

# Forest Row Parish Council

Clerk: Mr David O'Driscoll  
Email: parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 4pm)



To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Farrar, Hill,  
Hindler, R Lewin, T Lewin, McKinney, Melson,  
Miller, Moore, Pritchitt, Summers, Williams, and J  
Wogan

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Dear Sir/Madam,  
Your attendance is required at a meeting of the FOREST  
ROW PARISH COUNCIL to be held on **TUESDAY 15<sup>th</sup>**  
**JANUARY 2019** in the Rose Room of the Community Centre  
at **7.30 pm**

Date: 09 January 2019

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST TEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS  
FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND  
OBSERVE THE REST OF THE MEETING

## AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETINGS
  - 3.1 To approve the minutes of the Meetings of Council held on 11<sup>th</sup> December 2018 & 8<sup>th</sup> January 2019
  - 3.2 To consider any objections to deletion of the digital transcript of those meetings.
4. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATIONS PERTAINING TO THE ITEMS BELOW
5. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION (not listed elsewhere on the agenda)
  - 5.1 FRSGA lease
  - 5.2 The Waste Recycling Centre
  - 5.3 Forest Row Energy Cooperative
  - 5.4 Gatwick Master Plan submission
6. CLARIFICATION OF ACTIONS FROM LAST MEETING
7. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS
8. CHAIRMAN'S COMMENTS
9. TO ADOPT THE DRAFT BUDGET FOR 2019-2020
10. TO SET THE PARISH PRECEPT FOR 2019-2020

#### OTHER MATTERS FOR CONSIDERATION/DECISION

11. To consider for adoption the new cycle hire scheme proposal
12. To consider for adoption the Repair Café risk assessment
13. To resolve on whether the VotG should be spelled with an 'e' or without
14. To consider a date for the presentation by the Air Ambulance
15. To note a protocol for Members' agenda requests
16. To consider a proposal re Forest Row Festival

#### TO NOTE REPORTS

17. County Councillor
18. District Councillor
19. Committee Chairs
20. Representatives on outside bodies
21. On behalf of Community Warden

#### 22. NOTICES

#### 23. CONSULTATIONS

#### 24. CORRESPONDENCE

#### 25 TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

**FULL COUNCIL**

**BACKING PAPERS FOR MEETING 15<sup>th</sup> JANUARY 2019**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-3
7	List of delegated decisions	4
12	Repair Café risk assessment	5-8

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL  
ON 15<sup>th</sup> JANUARY 2019**

1. **PUBLIC QUESTIONS** A member of the community wishes to address Council about a proposed public art initiative.
2. **APOLOGIES FOR ABSENCE** None so far signified
3. **RECORDS OF PREVIOUS MEETING** To cover the meetings of both 11<sup>th</sup> December 2018 & 8<sup>th</sup> January 2019.
4. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 5.1 FRSGA lease. We still await clarification of certain legal issues from East Sussex legal department. Our solicitor is chasing it up.
  - 5.2 Waste Recycling Centre. Confirmation of grant is still awaited from 'Locality' before we are in a position to progress. In the meantime, I am chasing up some new leads with respect to a licensed waste carrier.
  - 5.3 Forest Row Energy Cooperative. We currently await our formal share certificate of associate membership. We are entitled to a day's free consultancy on energy matters: the Clerk would be interested to hear from any Member who has a particular issue they would like explored.
  - 5.4 Gatwiick Master Plan. A response in the terms discussed at the last meeting was drafted by Cllr R Lewin and filed in the Council's name. A transcript of the submissions is available in the office for inspection.  
**ACTION: to note**
6. **CLARIFICATION OF ACTIONS FROM LAST MEETING**

This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.  
**ACTION: to discharge as appropriate**
7. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS** List with backing papers.  
**ACTION: to note**
8. **CHAIRMAN'S COMMENTS**
9. **TO ADOPT THE DRAFT BUDGET FOR 2019-2020**

No amendments were proposed by Members at the Extraordinary meeting on 8<sup>th</sup> January. There is one unresolved issue with respect to the nominated reserves, which I will explain in detail to the meeting as there has been a development on the proposal in the 'Final Note on the Budget & Precept' for a 'devolution contingency'.  
**ACTION: to resolve accordingly**
10. **TO SET THE PARISH PRECEPT FOR 2019-2020**

This resolution follows on from the previous. I would respectfully point out that if a Member has voted in favour of the budget figure, they must then vote for the corresponding precept which supports it. There was an anomalous situation last year where three Members voted in favour of the budget but against the corresponding precept.  
**ACTION: to resolve accordingly**

## **OTHER MATTERS FOR CONSIDERATION / DECISION**

11. To consider for adoption the new cycle hire scheme proposal. The scheme went automatic ('app'-based) some time ago, and has been popular, but stock maintenance has remained a problem. The 'app' provider recently offered to take over the running of the service (including stock provision & maintenance) if we could provide an appropriate location. This proposal was approved by the Localism Committee at its meeting on 13<sup>th</sup> November last. Cllr T Lewin will speak to the proposal details, which Council is invited formally to adopt.  
***ACTION: to resolve as appropriate***
12. To consider for adoption the Repair Café risk assessment. The risk assessment applicable to the Repair Cafe (which is a generic one approved for the Repair Café movement as a whole) is attached for formal adoption by Council. [For the avoidance of doubt, risk assessments for other services will be advised as those services come 'on stream'.]  
***ACTION: to resolve as appropriate***
13. To resolve on whether the VotG should be spelled with an 'e' or without. This has been a matter of debate. It was asserted that there had been a resolution of Council that the 'e' should be applied to the spelling, but an exhaustive search through Council records has failed to find one. The Youth Supervisor states that it has been the wish of the youth themselves from the outset to omit the 'e', to maintain continuity with their current 'base'. [Note; this is a matter of a proper name, not of orthography as such]. For Council to decide: the matter is brought forward now in view of shortly forthcoming signage and publicity.  
***ACTION: to resolve as appropriate***
14. To consider a date for the presentation by the Air Ambulance. This decision was left in abeyance at the Full Council meeting of 11<sup>th</sup> December at "some time in March". We should settle on a definite date or range of dates.  
***ACTION: to resolve as appropriate***
15. To note a protocol for Members' agenda requests. Individual Members may wish to have items considered at Full Council or Committee meetings. It is often helpful if they supply a position paper with such requests setting out the rationale and objective of the proposal. However, the agenda remains the prerogative of the Clerk, as do its backing papers, and publication of these are subject - as Members will know - to statutory deadlines. This is covered by Standing Order 10.  
Please note that S/O 10 provides for prior notice to the Clerk 7 working days before the meeting: that should be regarded as a minimum, particularly if there is any degree of complexity. Position papers or other evidence in support are required at the same time, and Members should not circulate private 'backing papers' outside the agenda, as this directly conflicts or may be seen to conflict with the objectivity and level playing field which Council business requires. Although I aim to be as cooperative as possible with Members, I reserve the right to enforce S/O 10, including subsection (i), if necessary.  
***ACTION: to note***
16. Forest Row Festival. A decision has been taken that the Forest Row Festival will be held again this year, **although nothing is yet established about its format.** However, the core group is anxious that the Council should have a representative on the main steering Committee from the outset. Does Council wish so to participate and if so, who should be nominated as Council representative?  
***ACTION: to resolve as appropriate***

## **TO NOTE REPORTS**

17. County Councillor
18. District Councillor
19. Committee Chairs
20. Representatives on outside bodies
21. On behalf of the Community Warden

Since we have had a plethora of heavyweight meetings recently and an Ordinary Full Council as recently as 11<sup>th</sup> December, I have invited reporting on this occasion on an oral basis only, and I will myself with his agreement supply for the Community Warden.

***ACTION: to note***

22. NOTICES
23. CONSULTATIONS
24. CORRESPONDENCES  
None that have not been circulated within Councillors Reading
  
25. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

## FOREST ROW PARISH COUNCIL

### ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 04/12/18

to: 09/01/2019

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Rocksalt	More economical than ESCC refilling service	David O'Driscoll	15/11/2018	538.00
Playground Fencing	Urgent necessary repairs	David O'Driscoll	06/11/2018	568.95
Inspection of trees in Cemetery	Health & Safety	David O'Driscoll	01/11/2018	550.00



## FRPC REPAIR CAFÉ: RISK ASSESSMENT

What are the hazards?	Who may be harmed a	What is currently being done to prevent risk	What else can be done to control the risk?	Action
<b>Electrical / Electronic equipment</b>	Repairer/customer may suffer electric shocks or burns from faulty items during initial examination for faults	Repairers' experience to carry our pe-repair visual checks for defects before commencing repair	Further embed good practice	
		Use of residual current devices (RCD) in mains' sockets	Maintain tool quality	
		Repairer uses own specialised tools that are familiar to him	Check repairers competence and formal qualifications	
		Disconnect power when appliance being worked on or not in use	Improve storage and labelling of tool supply	
		Ensure customers are aware of risk if they wish to assist with the repair		
		Repairers ask for assistance from colleagues when needed		
		Regular PAT testing		
		Only repairers with competent skills conduct the repairs		
<b>Mechanical equipment</b>	Injury from moving parts of machine	Repairer trained in use of grinder and regularly checks for faults	Provide a guard for the grinder	
Use of grinding equipment			Enforce wearing of goggles	
Use of sewing machine and	Cuts on sharp edges	Grinder turned off when left unattended		



materials	Scalding from hot parts	Protective goggles provided	
		Wear thimbles	
		Due care and attention when using sewing machines, needles, scissors, etc.	
<b>Spills - water, glues,</b>	Scald/burn from hot water and/or chemicals/spirits/adhesives	Good housekeeping practice	Provide cloths for clearing spillages
chemicals, adhesives on tables and floors	Inhalation of fumes	Repairers take personal responsibility for use of equipment and practice common sense	Regularly check first-aid kit
	Skin irritation	Regular checks of the repair areas by organisers	
		Paper towels provided to deal with spillage	
<b>Soldering</b>	Scalding/burns	Only trained/experienced repairer allowed to use	
		Customer not permitted to get involved in the task	
<b>Unwashed garments and</b>	Sewing team may be subject to	House rules state that such items can be refused	Ensure sewing team rejects such items
<b>furnishings</b>	infection, mites, bugs etc.	Use of gloves, careful handling if accepted	
<b>Trip hazards - uneven</b>	Injury from a slip or fall	Careful use of extension leads and stored behind work tables	
surfaces - steps		Maintain entrances and exits clear of obstacles	
		Regularly check and clear areas for potential hazards	
<b>Sparks and airborne</b>	Damage to skin or eyes	Only trained repairer to use	Ensure use of protective goggles

particles/grit from grinders		Protective goggles provided		
<b>General hygiene</b>	Food poisoning, infection	Customer not permitted to assist with task Health and hygiene good working practice followed	Maintain good working practice	
<b>Kitchen hazards</b>	Scalds, burns, cuts, slips and trips on wet floor	Only designated staff permitted to serve refreshments Volunteers take responsibility for their own safety and working practices	Maintain good working practice	
Use of water urn		Ensure urn positioned safely		
Use of glues, white spirit and adhesives	Skin irritation, inhalation of fumes, scalding	Only RC café staff permitted to serve hot drinks Correct usage is responsibility of repairers Keep containers sealed and stored carefully when not in use Wear protective gloves	Maintain good working practice	
<b>Anti-social behaviour and attitudes</b>	Disruption to the service	Customer not involved in the repair All customers read and sign the house rules/disclaimer and are aware that there is a code of conduct		
Microwaves	Reputational damage to RC Magnetron	Repairers not expected to repair	Verbal clarification that repairer is happy to proceed	
		Any repairer willing to examine does so at his own risk		

<p><b>Manual handling</b></p>	<p>Risk of back injury from lifting heavy tools, moving equipment and handling heavy and/or bulky repair items</p>	<p>All expected to take responsibility for their own safety, to follow</p>	
		<p>Good practice and ask for help if required</p>	
<p>Public Access</p>	<p>Injury, falls etc.</p>	<p>Organisers/volunteers regularly check all areas</p>	<p>Maintain good working practice</p>