

BARCOMBE PARISH COUNCIL

Minutes of a Meeting of Barcombe Parish Council held at the Sports Pavilion, Barcombe on Tuesday 16th March 2010 at 7.30 p.m.

1629. Present: Councillors A J MacGillivray, C M Arbenz, D J Lloyd, J C Cornwell, R Hepple, N Gant, N C Lear, D Skan, A Pearce, J O Cornwell and R A Williams. Also in attendance were 14 members of the public

1630. To receive apologies for absence: Received from District Cllr Mitchell, County Cllr R St.Pierre and PCSO Read

1631. Confirmation and signature of the last Minutes of the Council: The Minutes of the Meeting of the Council held on Tuesday 19th January 2010 as recorded by minutes 1535 to 1551 having previously been circulated were confirmed as a true record and signed by the Chairman.

1632. Declarations of Interest: Minute 1633 - Cllrs D Skan and J C Cornwell declared prejudicial interests by virtue of their roles on the New Village Hall Committee and Cllrs N C Lear, N Gant, J O Cornwell and R Williams declared personal interests, Cllr Lear by virtue of his role as the parish council's appointed representative to the New Village Hall Committee and Cllrs Gant, Williams and J O Cornwell as neighbours of either the existing or new village hall sites.

1633. New village hall – funding support from parish council: Cllr A J MacGillivray explained that the only issue to be considered was potential funding support from the Parish Council; issues such as the location of the new hall, the refurbishment of the existing hall etc were matters for the respective village hall committees and were already decided. Cllr N C Lear summarised the current funding position in line with Appendix 1 to PCS Committee Minutes of 4th March 2010, and reported that the funding shortfall had reduced in the last two weeks from £29,000 to £15,000. The Clerk then reported on potential PWLB loan arrangements with repayments over a 25 year period at a fixed rate of interest. At this point the Chairman adjourned the meeting to take comments and questions from members of the public in attendance. These are summarised in Appendix 1 to these minutes. The Chairman then reconvened the meeting. Cllr N C Lear then proposed that the parish council make a contribution to the funding of the new village hall by committing to raise money by a loan of up to a maximum of £15,000 (fifteen thousand pounds) if required. The proposal was seconded by Cllr R Williams. A proposed amendment to the resolution making this the last time the parish council would consider funding support for the new village hall was not supported. Cllrs Skan and J C Cornwell then left the meeting. The resolution proposed by Cllr N C Lear was then agreed, nem.con.

1634. Urgent Business Pursuant to Standing Order No.16: There was none.

1635. Public Question Time: A report from PCSO Read had been circulated in advance and the parish council was pleased to here she would be making use of the speed gun on Barcombe Mills Road.

1636. Questions from Councillors: There were none

1637. Report from Chairman: The Chairman's Report and the proposed Code of Conduct between LDALC and Lewes DC had been circulated in advance and are attached as Appendices 2 and 3 respectively to these minutes. The parish council approved the proposed Code of Conduct.

The parish council's involvement with the "clubs and societies" exhibition on Saturday 24th April was discussed and it was agreed as many councillors as possible should attend and "mingle" to explain the role of the council as widely as possible. A handout summarising those items for which the parish council is responsible, and those for which it is not, will be available for distribution (copy attached as Appendix 4). Cllr N Gant felt the event would be a useful starting point for a campaign to encourage more people to stand for election in 2011.

1638. Reports of Committees:

(i) Transport and Highways: : After being proposed by Cllr J C Cornwell, seconded by Cllr D J Lloyd, the Minutes of the Meeting held on 2nd March 2010 as recorded by minutes 1559 to 1575 were adopted, subject to minor alterations to 1567 and 1573. **(a) Parking** – The Clerk reported that officers have been asked to look at the practicalities of correcting the signage as a first step, but the latest effort had also been incorrect and the Clerk was asked to point this out to ESCC **(b) village gateway signs:** These were still to be finalised by T & H Committee **(c) Barcombe Mills car park – ESCC/EU grant funds for disabled access improvements** – In response to parish councillor's queries, ESCC has advised the Clerk that an appropriate membrane will be put under the surface and the site entrance will be better drained. Its intention had been for a chain to be placed between two posts to prevent access to the summer only area but a gate might be provided; the need for the height barriers has been noted. **(d) gritting of pavements** – advice has been received from the parish council's insurers stating that the parish council should not become involved with such activities and this stance was supported by parish councillors. The clerk will report this to the Clerk at Newick PC. **(e) road cycle races** – The clerk has reported the events of Sunday 7th March to Inspector Clothier to see if he can identify the club involved

(ii) Recreation Ground: After being proposed by Cllr D J Lloyd, seconded by Cllr R Hepple, the Minutes of the Meeting held on 2nd March 2010 as recorded by minutes 1576 to 1589 were adopted.

(a) Wild About Barcombe – Cllr N Gant reported Lewes DC had agreed that planning permission was not required and a confirmatory letter was awaited. Project Managers, Incredible Gardens of Town Littleworth, had been appointed. The Lottery had provided contradictory advice to that received from the parish council's insurers about public liability insurance; he will forward their comments to the Clerk. The Lottery had also suggested that funding and expenditure for the project should pass through a body registered for VAT so that the VAT on expenditure can be reclaimed. It was agreed that in principle the parish council would be best placed to undertake this role. A cashflow of expenditure needs to be created which might entail some temporary support from the parish council. **(b) Barcombe School** – There is no

evidence that the work set out in minute 1585 had started. Cllr D J Lloyd will send the list of required work to the Clerk for him to chase ESCC.

(iii) Planning and Community Services: After being proposed by Cllr C M Arbenz, seconded by Cllr N C Lear, the Minutes of the Planning Application Sub Committee held on 23rd February and 4th March 2010 as recorded by minutes 1552 to 1558 and 1590 to 1596 respectively were adopted

After being proposed by Cllr N C Lear, seconded by Cllr R Williams, the Minutes of the Meeting held on 4th March 2010 as recorded by Minutes 1597 to 1612 were adopted.

(a) Village Action Plan: Cllr N Gant was thanked for his major contribution to the recent village workshop. After a discussion on the best way to share the results and consequent action points it was agreed that Cllr Gant would draw up a schedule of potential actions, responsibilities and timescales which would be circulated and considered for presentation at the Annual Parish Meeting on 20th April 2010. **(b) affordable housing** – due to an electricity supply problem occupants had yet to receive an occupancy date; Cllr A J MacGillivray had been asked by AirS to prepare a brief (only 350 words) article on the project.

(iv) Finance and General Purposes: After being proposed by Cllr R Hepple, seconded by Cllr D J Lloyd, the Minutes of the Meeting held on 4th March 2010 as recorded by Minutes 1613 to 1622 were adopted

(a) grant payments – the payments recommended by the Committee were approved.

1639. Parish Council Chairman from May 2010: Cllr A J MacGillivray reminded parish councillors that, as he had no plans to stand again from 2011 and to allow some continuity, it might be appropriate for another person to take over as Chairman from May 2010.

1640. Appointment to Committees – co-opted councillor A Pearce: It was agreed Cllr A Pearce should sit on the Transport and Highways, Recreation Ground and Planning and Community Services Committees until a complete review was undertaken in May 2010.

1641. Annual Report and Annual Parish Meeting: The Annual Report has been sent to Barcombe News for publication. This will be presented at the Annual Meeting together with the Action Plan summary. Usual publicity arrangements will be arranged.

1642. Correspondence:

i) Lewes DC – The Hamsey/Cooksbridge Conservation Area report had been received as part of the Area lies within Barcombe parish. This is being reviewed by the Chairman and will be passed to Cllr N C Lear too.

ii) ESCC – minor changes to the bus timetable from March have been advised; the Clerk will send details to the Chairman for transmission to the Sussex Express.

1643. Accounts for payment: The following accounts were approved for payment:

Clerk - £153.32 - reimbursement of administrative costs and expenses

Advance Screen Print - £55.20 – poster for 2009 Annual Meeting

Advance Screen Print - £55.20 – poster for 2009 Action Plan Meeting (NB both invoices were “lost” in transmission)

Grant payments:

Barcombe News - £100
Victim Support Sussex - £50
Sussex County Playing Field Association - £15
Anchor Staying Put - £50

1644. Outstanding action points: Cllr J O Cornwell reported he had met Ruth China from ESCC Highways and work would be undertaken to correct the surface water problem on Church Road.

1645. Date time and place of next meeting: The Chairman announced the Annual Parish Meeting will be held on Tuesday 20th April at 7.30 pm in the Sports Hall, Barcombe and the next parish council meeting will be held on Tuesday 18th May 2010 at 7.30 p.m. in the Sports Pavilion, Barcombe.

1646. Close of Meeting: There being no further business to discuss the Chairman closed the meeting at 9.40 pm.

Barcombe Parish Council 16th March 2010 – Appendix 1 – Parish council financial support for new village hall – see minute 1633.

Key points and questions:

- Phase 1 of the development could be completed, and the current funding shortfall was now £15,000, reduced from £29,000 two weeks before
- Phase 2 will cost £75,000; it is expected grant funding will provide £40,000 towards this.
- The hall will be operational after phase 1 is complete
- To keep the current contract price the New Village Hall Committee need to sign contracts in the next few days, but need the firm commitment of support from the parish council to be able to do this
- The parish council has already provided £35,000 by way of a PWLB loan towards the purchase of the site; repayments come from the Precept
- Any new loan will be funded by the Precept over the next 25 years
- Any loan money potentially provided by the parish council is unlikely to be required for several (6?) months; if money continues to flow in at current rate it is highly likely that no actual money will be required from the parish council
- Will there be further calls on the parish council for financial support?
- Could the parish council resolve that this would be the last time it provided support?
- It is wrong to burden the village with the potentially additional burden on the Precept
- It is right to spread the cost over the next 25 years as those who are in the village and using the hall will pay – if you leave the village you don't pay, if you move in then you do
- It is right to invest in facilities for the future
- How will the parish council manage future increases in the Precept – depends on future needs
- the rate at which money is flowing in from the community reflects the huge goodwill and support within the village towards the project
- villages nowadays need to be self sufficient in developing facilities

- the first impact on the Precept will be in 2011
- following the maildrop to every house in the parish, the clerk reported that 39 responses had been received with 26 in favour

Barcombe Parish Council 16th March 2010 – Appendix 2 - Chairman's Report - March 2010

Lewes District Association of Local Councils (LDALC):

Meeting at Ringmer, 1 Feb. 2010

In attendance - John Crawford, Lewes DC Chief Executive.

Community Payback Scheme. Newick PC reported the scheme was working well in Newick and Haywards Heath but it was not easy to get these schemes up and running.

Allocations to rural affordable housing schemes. Discussion at the meeting and thereafter led to a report from Barcombe to Lewes DC and a response from Housing Officers - previously circulated to BPC.

Devolution and partnership working. The Chief Executive outlined the DC's policy and invited proposals from T/PCs which would be assessed by the DC Devolution sub-committee.

Election expenses for May 2011. The Chief Executive would ensure estimates would be with Clerks by late September 2010. Likely increases in charges the base point for calculation would be the charges for the local elections in 2007 plus any increase in costs but with deductions for any efficiency changes re transport, postal votes etc.

Dog/Waste and Grit Bins. The matter of dual waste bins had been raised by Plumpton PC at the T/PC Conference in October but they felt that an adequate answer had yet to be received from the DC. The resulting email correspondence by LDALC members and an additional item on grit bins by Newick PC led the Chief Executive to prepare a report for the meeting. [This report has been forwarded to DL for information. The limitations of our involvement in gritting locally are described in the report of the recent SLR meeting. See also report on ESALC meeting with ESCC below.]

Amended Code of Practice between Lewes DC and LDALC. After discussion/ negotiation over many months a version of the Code was finally approved by the representatives at the meeting with the proviso that it be circulated to member councils for agreement. BPC is now asked to consider this document which accompanies this report. Please note that clauses in the original Code dealing with planning matters have not been included as it is proposed that these be incorporated in a new version of The Planning Handbook. Lindsay Frost and colleagues are to attend the 7 June LDALC meeting to discuss how this might be achieved.

Consequences of an ageing population. It was noted that a recent COUNTRYFILE TV programme had highlighted the fact that East Sussex had the most elderly population in England. The meeting agreed that such as AirS should be contacted regarding the consequences for communities and service provision. Conveniently the February meeting of the Lewes District LSP dealt with such issues; NL and myself attended. In essence, this meeting confirmed the large proportion of older people in

the county and that the level was increasing. The Annual Report of the Director of Public Health was described indicating that whilst health care provision for the present elderly was satisfactory in some areas there were others which showed deficiencies. An action plan, review and new strategy for older people are due in 2011. AirS also has a report on the subject in its January Newsletter and contact with them may well be worthwhile.

ESALC/ESCC Meeting, 22 February. Following the January ESALC Executive meeting Rupert Clubb (Director, Transport & Environment) and Matthew Lock (Lead Member) were invited to discuss matters including the attention to roads/footways during the recent inclement weather. JOC and myself attended this meeting which was useful and productive. However, ESCC seemed quite pleased with their performance as 50% of roads in the county had been treated during the snow/frost periods (ESALC members not necessarily in agreement !) and their requirements under their 2004 Policy had been met.

Nevertheless, as we know ESCC is starting a scrutiny review of their operations on 10 March and we were informed that many of the issues we wished to raise such as involving farmers and parish/town councils would be considered. It might be possible for PCs to act as agents of ESCC in bad weather and might be covered by ESCC insurance.

Organisational and technical details were also considered, e.g. difficulties in having sufficient grit available because of Government's control over supplies. Grit was not always effective due to low temperatures, being washed away by rain and the requirement for snow to be compacted before grit took action.

Barcombe Clubs & Societies Open Morning, 24 April 2010. This is to remind the PC that we have agreed to take part in this event. An idea which I floated at the FGP Committee two weeks ago is for a rolling Powerpoint slide show on "What is a Parish Council". A draft text for such accompanies this Report for your comments.

AJMacG
March 2010

Barcombe Parish Council 16th March 2010 – Appendix 3 – Draft Code of Conduct

Joint Code of Practice

between

Lewes District Association of Local Councils

and

Lewes District Council

Principles

- 1 The District Council, the Town and Parish Councils (and, where appropriate, parish meetings) are partners in local government. This Code will be operated to complement that partnership through the open exchange of information, consultations and discussions on matters affecting their areas and to foster good working relations between officers and councillors.

Agreed Working Arrangements

- 2 Within the principles of the Code, the following working arrangements have been agreed between the Lewes District Association of Local and Parish Councils and Lewes District Council:

- 3 Conference Seminars

Lewes District Council will:

- 3.1 Convene a conference for town and parish councils as necessary, [in](#) October each year*. The subject matter for each conference will be jointly agreed between Lewes District Council and the LDALC.
- 3.2 Convene seminars for the clerks of the town and parish councils on issues relevant to the powers of town and parish councils when requested by the Lewes District Association of Local Councils

- 4 Consultation

Lewes District Council will:

- 4.1 When required by legislation to consult with the town and parish councils make the best practicable arrangements possible to enable the town and parish councils to respond.
- 4.2 Consult with town and parish councils before preparing responses in such cases as:
 - consultation by a Government department or statutory body
 - operational changes proposed by a major employer
 - the provision of any public service in the area

If, due to a very short timescale, prior consultation is not possible, then Lewes District Council will give to the relevant Town and Parish councils copies of responses made.

- 4.3 In consultation with Town and Parish councils, establish arrangements for dealing with urgent issues and will adopt procedures appropriate to local circumstances for consultation and information on specific issues such as:

- Public Entertainment Licences (e.g. major outdoor events)
- Proposals to reduce, rearrange or discontinue the specification of any service provided within the area of a town and parish council, including such items as recycling, refuse collection, off-street car parking schemes, litter abatement etc
- Environmental issues.

5 Decision Making

Where Lewes District Council has made a decision on any matter affecting a Town or Parish Council's area, contrary to the views of the Town or parish Council that have been communicated to the District Council, the District Council will make available a written explanation of the reason for the decision

6 Functions and Joint Working

Lewes District Council will:

- 6.1 Make available to each town and parish council electronic copies of the minutes of all meetings of the Council and its committees and subcommittees (subject to the need for some matters to remain confidential).
- 6.2 On request, provide informal advice to town and parish councils when they are preparing precepts for the next financial year.
- 6.3 Provide professional advice and assistance to all town and parish councils where the District Council has professional resources that can be made available on an agreed and costed basis.
- 6.4 On request, provide informal advice of environmental matters, including dog bye-laws, noise nuisance, playground safety, public entertainment licences.
- 6.5 Maintain links with the town and parish councils over emergency planning and arrangements to respond to emergencies.
- 6.6 Liaise with town and parish councils on surveys to ascertain housing need in their areas.
- 6.7 Consult with town and parish councils on car parking arrangements in their areas.
- 6.8 Consult with town and parish councils on any matters relating to electoral boundaries or other electoral matters.
- 6.9 Consult with town and parish councils on the Council's policy relating to the making of grants and loans for community facilities.

- 6.10 Consider proposals from Town or Parish Councils as to whether the delivery of public services could be improved through partnership working with a Town or Parish Council.
- 6.11 Consider requests by town and parish councils for the devolution of functions of a local and non-strategic nature. The District Council and the town or parish council will jointly evaluate the costs and benefits of the proposed devolution including the economies of scale arising from the function being exercised by the District Council and the degree of community benefit including local control and management arising from the function being exercised by the Town or Parish Council. If a proposal is jointly agreed it will be implemented within a reasonable timescale.
- 6.12 Consider the possibilities for a management or agency agreement to deliver the function if the transfer of a function is inappropriate. The Town or Parish Council may consider if their aims can be met by topping up District Council expenditure and, if so, make such a proposal to the District Council.
- 6.13 Consider a request from a Town or Parish Council to establish a facility which it considers will demonstrably benefit a wider community than the town or parish and evaluate:
- whether the proposal would help to fulfil an aspect of the District Council's service programme and financial strategy
 - whether the proposal is financially viable.
- 6.14 Lewes District Ward Councillors will attend a meeting of a town or parish council which is to discuss matters relevant to the functions of the District Council if invited by the Chairman of a town or parish council provided that reasonable notice of the meeting is given in advance.

Monitoring this Code

- 7 This Code of Practice will be reviewed at intervals of not more than three years or when requested by either the LDALC or the District Council.

Barcombe Parish Council 16th March 2010 – Appendix 4 – Role of the parish council.

24 April Barcombe Clubs and Societies Morning

BARCOMBE PARISH COUNCIL

WHAT IS A PARISH COUNCIL ?

- STATUTORY BODY
- FIRST TIER OF LOCAL GOVERNMENT
- ELECTED BY PARISH EVERY 4 YEARS
- POWERS CONFERRED ON PCs BY PARLIAMENT
 - TO RAISE FINANCE THROUGH COUNCIL TAX (PRECEPT)
 - TO SPEND FUNDS TO BENEFIT COMMUNITY
- REPRESENTS PARISH

WHAT DO PARISH COUNCILS DO ?

- MANY POWERS RANGING FROM PROVISION OF ALLOTMENTS TO MAINTAINING WAR MEMORIALS
- STATUTORY RIGHT TO BE CONSULTED ON PLANNING APPLICATIONS

HOW DO PARISH COUNCILS WORK ?

BARCOMBE PC:

- 11 COUNCILLORS
- 1 OFFICER (PARISH CLERK/FINANCE OFFICER)

- 4 COMMITTEES (Transport & Highways; Recreation Ground; Planning & Community Services; Finance & General Purposes)
+ Planning Applications Sub-Committee
- MEET EVERY 2 MONTHS AND REPORT TO FULL COUNCIL MEETING LATER IN MONTH

- ADOPTED STANDING ORDERS
(MEETINGS RULES)
- ADOPTED CODE OF CONDUCT

WHO ARE THE CURRENT BARCOMBE PARISH
COUNCILLORS ?

ALEX MACGILLIVRAY(CHAIRMAN)
DAVID LLOYD (VICE-CHAIRMAN)

CHRISTINE ARBENZ (CHAIRMAN, PLANNING SUB-
COMMITTEE)

JACKIE CORNWELL (CHAIRMAN, TRANSPORT &
HIGHWAYS COMMITTEE)

JOHN CORNWELL

NICK GANT

RAY HEPPLER (CHAIRMAN, FINANCE & RESOURCES
COMMITTEE)

NICK LEAR (CHAIRMAN, PLANNING & COMMUNITY
SERVICES COMMITTEE)

ANDREW PEARCE

DILYS SKAN

ROWENA WILLIAMS

PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:
MALCOLM WILSON

HOW IS BARCOMBE PC FINANCED ?

- PRECEPT (PART OF COUNCIL TAX)
2009/10 PRECEPT = £25,000 (BAND D = £35)
- PWLB LOANS = £25,000 (NEW FIELDS)
£35,000 (NEW VILLAGE HALL SITE)
- GRANTS FOR SPECIFIC PROJECTS

WHAT HAS BARCOMBE PC ACCOMPLISHED ?

- INITIATED LOCAL HOUSING (THE WILLOWS 1987, 2010; SIDEHILLS)
- INITIATED PROJECT FOR COMMUNITY/SCHOOL SPORTS HALL (1994)
- PROVIDES RECREATION GROUND AND FIELDS
- PROVIDES SPORTS PAVILION
- PROVIDES BARCOMBE MILLS CAR PARK
- PROVIDES VILLAGE BUS SHELTER
- VILLAGE HALL CHARITY HOLDING TRUSTEES
- ORGANISED PARISH ACTION PLANS (1986, 1997, 2010)
- PURCHASED SITE FOR NEW VILLAGE HALL
- LIASIES WITH EAST SUSSEX COUNTY COUNCIL, LEWES DISTRICT COUNCIL
- REPRESENTS PARISH ON OUTSIDE BODIES

HOW DOES BARCOMBE PC COMMUNICATE ?

- WEB SITE (WWW.BARCOMBE.NET)
- MINUTES OF MEETINGS ON CAR PARK NOTICE BOARDS
- BARCOMBE NEWS
- ANNUAL REPORT (BARCOMBE NEWS)
- ANNUAL MEETING OF ELECTORS (APRIL)
- COUNCILLOR/CLERK CONTACT DETAILS - WEB SITE, NOTICE BOARD

NEXT BARCOMBE PARISH COUNCIL
ELECTIONS

MAY 2011

INTERESTED IN STANDING FOR ELECTION ?

SEE CLERK OR COUNCILLORS