that as a working trust, they would be able to get grants, where WDC was not able to do so.
- 13.4 Members were unable to form a view as to the best way forward and were unable to vote on Resolution 10C02. It was agreed that the Clerk would gather all the data together and present a case. The Resolution would be considered at a later date.

ACTION DT

14. MAZARS – EXTERNAL AUDITORS FOR 2009/10

- 14.1. The Council noted that Mazars had been appointed as External Auditors for 2009/10.

15. GOVERNANCE

- 15.1. RF explained that:

The Governance and Accountability for Local Councils Practitioners Guide (2008 England) require that the Second part of the Annual return, the Annual Governance Statement, is robust. It is recommended that the Chairman form a Committee consisting of three people (including himself) to carry out this task.

- 15.2. The following Resolution was placed before the Council:

RESOLUTION 10C 03 GOVERNANCE

Mayfield and Five Ashes Parish Council **RESOLVE** to form a Committee of three Councillors to carry out the Governance tasks as laid down in The Governance and Accountability for Local Councils Practitioners Guide (2008 England).

Proposed by R Fitzsimmons

The Resolution was passed by UNANIMOUS vote

- 15.3. AB and PB were elected to serve on the Committee for 2010/11.

16. COMMUNITY DEVELOPMENT REPORT

- 16.1. DR had no comments to make on the Community Development Report.
- 16.2. With regard to minute 9D05/7.2 JB noted that she had been a member of the team responsible for the Bletchinglye – Rotherfield path, the cost of which exceeded £80,000.

17 COMMUNITY SAFETY AND TRAFFIC COMMITTEE

17.1 RF reported that with regard to the car parking initiative in Mayfield no tickets had been issued recently.

17.2 With regard to the recent spate of burglaries, recent police action had led to a curtailment of these events. RF was unable to report further at the present time.

18 RIGHTS OF WAY AND TREES COMMITTEE

18.1 JB reported that as yet no action had been taken with regard to footpath 13C.

19 TRANSITION MAYFIELD

19.1 PB reported that:

PB reported that the Mayfield unplugged concert would be held in October at St Dunstons, also an allotment garden demonstration and lecture was being organised.

20 MAYFIELD VILLAGE CENTRE

20.1 WH reported that:

- The final report from the architects was still awaited.
- LM was going to see the architect on 18 May 2010.
- WH considered that there would need to be an explanation of changes between the existing hall and the new proposals.
- Fund raising was going well, with a fun run planned for the future.

21 NHS MATTERS

21.1 DR reported that the swine flu pandemic had not materialised and that Central Government was disposing of vaccine stocks. The vaccines had a short shelf life.

22 CHAMBER OF COMMERCE

22.1 AB reported that the May Fair was down in numbers, not helped by the appalling weather.

22.2 The Clerk reported that the Rights of Way stall, which showed the work being undertaken by the Committee including the Bridleway 92 extension was well received. Books of a value of £50.90 had been sold.

23 WAR MEMORIAL

23.1 WH reported that David Nash, a stonemason had visited Mayfield to examine the War Memorial, and given views on the various options available. His report was awaited.

23.2 There was a number of changes to the names on the War Memorial to be made. RF asked for an examination of an option whereby two extra areas were added to the base. This suggestion will be progressed as Option 4.

ACTION WH

24 DR JOHN HALL MEMORIAL FUND

24.1 WH gave a brief report:

- The fund looked after the poor and sick of the Parish.
- There was a need to recruit more trustees.
- The size of the fund is around £12,000 and £13,000
- Dr Coates was Chairman

25 ADOPTION OF MINUTES

25.1 The following Committee minutes were adopted by the Council:

- 9F11 Finance and General purposes Executive – Status Committee Approved
- 10P01 Planning Executive Committee – Status Committee Approved
- 9D05 Community Development Committee – Status Committee Approved

25.2 There was a discussion regarding advice of funerals for posting on the notice board. Members were required to send any ideas on how this could be achieved to the Clerk.

ACTION MEMBERS

26 OFFICE RELOCATION

26.1 In the absence of CL, DT and RF reported as follows:

MANOR HOUSE

- New instructions but based on previous looking for sale or lease £70-£80,000, but rent is still based on conversion – written document awaited.
- The Parish Council would be able to capitalise the penalty payment to St Dunstans.
- PWLB lease £77,000 over 25 years.

25 Years Rate	4.5%
Payment	£5135
Cost	£128,000

15 Years Rate	8.81%
Payment	£6786
Cost	£101,000

10 Years Rate	3.0%
Payment	£8970
Cost	£89,000

5 Years Rate	1.82%
Payment	£16180
Cost	£80900

Needs survey.

26.2 There was a need to have the property surveyed and valued should a Parish Council offer be accepted. To be placed on the agenda for next F&GP meeting and GL to be advised.

27 SALC GRANT TO QUALITY COUNCIL

27.1 A grant of £766 had been received from SALC to be used by Quality Councils for the benefit of residents.

Suggested uses are:

- Use towards Hanging Baskets Project
- Use towards refurbishment of Allotment site
- Use towards restoration of Court Meadow Fletching Street boundary Project
- Use towards War Memorial refurbishment Project
- Resurface FP55 Court Meadow

27.2 It was decided to place the item on the agenda for the next F&GP meeting.

28 CLERK'S REPORT (10X02)

28.1 After accepting some minor changes the Clerk's Report was approved by UNANIMOUS vote.

28.2 Arising from the report, the question of the yellow lines outside and their effectiveness needed to be concluded.

ACTION DT

28.3 It was also reported that the experimental bollards project for the U7550 Tunbridge Wells Road cul-de-sac was coming to conclusion and a permanent order will be made. To safeguard BW92 construction work in connection with the bridleway extension scheme it was agreed that the Parish Council would ask for a key to the bollards and the provision of some car parking spaces for users of the bridleway.

ACTION DT

29 ITEMS OF INFORMATION AND NEXT AGENDA ITEMS

29.1RF noted that many Councillors and Chairman took their agreed allowances. It was agreed that the Clerk would:

- Place on the next agenda
- Provide members with information

ACTION DT

29.2Pot holes were reported for:

- Wellbrook Hill
- Criers Lane

29.3GP noted that Five Ashes Village Hall had been booked for the next meeting.

THE MEETING CLOSED AT 2212HOURS.

**THE NEXT MEETING OF THE MAYFIELD AND FIVE ASHES PARISH COUNCIL IS
THE ORDINARY MEETING 10C03 AND WILL BE HELD AT:**

VENUE: FIVE ASHES VILLAGE HALL

DATE: MONDAY 14 JUNE 2010

TIME: 1930 HOURS