



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

Minutes of the Annual Meeting of Maresfield Parish Council meeting held remotely via Zoom on Tuesday 4th May 2021 at 7.30pm

Present: Cllr M Craddock (Chair), Cllr Mrs S Cumming, Cllr Dr P Handley, Cllr T Lewin, Cllr J Lewis, Cllr Mrs L Reeves, Cllr Dr B Smith, Cllr Mrs L Stevens-Smith, Cllr A Strevens, Mrs C Goossens (Clerk) and Mrs N O'Hanlon (Asst Clerk)

A. Public session. None.

3665. Election of Chairman and completion of Acceptance of Office form

Cllr Craddock was proposed by Cllr Mrs Reeves, seconded by Cllr Stevens-Smith and unanimously **Agreed**.

3666. Election of Vice-Chairman

Cllr Mrs Reeves was proposed by Cllr Craddock, seconded by Cllr Dr Smith and unanimously **Agreed**.

3667. To approve apologies for absence and to note other non-attendance.

Cllr R Hunter and Cllr D Watson.

CCllr R Galley and DCllr P Roundell were not in attendance.

3668. Declarations of Interest.

Cllr T Lewin and Cllr Mrs S Cumming – Maresfield Conservation Group

Cllr Dr B Smith – Governor, Nutley Primary School.

3669. To receive written requests for new DPI dispensations. None.

3670. To adopt Standing Orders

These were proposed by Cllr Craddock, seconded by Cllr Mrs Reeves and unanimously **Agreed**.

3671. To adopt Financial Regulations

These were proposed by Cllr Craddock, seconded by Cllr Dr Smith and unanimously **Agreed**.

3672. To adopt the Members' Code of Conduct

This was proposed by Cllr Craddock, seconded by Cllr Lewis and unanimously **Agreed**.

3673. To agree the number of committees, sub-committees and working parties required and to:

The Chairman referred councillors to the information circulated in advance of the meeting which proposed suitable arrangements.

i. Agree committee remits

The committee remits as circulated were proposed by Cllr Craddock, seconded by Cllr Lewin and unanimously **Agreed**. **ACTION:** Clerk to submit to Council revised remit for Road Safety to become part of the Environment Committee.

ii. Agree the number of councillors to serve on committees, sub-committees & working parties (Chairman & Vice-Chairman of Council serve on committees ex-officio)

The committee membership as circulated was proposed by Cllr Craddock, seconded by Cllr Mrs Reeves and unanimously **Agreed** that at least 3 Councillors must be on each committee, not counting the Chairman or Vice Chairman.

iii. Agree the quorum for each committee, sub-committee and working party

It was proposed by Cllr Craddock, seconded by Cllr Cumming and unanimously **agreed** that the quorum will be three councillors.

iv. Elect councillors to serve on committees

The committee membership as per the circulated schedule was proposed by Cllr Craddock, seconded by Cllr Lewis and unanimously **Agreed**

Full details of committee membership and chairmen are appended to the minutes.



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- v. **Appoint chairmen of committees, sub-committees and working parties**
The committee chairmen as circulated were proposed by Cllr Craddock, seconded by Cllr Dr Smith and unanimously **Agreed**.

Full details of committee membership and chairmen are appended to the minutes.

3674. To appoint representatives of Council to outside bodies

- i. **Fords Green Management Committee.**
- ii. **Wealden District Association of Local Councils.**
- iii. **Ashdown Forest Parish Liaison Panel.**
- iv. **Ashdown Forest Villages Road Safety Partnership.**
- v. **The Uckfield Railway Line Parishes Committee.**
- vi. **North Wealden Community Transport.**
- vii. **East Sussex Association of Local Councils.**
- viii. **WDC Central West Planning Cluster**

The Chairman referred Councillors to the information circulated in advance of the meeting which listed existing representatives.

It was noted that the council representative for WDC Central West Planning Cluster is Cllr Strevens not Cllr Watson as listed in the circulated information.

Cllr Lewis offered to be the council representative for the vacant Uckfield Railway Line Parishes Committee.

It was proposed by Cllr Craddock, seconded by Cllr Lewin and unanimously **Agreed** to appoint Cllr Lewis to that role and all other representatives to be as listed (appended to minutes)

3675. To appoint Council representatives as follows:-

- i. **Tree Wardens.**
- ii. **Maresfield Recreation Ground Patrol.**
- iii. **Fords Green Patrol.**
- iv. **Fairwarp Village Green Patrol.**
- v. **Parklands Play Area Patrol.**
- vi. **Civil Protection Officer.**

It was noted that the Forest Row Maintenance team routinely check trees and play areas during their rounds. The playgrounds are checked each week by Ground Force when they carry out the sanitisation visits and the Maresfield play areas are also monitored by Cllr Cumming and Cllr Stevens-Smith. The Clerk acts as the Civil Protection Officer.

Cllr Craddock proposed these representations and it was unanimously **Agreed**.

3676. To review the council's eligibility for the General Power of Competence

The Chairman explained the eligibility criteria, namely that at least two thirds of Councillors must be elected and the Clerk must have attained the Certificate in Local Council Administration (CiLCA). As the council does not fulfil these criteria it is not eligible.

3677. To review the asset register

All were happy with the asset register as circulated and it was noted that a £25k deposit is shown on the asset register rather than the balance sheet, as per Council accounting guidelines.

3678. To review insurance arrangements

All were happy with the current insurance arrangements as circulated.

3679. To review the council's policies and procedures for:

- i. **Complaints**
- ii. **Freedom of information and data protection**
- iii. **Dealing with the press and media**
- iv. **Employment**

These policies were reviewed and Cllr Craddock proposed adoption, seconded by Cllr Mrs Reeves and unanimously **Agreed**.



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3680. To agree the meeting schedule

It was unanimously **Agreed** to adopt the meeting schedule as presented.

3681. To approve signatories of cheques and online banking authorities

It was noted that existing signatories are Cllr Craddock, Cllr Mrs Reeves, Cllr Lewin and the Clerk, with dul authentication required for all transactions. Cllr Dr Smith and the Assistant Clerk are in the process of becoming signatories. The Clerk and Assistant Clerk will not be able to counter sign each other, the second signatory must be a Councillor.

It was proposed by Cllr Craddock, seconded by Cllr Lewin and unanimously **Agreed** to continue with the signatory arrangements as outlined above.

3682. To agree the Members' Allowance and Chairman's Allowance

Council has already Agreed to Adopt Wealden District Council's recommendations for Members' Allowances, if Councillors choose to claim them.

It was proposed by Cllr Craddock, seconded by Cllr Cumming and unanimously **Agreed** to continue with these arrangements.

3683. To review section 137 expenditure incurred during the previous year

The Chairman explained the calculation to establish the limit of section 137 expenditure, which was based on the electoral role number for the parish multiplied by £8.32 for the financial year 2020/21. Spending for the previous year was well within the prescribed limit.

3684. To review and agree regular subscription/direct debit/standing order payments

The Chairman referred Councillors to the list circulated with the meeting papers.

Cllr Craddock proposed acceptance as per the list, this was seconded by Cllr Lewin and unanimously **Agreed**.

This concluded the business of the Annual Meeting and the Full Council meeting continued immediately afterwards with the same attendees, apologies, and declarations of interest.

3685. Minutes of the previous meeting held on 20th April 2021:

1. For adoption. The minutes as previously circulated were **Agreed** to be a true and accurate record. Proposed by Cllr Craddock, seconded by Cllr Mrs Reeves and unanimously **agreed**.
2. Matters arising from these minutes not elsewhere on the agenda. None.

3686. Reports by and questions to:

1. County Councillors. CCllr Galley did not attend the meeting.
2. District Councillors. DCllr Roundell did not attend the meeting.

3687. Parish wards – issues, needs & Councillors' reports:

1. Fairwarp Ward.
No further information has been received regarding the siting of the proposed mast despite an email from the Asst Clerk to the applicant asking for an update.
ACTION: Asst Clerk check with the Conservators to see if they have been consulted.
2. Maresfield Ward.
The following points were noted:
 - The recent spate of vandalism has quietened down but a close watch is being kept.
 - It appears that the work will be commencing soon on Sigma development.
 - We have been pressing for news of the allotments on plot A but have heard nothing so far.
 - We have still had no information about the proposed community facility on the Straight Half Mile.
 - At the Maresfield in Bloom event on Sunday 27th June the Royal Signals will be presented with the Freedom of Maresfield Parish.



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3. Nutley Ward.
The Nutley fete is scheduled to go ahead on June 26th. There are no plans for a Parish Council stand this year although it is hoped that many of the Councillors will be in attendance.

It was noted that although there are a number of signs outside Giggles pub, planning enforcement have been consulted previously but were not prepared to intervene. There was also concern voiced over the wastewater from the car wash and the planning constraints attached to it. **ACTION:** Asst Clerk to obtain planning consent documents and circulate.

3688. Council bodies - To receive minutes and decisions, followed by reports from Chairmen and questions:

1. Finance & Administration Committee:

- i. To Approve expenditure of £850+VAT on printing of Annual Report and NDP flyers. Proposed by Cllr Craddock, seconded by Cllr Lewis and unanimously **Agreed.**

2. Planning Committee:

- i. Draft Minutes of the meeting held on 19th April. Noted.
Cllr Strevens advised that there is a Parish Cluster meeting on 25th May and to advise him of any issues.

3. Environment Committee: Nothing to report.

Cllr Strevens advised of a forthcoming road safety and police liaison meeting, on 10th May. He was asked to raise the matter of MRG vandalism and the ever-present problem of speeding and noisy vehicles on the Maresfield Bypass.

4. Neighbourhood & Community Development Plan Steering Group.

There have been no recent meetings, but Site assessment work is ongoing. Both the General Survey and Housing Needs Survey are live and accessible online and people are starting to complete them.

5. Maresfield Recreation Ground Committee.

Clubs are starting to resume use of the recreation ground which is good to see. Subs will be looked at for the future and also consideration given to hiring out the pavilion in an attempt to make the facility more financially self sufficient. The electrics within the pavilion have now been sorted out so there should be no more high electricity bills.
The replacement fencing for the bowls club is in hand.

3689. Outside bodies matters. None.

3690. To receive a report from and put questions to, the Chairman. None.

3691. To receive a report from and put questions to, the Clerk. None.

3692. Matters arising from the meeting for public communication.

A press release is being prepared for the MRG pavilion refurbishment works.

3693. Date of next meeting – 22nd June 2021 (Fairwarp)

The Parish Council Meeting will close and reconvene as Trustee of Maresfield Recreation Ground.

3694. Matters relating to Council as Trustee of Maresfield Recreation Ground (MRG).

None.

There being no further business, the meeting closed at 20.43.