



## Minutes of the Full Council meeting held on Thursday 20<sup>th</sup> July 2023 held at Northiam Village Hall

**Present:** Cllr Fairbrass (Chairman), Cllr C Biggs, Cllr Fenton, Cllr Harding, Cllr Lockett, Cllr Russell, Cllr Sargent, Cllr Schlesinger, Cllr Wadie

**Also Present:** Georgina Jackson, Locum Clerk, Cllr Redstone, Cllr Ganly, Cllr T Biggs and 23 Members of the Public

**Date:** 25<sup>th</sup> July 2023

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**FC23/112. To receive and accept Apologies for Absence**  
There were none.

**FC23/113. Chairmans Announcements**

The Chairman announced that this would be the locum clerk's last meeting as she was moving on to pastures new.

*The meeting was closed at 19.04.*

**FC23/114. To adjourn the meeting to enable members of the public and Councillors to address the meeting. This is a 'for information' session only and no action can be taken upon those items raised.**

A member of the public mentioned an informal meeting with the football club.

A member of the public raised concerns about the cemetery footpath.

A member of the public asked what was happening with the allotment invoice.

A representative of the CIC made some comments on some of the papers for agenda items.

A member of the public asked why there was an agenda item regarding hiring some further fields when the fields already look like they have a tenant on them.

*The meeting was re-opened at 19.14*

**FC23/115. To receive Declarations of Interest**

*To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.*

Cllr Fairbrass declared an interest in FC23/148.

**FC23/116. Minutes** – It was **RESOLVED** that the minutes of the Full Council Meeting held on 18th May 2023 be approved and the minutes were duly signed.

**FC23/117. To receive report from County Councillor**

Cllr Redstone reported on the following:-

- South East Water – it is not thought they are meeting requirements and there may be an issue with capacity – a meeting has been arranged between South East Water and the County Council.
- The Paddocks – the disruption appears to have eased but please get in contact if the parking becomes a problem again.

**FC23/118. To receive report from District Councillors**

Cllr T Biggs reported on the following:

- PCSO. Cllr Biggs met with the PCSO's.
- There is a food waste bins consultation, the cost is high to Rother District Council.
- Housing Allocation Policy

#### **Motions from Councillors**

**FC23/119.** Cllr Biggs; to consider holding a public session at the end of each parish council meeting  
It was agreed by **RESOLUTION** to hold a public session at the end of each parish council meeting.

#### **Finance**

**FC23/120.** To receive and approve the payment report for June/July 2023  
The payments of £10,048.92 for July 2023 were circulated and **AGREED**.

**FC23/121.** To receive time sheets from the clerk and RFO.  
The timesheets were **noted**.

**FC23/122.** To approve travel expenses for the locum clerk.  
It was **RESOLVED** to approve the travel expenses for the locum clerk.

**FC23/123.** To consider paying the monies for the chainsaw to the cemetery volunteer group from the general reserve.  
It was **RESOLVED** to pay the monies from the general reserve.

#### **Expenditure in line with 4.1 of the Financial Regulations**

**FC23/124.** £500 – Deposit for GTA Civils and Transport for transport reports. (agreed to be paid from St Francis Field Reserves). **Noted**.

**FC23/125.** £334.59 – Castle Water - outstanding invoice for allotments (clerk had to pay on her debit card to avoid fines). **Noted.**

**FC23/126.** **To discuss village volunteers to help with low risk tasks/ maintenance.**

It was **RESOLVED** to form a volunteer group for low risk tasks. The clerk informed the council that the insurance company had specifically stated that it will only insure low risk tasks with a risk assessment, not tasks that involve a qualification such as plumbing, electrics, gas etc. The Clerk is to write a policy.

### **Governance**

**FC23/127.** To consider the governance review report undertaken by external consultants.  
The report was noted and the timetable **AGREED.**

### **Outside Spaces**

**FC23/128.** To consider the trim trail and agree actions.

It was **RESOLVED** to remove the trim trail, the Clerk would complete a risk assessment to ascertain whether this would be undertaken by a contractor or volunteers.

**FC23/129.** To consider the pathway at the cemetery and agree actions.

It was **RESOLVED** to make a complaint to the contractor regarding the pathway at the cemetery.

**FC23/130.** To consider request for a memorial bench to be positioned on the bowling green.

It was **RESOLVED** to agree the bench in principle subject to agreeing the exact location.

**FC23/131.** To agree a couple of close mows at Beacon Field.

It was **RESOLVED** to agree to a couple of close mows to be undertaken at Beacon Field.

**FC23/132.** To agree whether to continue with the pest control contract at St Francis Field.

It was **RESOLVED** to defer this item to the next Full Council meeting to be held in September.

**FC23/133.** To consider the dog control order consultation.

It was **RESOLVED** to respond to the dog control orders stating approval but noting that it will only be effective subject to enforcement.

**FC23/134.** To consider the Land Between 2, Laughton Place and 1, Pear Tree Cottage, Main Street.

It was **RESOLVED** to write a letter to the residents but also to report the situation to Environmental Health.

**FC23/135.** To discuss request to look at tree bordering the recreation ground and agree actions.

It was **RESOLVED** to liaise with the contractor and ask them to add it to the list of tree works.

### **St Francis Field**

- FC23/136.** To consider report on budgetary provisions for Change of Use Planning Applications.  
The report was received and it was noted that there would be a further cost of £933 in respect of the stables application which would be met from the SFF reserve.
- FC23/137.** To consider planning report updating the parish council on preparatory works for submission of planning applications.  
The report was **noted**.
- FC23/138.** To consider report on Natural Burial Ground and recommendation seeking approval to instruct consultants for Stage 2 Geotechnical Survey.  
The report was received and it was **noted** that the stage 2 survey would not yet be required.
- FC23/139.** To consider SFF Maintenance report explaining the need for and nature of repairs and maintenance for which the council is responsible and which will form part of the 2024/5 budget.  
The report was received and it was noted that a maintenance budget would need to be fed into the budgeting process in October.
- FC23/140.** To consider replacement fences located at 1 & 2 Hylands Close at a cost of £3,500. The monies to be taken from the SFF Reserves.  
It was **RESOLVED** to pay the cost of £3,500 for the replacement fences with the monies to be taken from the SFF Reserves.
- FC23/141.** To receive report on field maintenance from CIC seeking approval to spend circa £500 immediately for a stock of fence & gate posts and field water supply repair materials.  
It was **RESOLVED** to agree the £500 with the monies to be taken from the SFF Reserves.
- FC23/142.** To receive an update on the drainage problem and consider the solution along Beales Lane.  
An update was received and it was noted that a drain has been installed from the low point of field 1 through to the roadside ditch on SFF land.
- FC23/143.** To receive report from the CIC regarding the Stables dung heap.  
The report was **noted**.
- FC23/144.** To receive suggestions for further permissive footpaths on the property from the CIC.  
It was **noted** that there are no proposals currently.
- FC23/145.** To consider request to put a gate exiting onto St Francis Field from a private property.  
It was **RESOLVED** to defer this item to the next Full Council meeting to be held in September 2023.
- FC23/146.** To discuss the grant from the parish council to the CIC and agree actions.  
It was **RESOLVED** to defer this item to the next Full Council meeting to be held in September 2023.

### **Planning applications – to consider and agree responses**

- FC23/147. RR/2023/1191/P - 3 Chapel Place, Northiam TN31 6LD - Replacement windows and french doors.**  
It was **RESOLVED** to object to this application.
- FC23/148. RR/2023/1193/P - Three Candles, Station Road, Northiam TN31 6QL - Variation of conditions 2,3,5 and 6 to previously approved scheme RR/2022/1663/P (revised proposal to that permitted under RR/2022/350/P) to allow for a change of materials for windows/ doors and an amended internal layout including the removal of garage.**  
It was **RESOLVED** to support this application subject to there being enough parking spaces.
- FC23/149. RR/2023/1221/SU - Lower Park Farm, Rye Road, Mill Corner, Northiam TN31 6NJ - Notice under the Electricity Act 1989 As Amended for the installation of a GRP substation.**  
**Noted.**
- FC23/150. RR/2023/1331/T - 3 Northridge - Land Adjacent, Northiam TN316PG –**  
T1 - Silver Birch - Reduce crown by 3m, leaving a balanced form.  
T2 - Lawson Cypress - Fell.  
T3 - Lawson Cypress - Reduce crown by 1.5m.  
T4 - Common Lime - Prune back lower western branches growing towards house by 2m  
It was **RESOLVED** to support this application.
- FC23/151. RR/2023/1299/PIP - Rosebud Cottage - Land adjacent to, Main Street, Northiam TN31 6LP - Erection of two dwellings with new vehicular access.**  
It was **RESOLVED** to object to this application.
- FC23/152. RR/2023/1058/P - Woodland, Dixter Lane, Northiam TN31 6PS - Proposed two-storey side and rear extension including the removal of existing garage block; alterations to first floor layout including dormer to existing bedroom.**  
**Noted.**
- FC23/153. RR/2023/1029/P - The Grain Store, Rye Road, Northiam - Conversion of disused and redundant storage and distribution building (Class B8) to a single dwellinghouse (Class C3).**  
**Noted.**
- FC23/154. RR/3479/CC - Jasmine Lodge, Ilex Close, Northiam, East Sussex, TN31 6DW -**  
The proposal is to remodel and upgrade the internal supported living spaces, replace damaged roof tiles and extend the building to rear to provide 2 additional accessible ensuite bedrooms. The proposal also includes solar panels to the south facing aspects of the roof, sun pipes to provide natural light to circulation spaces and air source heat pumps to improve energy efficiency.  
It was **RESOLVED** to support this application.
- FC23/155. To consider Rother Consultation on Housing Allocation Policy.**  
It was **AGREED** that councillors would respond to this consultation individually.

- FC23/156. To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**  
31/05/2023 – Chair and Councillor training. All councillors attended. **Noted.**

#### **To report correspondence**

- FC23/157.** 11/06/2023 Email from member of the public regarding councillor email addresses. **Noted.**
- FC23/158.** 11/06/2023 Email from member of the public regarding budget questions. (Answered under delegated authority). **Noted.**
- FC23/159.** 19/06/2023 – Email from Hoey Ainscough regarding their report. **Noted.**
- FC23/160.** 24/06/2023 – Email from a member of the public regarding a complaint regarding the CIC. (Answered under delegated authority). **Noted.**
- FC23/161.** 09/07/2023 – Email from member of the public re cemetery invoice. **Noted.**

#### **FC23/162. Questions from Councillors**

Cllr Harding reported on the RALC meeting.

Cllr Biggs updated on her site visit to the allotments.

- FC23/163.** To agree the public's exclusion from the confidential part of the meeting. It was **RESOLVED** to move into public session at 21.02.

**That in view of the confidential nature of the business (employment/legal issues/contractual) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw**

#### **Human Resources**

- FC23/164.** To consider the recommendation from the Finance and Human Resources Committee regarding the terms and conditions for the new clerk role.  
The new terms and conditions were agreed by RESOLUTION.

#### **Funding**

- FC23/165.** To agree signature to the sponsorship agreement for Lolly  
It was **RESOLVED** to sign the sponsorship agreement.

#### **Leases**

- FC23/166.** To agree the lease of the parish office at Northiam Village Club and signature of the same.  
It was **RESOLVED** to sign the Lease.

- FC23/167.** To agree and sign the legal documents in relation to the sewer diversion.  
It was **RESOLVED** to defer this item to the next Full Council meeting to be held in September 2023.

- FC23/168.** To discuss adding payment of the electric fencing costs into the Stables Lease.

It was **RESOLVED** to add the payment of the electric fencing costs into the Stables Lease.

**FC23/169.** St Francis Fields: to consider the granting of a short-term grazing licence for Fields 11 & 12 to the current stables' tenant.

It was **RESOLVED** to grant the short term grazing licence.

The meeting was closed at 20.30

Signed.....

Date.....