

## RODMELL PARISH COUNCIL

**DRAFT MINUTES OF THE ORDINARY MEETING OF RODMELL PARISH COUNCIL** held on Tuesday 16<sup>th</sup> July 2024, 7.06pm in Rodmell Village Hall.

**Members of the Public in Attendance:** 2. **Questions RECEIVED from the Public:** None.

**Members in Attendance:** Cllr Dishington (Chair), Cllr Toye, Cllr Wettren, Cllr Hickey (arrived at 19.37); Cllr Smart joined the meeting at 19.14 after being co-opted to the Council.

**Members not in Attendance:** Cllr Rathbone (Vice-Chair). **Others Present:** Clerk and RFO Lorna Thwaites.

1. **APOLOGIES FOR ABSENCE:** Were RECEIVED and ACCEPTED from Cllr Rathbone; Cllr Hickey was not in attendance at the start of the meeting.
2. **DECLARATIONS OF ANY INTERESTS AND REQUESTS FOR A DISPENSATION WITH RESPECT TO ITEMS ON THE AGENDA,** as required by the Members Code of Conduct were RECEIVED from Cllr Wettren: Agenda Item 9.2 Egrets Way crosses the land of Cllr Wettren.
3. **MINUTES OF THE PREVIOUS EXTRAORDINARY MEETING** of Rodmell Parish Council, held on 18<sup>th</sup> June 2024 were RESOLVED as a correct record and were signed by the Chair.
4. **EXCLUSION OF THE PRESS AND PUBLIC – HR MATTERS:** RESOLVED.
  - 4.1 The appointment of a locum between 8<sup>th</sup> July and 17<sup>th</sup> July 2024 working 5 hours a week was RATIFIED.
  - 4.2 The appointment a Parish Executive Office and RFO from 17<sup>th</sup> July 2024 at LC3 SCP 40 was RATIFIED.
  - 4.3 The Chair and Clerk SIGNED the contract of employment.
5. **VACANCY IN THE OFFICE OF COUNCILLOR FOR RODMELL PARISH COUNCIL:**
  - 5.1 The Council RESOLVED to co-opt Lindy Smart to fill one of the vacant seats. Cllr Smart SIGNED the Declaration of Office and joined the meeting at 7.14pm; the Council AGREED to re-advertise the vacant seat.
6. **FINANCE/ADMIN:**
  - 6.1 Banking Arrangements:
    - 6.1.1 The Council RESOLVED to remain with its current provider for financial year Apr'24 to Mar'25.
    - 6.1.2 No changes were agreed to the bank signatories of Cllrs Dishington and Rathbone.
    - 6.1.3 The Council RESOLVED to give online banking access to the Clerk/RFO.
  - 6.2 Payments to be made in July were AUTHORISED and the bank reconciliation RECEIVED: It was RESOLVED that Cllr Toye would be the second signatory for the invoices in the absence of Cllr Rathbone; the Council RECEIVED a report on actual spend vs budget for Q1; the Council NOTED that all parishes received an allocation of election costs from Lewes District Council even if their election wasn't contested.
  - 6.3 The Council RESOLVED to pay the Clerk's salary by monthly standing order on the 27<sup>th</sup> of each month.
  - 6.4 The Council RESOLVED to pay the Clerk's LGPS Pension by standing order on the 16<sup>th</sup> of each month.
  - 6.5 The Council RESOLVED to purchase a laptop, case and Microsoft Office with an AGREED budget of £200.
  - 6.6 The Council RATIFIED the decision to appoint AJ Walton Electrical to undertake PAT Testing at the Pavilion: 6 tests have been completed at a cost of £45.
  - 6.7 The Council RESOLVED to hold bi-monthly ordinary meetings of Rodmell Parish Council.
  - 6.8 The Council did not resolve to hold a business planning/strategy meeting: The Clerk was asked to prepare a report /presentation which included the priorities for the year and outputs from the recent parish meeting.
7. **THE ELIGIBILITY OF THE COUNCIL WITH REGARDS TO MEETING THE CRITERIA FOR THE EXERCISE OF THE GENERAL POWER OF COMPETENCE was CONFIRMED:** The new Clerk is CiLCA qualified.
8. **REPORT(S):**
  - 8.1 No reports from Local and District Councillors and the MP for Lewes were received: The Clerk was asked to contact the new MP for Lewes, James MacCleary in advance of the next meeting.
9. **CORRESPONDENCE RECEIVED:**
  - 9.1 Sewage Survey – CPRE Sussex: Cllr Wettren and Cllr Smart AGREED to complete the survey.
  - 9.2 Egrets Way – M. Ryle: The Council NOTED that phase 6 is due to start again; recently filled potholes on The Street as well as the road surface could be at risk from heavy construction traffic; the Clerk will contact Alister Linton-Crook, Cycling Project Officer, SDNPA to raise these concerns.
  - 9.3 Southdowns Local Plan Review – Planning Policy Team, SDNPA: The Council AGREED to post the information on the parish council website and local social media.
  - 9.4 Theory v. Practise of Being a Local Councillor - ESALC: Councillors can complete the survey individually.
  - 9.5 Rodmell Internal Audit 2023-2024: Thanks were expressed to Sandra Webb for completing the Internal Audit voluntarily; the Council RESOLVED to purchase flowers (£25) for Cllr Dishington to present.

**10. MATTERS ARISING:**

- 10.1 The broken gate at the playground has been replaced at a cost of £260 by Garden and Landscape Services.
- 10.2 The work to the bus shelter and noticeboard is complete; the Council AGREED to ask D H Property Services to paint the lettering white.
- 10.3 The Council are pleased with the grass cutting of Aviemore Landscapes and RESOLVED to continue with their services; the Clerk will arrange the next cut.
- 10.4 The repairs to the flint wall bordering the churchyard and village playground are complete; the Council donated £210 to the PCC towards the work; cracks in the back wall were DISCUSSED and the Council AGREED to seek a quote for these repairs from the same contractor.
- 10.5 The Council RESOLVED that Cllr Toye would continue to plan First Aid training for 6 Members of the Parish Council and 6 members of the local community: The course costs £260 for 12 delegates; a cost of @£10 per head on a first come first served basis with one place per group will be offered; a week night evening in October was AGREED; costs incurred by the Parish Council will be charged to the Sundries budget.
- 10.6 The Council RESOLVED to inspect the Fingerpost requiring restoration: The post by the bus shelter is overgrown; the flaking paint requires rubbing down and re-painting; Cllr Smart offered to look at the fingerpost as she may be able to assist with its refurbishment; the Clerk will contact Aviemore Landscapes for a quote to cut the hedge and trim around the post.
- 10.7 Discussed under Agenda Item 10.2.
- 10.8 The Council RESOLVED that Cllr Toye would re-varnish the signs Badgers Dene and South Farm Close and trim around The Paddocks sign: The Council thanked Cllr Toye for offering to undertake this work.
- 10.9 A past member of the Parish Council holds a spare key for the noticeboard at Northease; Cllr Hickey will collect the key.

**11. HIGHWAYS:**

- 11.1 Correspondence from East Sussex Highways (ESH) was RECEIVED on drainage investigation works planned for 3<sup>rd</sup> September 2024 on The Street, Rodmell: The Clerk will post details on the website; further overflowing drains in the village are to be reported on the ESH portal by Cllrs Toye and Dishington.
- 11.2 An update on the repairs to the potholes on The Street and Mill Lane was RECEIVED: ESH has completed the work on The Street but not Mill Lane; the Council felt the work was not done particularly well.

**12. PLANNING APPLICATIONS:**

- 12.1 Proposal: T1 - Ginkgo - Reduce height by up to 1.5 metres. Reduce sides by 1 - 1.5 metres  
Location: Long Thatch, The Street, Rodmell, East Sussex, BN7 3HQ (deadline for comments 30<sup>th</sup> July).  
Rodmell Parish Council AGREED to SUPPORT.

**13. PROJECTS:****13.1 Parish Priority Statements**

- 13.1.1 A report from the meeting of 19<sup>th</sup> June 2024 was RECEIVED: The Clerk will produce a presentation of the 2024-5 key priorities of the Parish Council including outputs from the meeting.

**13.2 Village Map**

- 13.2.1 An update on the village map was RECEIVED: The design will be finished by the end of July; the size and material need to be agreed; the Clerk will check on match funding from SDNP; the Council RESOLVED to produce one map but may consider further locations subject to costings.

**13.3 Pavilion**

- 13.3.1 The Council RESOLVED to appoint a working group of Cllrs Dishington, Rathbone and Smart with the aim to propose the best structure for the ongoing management of the Pavilion and to consider its refurbishment: Members from the cricket and football clubs will be invited; funds were previously received from the past Cricket Pavilion Association but no payments are received from the current cricket club or any other users; outgoings include insurance, electricity, water, rent and mowing of the playing field.
- 13.3.2 It was AGREED that the working group would report back at the next meeting.

**13.4 Playground refurbishment**

- 13.4.1 Minor repairs arising from the recent inspection are required; Cllr Dishington will request a quote from a local tradesperson she has previously used; the quote will be sent to the Clerk for sharing with the Council.
- 13.4.2 The Council RESOLVED that Cllrs Dishington and Hickey would form a working group and host a meeting to establish the views of the younger generation and members of the local community; Cllrs Dishington and Hickey to report back at the next meeting.

**13.5 Benches:**

13.5.1 The Monday Group have offered to undertake the work to install the benches and Cllr Dishington will re-share the correspondence; a parishioner has offered to contribute 50% of the funding required; the Council RESOLVED to allocate £500 for the project from general reserves.

13.5.2 The Council RESOLVED that it has verbal permission from the necessary landowners to permit the placement of benches and RESOLVED to gain written permission via the Clerk.

*Cllr Hickey left the meeting at 20.52.*

**13.6 Website**

13.6.1 The Clerk's feedback on the requirements for a parish council website was RECEIVED: The standards of a parish council website must be met to enable accessibility and transparency.

13.6.2 The Council RESOLVED to investigate a standalone Parish Council website hosted via Hugo Fox.

**14. AGENDA ITEMS PROPOSED FOR THE NEXT ORDINARY MEETING OF RODMELL PARISH COUNCIL:** To RECEIVE an update on the wildflower project – Cllr Smart.

**15. THE TIME AND DATE OF THE NEXT MEETING OF RODMELL PARISH COUNCIL was RECEIVED:** Tuesday 17<sup>th</sup> September, 7pm Rodmell Village Hall.

**16. THE MEETING CLOSED** at 20.59.