



RODMELL PARISH COUNCIL

Draft Minutes of the Parish Council Annual General Meeting held On 16th May 2023 at Rodmell Village Hall

Present

Councillors: Sue Carroll (SC), Claire Dishington (CD), William Meyer (WM), Nicki Myers (NM)
Lindy Smart (LS), Chrissie Toye (CT) Retiring Chairman John Gillies (JG)

Lynette Kemp (LK) Parish Clerk and two members of the public were also present

Public Questions

Lesley Prosser, former Deputy Chair of the Council, thanked retiring Chairman John Gillies for his service over the last 8 years, which had always been conducted in a very professional manner. WM congratulated John on the interesting and excellently produced Parish Magazine, and said Rodmell Parish Council is held in high regard and that is a testament to John's leadership. A voucher was presented to John.

1. Signing in and welcome to new council

All councillors signed the Acceptance of Office, Register of Interests and Consent to Receive Electronic Agendas Paperwork. JG welcomed the new council.

2. Apologies and Declarations of Interest

None were received.

3. Election of Chairman for the forthcoming year

JG asked for nominations, LS was proposed by WM and seconded by CD, the council unanimously agreed to elect LS as Chairman.

4. Election of Vice Chairman for the forthcoming year

Nominations were requested, SC was proposed by WM and seconded by NM, the council unanimously agreed to elect SC as Vice Chairman.

5. To receive updates from County and District Councillors Councillor

County Councillor Sarah Osborne attended the meeting, her report can be found at:

<https://www.rodmed.net/corridors-of-power/>

District Councillor Stella Spiteri joined later in the meeting, and although she had nothing to report at this stage Councillor Spiteri looked forward to attending future meetings. SC outlined the work of POLO (Parishes of the Lower Ouse).

6. Minutes of the Full Council Meeting held on 21st March 2023, the Extraordinary Meeting held on 21st April 2023 and the Parish Assembly held on 21st April 2023

The minutes of the above meetings were read, confirmed as a true and accurate record, and signed by the Chairman.

7. Councillor responsibilities

- Website and any email issues – John Gillies, LS will be the council contact
- Tree warden – NM
- Countryside, agriculture and allotments – LS
- The Street including the loop – CD
- Sports Field, mowing and hedge trimming – LS
- Playground – CD
- The Dicklands and Mill Lane including hedge cutting and mowing – CT
- Village maintenance including bus shelters – LS
- Communication with Northease residents – SC
- Village Hall Committee – CD
- Defibrillator – CT
- Roads, paths and transport – SC and NM
- SDNP – WM, NM, SC. Representation on the SDNP board – WM – nomination papers were signed by the Chairman
- ESALC – WM and NM
- POLO - SC

8. Website – update and proposals for the new website and agree councillor email addresses

JG will need a budget to enable future work to the new website, and he will need to be appointed as a contractor. JG explained that the current website had become outdated, the new website will be more attractive and easier to manage. JG told the meeting that the new website would be live in a couple of weeks. JG has set up new councillor email addresses and offered assistance to councillors who may have difficulty in setting up their new addresses. JG left the meeting after this item.

9. Planning

SDNP/23/01124/LIS and SDNP/23/0023/HOUS

Following discussions councillors **resolved** to object to this application, a draft of the objection will be submitted to the full Council for approval.

9.1 To consider drafting a Parish Priority Statement

SDNP have suggested that Parishes should produce a Parish Priority Statement, and this could be included in collaborative plans for the SDNP. Councillors **resolved** to produce a Parish Priority Statement. The Parish Priority Statement would become a strategic document and provide a framework to refer to when making future planning decisions. Consultation with the village community would be undertaken during the process. NM and WM to report back to the next meeting. The deadline for submission is 20th October 2023.

10. Standing Order/Financial Regulations

Rodmell Parish Council **resolved** to adopt Standing Orders (2023) and Financial Regulations (2023), as recommended by NALC for the ensuing year.

11. Code of Conduct

Councillors **resolved** to accept the Code of Conduct

Rodmell Parish Council: Lindy Smart (*Chairman*), Sue Carroll (*Deputy Chair*), Claire Dishington, William Meyer,

Nicki Myers, Chrissie Toye

12. General Power of Competence

Councillors noted that the council was not eligible to use the General Power of Competence.

13. Maintenance review

13.1 Defibrillator report

CT will liaise with Lesley Prosser

13.2 Maintenance works

Lewes District Council will be inspecting the playground. The fencing has been secured around the Old School. CD will liaise with the new owners of the Old School.

LS reported to the meeting that the flagpole at the playing field needed repair, LS will obtain quotes for this work. LS will inspect the bus shelters.

13.3 Footpath signage

It was noted that some footpath signage in the village was missing or difficult to see, NM will undertake a signage inspection and report back to Council. Repair and refurbishment of the fingerpost signs will be investigated with ESCC. It was noted that there were no SDNP gateway signs in the Lower Ouse Valley. The gateway signs will be a future agenda item.

14. Clerk's and/or Councillor's reports

All reports were covered on this agenda.

14.1 Legal matters

Future updates regarding the school and playground will be covered under maintenance.

15. Councillor Training

The clerk will book training sessions as requested.

16. Brief report from the Clerk and/or Councillors on external contacts and meetings

16.1 Parishes of the Lower Ouse – SC explained that 1 or 2 councillors from the parishes in the Lower Ouse Valley from Kingston to Newhaven form this group. The C7 project originated in POLO. Members of the C7 project are trying to raise £40,000 to commission a specialist highways consultant to produce a costed design specification to make the C7 road safer for all users, including walkers, cyclists as well as motorists. Currently £21,000 has been raised and a crowd funding campaign has been launched to try to raise the remaining funds. All residents and businesses along the C7 will receive leaflets detailing the proposals. When the design plan is received an application will be made for large scale Community Infrastructure Levy funds to implement the plan.

16.2 Lewes District Association of Local Councils – no further meetings since the last parish council meeting.

16.3 Village Hall Committee – CD reported that she had been unable to attend the last meeting, CD will forward the minutes to the clerk when they have been produced.

17. Finance Report

17.1 Councillors **resolved** to approve the following payments:

Team 4 - Payroll	£12.00	PWL Loan	£888.96
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Emerald Services- Grass cutting Team 4 – Payroll	£50.00 £12.00	C Wettern- playing field rent EDF – Electricity supply	£1400.00 £47.00
Emerald Services – Grass cutting	£100.00	ESCC – Playground inspection	£146.41
ESALC – Subscription	£118.64	Cascade Digital – Website	£1500.00
HMRC – Tax and NI	£86.00	L Kemp – Clerk April	£344.93
L Kemp – Clerk May	£363.73	Hiscox Insurance	£1227.07
Rodmell Village Hall Clerk’s Expenses	£47.00 £46.05	Rodmell Village Hall ICO – Data Protection	£64.00 £35.00

The bank reconciliation statement was approved.

17.2 Councillors resolved:

17.2.1 To approve the Annual Governance Statement to 31st March 2023

17.2.2 To approve the Annual Return Accounting Statements to 31st March 2023

17.2.3 That they are exempt from an External Audit for the year to 31st March 2023 because the Parish Council’s receipts and payments made were each less than £25,000 and the dates for the Exercise of Electors Rights will be 5th June to 16th July 2023.

17.3 The insurance renewal was noted.

The Financial Risk Assessment will be reviewed at the next meeting.

18. Illustrative Village Map

It was agreed that the new council will need to contact Caroline Archer, SC will liaise with Caroline. The original drawing needs to be updated to include Lenny’s Path. It was suggested the South Down National Park should be contacted. The possibility of also producing leaflets for walkers/visitors will be investigated.

19. Egrets Way

It was noted that work was about to start, information has been delivered to residents regarding the works and parking. The Council will monitor the impact on residents, councillors will report back to ensure any issues are addressed.

20. The next Full Council Meeting is planned for **25th July 2023** (please note the change of date from that previously published).

Items for the agenda need to be with the Clerk by Friday 14th July 2023

The meeting closed at 9.40pm.

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