

**(THESE MINUTES REQUIRE PC APPROVAL AND ARE THEREFORE SUBJECT TO AMMENDMENT AT THE NEXT PC MEETING)**

**MAYFIELD AND FIVE ASHES PARISH COUNCIL**

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|----------------|
| 7F:09<br>FINAL |
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**MINUTES OF THE MEETING OF THE FINANCE AND  
GENERAL PURPOSES COMMITTEE, HELD AT LONDON HOUSE,  
MAYFIELD ON MONDAY 28 JANUARY 2008 AT 1930 HOURS.**  
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**Committee Chairman Councillor Chris Lilly**

**SUMMARY**

- Work to relieve flooding on Court Meadow access road authorised.
- Lighting work report agreed.
- Quality Council application submitted.
- Financial results for December approved.
- Budget timetable agreed.
- Clerk's appraisal carried out.
- Consolidated budget to be distributed to all members.

**ATTENDANCE**

|                        |      |                           |   |
|------------------------|------|---------------------------|---|
| Chris Lilly            | (CL) | Present and Voting        |   |
| Martin Pitcher         | (MP) | Present and Voting        |   |
| Paul Amans             | (PA) | Present and Voting        |   |
| Catherine Swingland    | (CS) | Apologies for Absence (B) |   |
| Hubert Hills           | (HH) | Present and Voting        |   |
| Deveda Redman          | (DR) | Apologies for Absence (H) |   |
| Robert Fitzsimmons     | (RF) | Present and Voting        |   |
| Present and Voting     | 5    | Present and Not Voting    | 0 |
| Apologies for Absence  | 2    | Not Present               | 0 |
| Other Council Business | -    |                           |   |

**Also Present**

David Thompson (Parish Clerk) (DT)

## MINUTES

### 1. DECLARATIONS OF INTEREST ON AGENDA ITEMS

- 1.1. There were no declarations of interest

### 2. CHAIRMAN'S ANNOUNCEMENTS

- 2.1. There were no Chairman's announcements.

### 3. ACTIONS PROGRESS

- 3.1 Actions progress is as follows:

|                                   |  |                |
|-----------------------------------|--|----------------|
| • 5F9/12.4                        | ESCC £500 Claim Puffin Crossing at Five Ashes. Clerk to settle account.  | <b>IN HAND</b> |
| • 6F1/11.3                        | Fletching Street – seat – in hand. Further site options to be considered.  | <b>OPEN</b>    |
| • 6F2/11.3                        | The Green Fletching Street curb repairs – ESCC report awaited.   | <b>OPEN</b>    |
| • 6F2/11.8                        | Mayfield Band Lease to be progressed.  | <b>OPEN*</b>   |
| • 6F2/11.10                       | Mayfield Pre School lease – in hand.   | <b>OPEN*</b>   |
| • 6F3/5.3                         | Village sign painting – Clerk to investigate problems in achievement. Arrangements in hand for work to be carried out. | <b>OPEN</b>    |
| • 6F4/3.3<br>6F4/14.1<br>7F1/14.1 | Clerk to advise WDC re tree at Chetwyns. In hand. ESCC advise no problems – Clerk to obtain written advice.            | <b>OPEN</b>    |
| • 6F7/12.1                        | Court Meadow access road. Drainage on to Mr Summerhayes land requested. In hand. Meeting on 25 July 2007               | <b>OPEN</b>    |
| • 6F7/14.2                        | Court Meadow valuation – new valuation to be progressed.   | <b>OPEN</b>    |
| • 6F7/16.2                        | Five Ashes Nature Garden Site to be found - RF to locate In hand with Highways.  | <b>HELD</b>    |
| • 6F7/16.3<br>• 6F11/11.1         | Waste Management - Mayfield School to take project forwards. WDC had replied. Review at February meeting 7C11.         | <b>OPEN</b>    |

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| • 6F9/7.2   | Clerk to contact dentist re flower tubs. Arrange with DK for tubs to be re-sited. Write to affected resident. Review the revised flower tubs after six months. It was agreed to place reflective strips on the tubs.       | <b>OPEN</b>    |
| • 6F9/13.2  | Clerk to make enquiries to WDC re floodlight lighting for Court Meadow.  | <b>CLOSED</b>  |
| • 6F10/15.7 | Drains blocked Five Ashes and Fletching Street. WDC to be informed. Including kerb damage. Partly carried out.   | <b>OPEN</b>    |
| • 7F3/3.2   | Green electricity to be reviewed at January meeting (7F09).  | <b>CLOSED*</b> |
| • 7F3/6.2   | Programme of lighting work to be carried out. Foliage on No 56 to be cut back by Parish Council.   | <b>OPEN</b>    |
| • 7F4/6.1   | ROW Noticeboard at Five Ashes Village Hall steps and path were reported to be dangerous. Clerk to investigate and remove. Orders issued.   | <b>OPEN</b>    |
| • 7F4/7.7   | Dangerous lamp standard situated just inside the convent grounds on the junction of Fletching Street and the Tunbridge Wells Road needs to be removed. Clerk to arrange in conjunction with St Leonards. In hand with EDF. | <b>OPEN*</b>   |
| • 7F7/8.2   | War Memorial Safety Rails – order to be placed following approval.   | <b>OPEN</b>    |
| • 7F8/3.2   | External Audit – Notices for late submission to be posted. Done.   | <b>CLOSED</b>  |
| • 7F8/4.1   | Quality Council Return – advice to be sought over late submission of Annual Return. Done.  | <b>CLOSED</b>  |
| • 7F8/4.2   | Final health check of Quality Council submission. Now complete.  | <b>CLOSED</b>  |
| • 7F8/5.1   | November financial results – Clerk to expand wording on reserve section to aid clarity. Done.  | <b>CLOSED</b>  |

|            |   |               |
|------------|---|---------------|
| • 7F8/5.3  | PD question on administration. Statements produced to answer question. CL to discuss with PD        | <b>CLOSED</b> |
| • 7F8/7.2  | Car park notice – wording agreed. Clerk to progress.  | <b>OPEN</b>   |
| • 7F8/8.6  | Clerk to write to Mayfield Memorial Hall Committee re reservations over hall project. Done.         | <b>CLOSED</b> |
| • 7F8/10.1 | Horticultural Society – Queen’s Wedding Anniversary Tree – Agreed. Clerk to advise location – Done. | <b>CLOSED</b> |
| • 7F8/10.2 | Christmas cards – Parish Council will send as appropriate.  | <b>CLOSED</b> |
| • 7F8/10.3 | Jason’s – goods on access paths. Clerk to write to Jason.   | <b>OPEN</b>   |
| • 7F8/11.1 | South Street – West Street lighting. MP complaint – Clerk to investigate. In hand.                  | <b>OPEN*</b>  |
| • 7F8/11.2 | Court Meadow leases – HH inquiry on progress. In hand.  | <b>OPEN</b>   |

\* See action review below.

- 3.2 With regard to minutes 6F2/11.8, 6F2/11.10 and 6F7/11.2 the Clerk reported that with regard to leases the solicitor had informed him that in his view, the renewal of leases would not be cost effective to the Council because tenants had protection of tenure under the landlord and tenant act. After debate it was agreed that the Clerk would write to each of the tenants explaining the situation, and enclosing a copy of the solicitor’s letter. Copies also to the Committee.

**ACTION DT**

- 3.3 With regard to minutes 7F4/7.7 and 7F8/11.1 see lighting report below.
- 3.4 With regard to minute 7F3/3.2 on green electricity it was noted that the Clerk would endeavour to carry out energy reduction measures on street lighting as opportunities arose. He would pay due regard to the Parish Council strategy on the subject.

- 3.5 RF reported that the Five Ashes Village Hall Committee had agreed that when the steps and paved area where the ROW notice board was situated was removed the Parish Council notice board should be located there. The Committee considered that such a siting was inappropriate and that the village green was a better location. RF would follow up.

**ACTION RF**

- 3.6 HH volunteered to dig a hole to mark the location of the proposed Horticultural Society Queen's Wedding Anniversary tree.

**4. FINANCIAL RESULTS DECEMBER 2007**

- 4.1. The Clerk had circulated the results in advance, together with a commentary.
- 4.2. It was noted that the year end forecast had been reduced to £110,480, following an analysis of current trends. This was a reduction of £15,138 since the last review. This was approved by the Committee.
- 4.3. It was agreed that the period results column would be headed actual results.
- 4.4. After the Committee had been satisfied on a number of points of financial detail, the report was approved for submission to the Full Council.

**5. QUALITY COUNCIL PROGRESS**

- 5.1. The Clerk advised the Committee that the application for Quality Council status had been formally submitted on 28 January 2008. The application addressed 60 questions and had been supplemented by 31 sections of factual evidence.
- 5.2. With regard to the problems with the Financial Return the Clerk had submitted a full explanation of the problems encountered and a summary of the actions taken to prevent recurrence (see minute 7F8/4.1) above).

**6. LIGHTING REPORT**

- 6.1. The Clerk reported the current issues:
- Financially, the year to date showed an underspend of £2113. The budget was expected to be met in full.
  - Redundant Post Convent grounds – The Clerk had discussed the issue with EDF engineers, a plan had been agreed and EDF would prepare an estimate for the work.
  - The Chairman (MP) had received a complaint about the quality of the lighting in South Street up to the junction with West Street. The following actions had been taken:
    - Lights numbers 41-45 to be upgraded and new switch gear provided.

- Estimates to be provided for a new light on the corner of South Street and St Mary in the Fields.
- It was noted that the light replacement programme on Coggins Hill Lane had been completed. A letter had been sent to a resident explaining the Parish Council's policy on style of street lights.
- The Clerk reported that all lights had now been renumbered, and that damaged inspection hatches should be replaced as a matter of course.
- The two old 'Parish' lights in Holders Lane and Star Lane needed attention and EDF had been asked to take on the maintenance.

## **7. STAFF APPRAISAL**

7.1 It was reported that the staff appraisal for the Clerk had been carried out.

## **8. BUDGET TIMETABLE**

- 8.1. Following the review of risks at the Risk Assessment Committee, the Clerk had revised the Budget Timetable to take account of the Committee's requirements. The revised document had been circulated in advance.
- 8.2. After accepting two minor amendments, the revised Budget Timetable was UNANIMOUSLY approved by the Committee.

## **9 RISK ASSESSMENT COMMITTEE MEETING 7U01 7 JANUARY 2008**

- 9.1 The format and content of the sub-committee meeting was discussed with members. It was noted that the subjects to be reviewed at the next meeting would be:
- VAT process
  - Insurance
  - Standing Orders and Finance Regulations
- 9.2 The meetings for the rest of the year would be:
- April
  - July
  - November

The meetings would be the first Monday of the month.

## **10 CONSOLIDATED BUDGET**

- 10.1 The Clerk reported that he had circulated the consolidated budget to members. This was the definitive budget agreed by Full Council, and it contained all relevant information.

- 10.2 It was agreed that all members of the Council should be given a copy of the consolidated budget.

**ACTION DT**

- 10.3 On a positive note the Clerk reported that the Mayfield and Five Ashes Full Budget, Reporting Package and supporting data was being used by SALC for training purposes.

**11 COURT MEADOW DRAINAGE**

- 11.1 The Clerk reported following meetings with Mr & Mrs Pirkis and Richard Summerhayes, he had spent some time trying to find a suitable contractor to carry out the work.

- 11.2 C J Gray had been approached but had not responded. Cauley-Curtiss had shown a positive response and site meetings had been held, after which Carley-Curtiss had returned to do detailed design work. There were three tasks to be carried out:

- Rebuild the access road surface with 15 tonnes of scalping. Cost £745 + VAT.
- Build drain from low point on the access road, and build drain across the access road to the field. Cost £1966 + VAT.
- Fencing repair and replacement £100 + VAT.

- 11.3 After discussion the project was UNANIMOUSLY agreed by the Committee.

**ACTION DT**

**12 ITEMS OF INFORMATION AND NEW AGENDA ITEMS**

- 12.1 HH enquired for the reasons a cheque for £500 had been issued for advertising. The Clerk advised that the decision to re-advertise for a Youth Leader had been made by the Youth Committee (Minute 7Y5/4.1), and was financed from within their committee reserves.

- 12.2 It was reported by HH that policing for the Bonfire March and Fair in September 2008 would possibly be charged for. Clerk to advise Bonfire Society.

**ACTION DT**

- 12.3 The Clerk reported that the Pre-School were now in a position to put into place their extended play area and he would be progressing this. The Committee confirmed that this was conditional of the fencing meeting the Parish Council's standards and that the Pre-School should be notified to this effect.

**ACTION DT**

- 12.4 It was noted that Dr Coates was believed to be looking for premises away from the proposed new community centre and that this would have a profound effect on the project.
- 12.5 The Chairman reported that it was possible that he would be detained on business from some meetings. It was agreed that the deputy would take the chair as necessary at Full Council meetings and the Clerk would ensure that both Councillors were aware of all possible issues.

**ACTION DT**

**THE MEETING CLOSED AT 2100 HOURS.**

**THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE ON:**

**DATE: 25 FEBRUARY 2008**

**VENUE: LONDON HOUSE, HIGH STREET, MAYFIELD**

**TIME: 1930 HOURS**