

**MINUTES OF THE MEETING OF FOREST ROW PARISH COUNCIL HELD ON 21st SEPTEMBER 2021
AT 7.30PM IN THE GARDEN ROOM AT THE COMMUNITY CENTRE**

PRESENT: Cllrs. Josephson (Chairman), Davies, Hill, R Lewin, T Lewin, McNally, Pritchitt, Spackman, Summers, Waters, Williams & Wogan

APOLOGIES: Cllrs. Miller & Moore

NOT PRESENT: Cllr. Withers

IN ATTENDANCE: The Clerk & Asst. Clerk. District Cllr. Patterson-Vanegas & County Cllr. Taylor

C111/21 PUBLIC QUESTIONS:

None

C112/21 APOLOGIES FOR ABSENCE: Apologies were received and accepted from Cllr. Miller (work) and Cllr. Moore (family). Cllr. McNally had given his apologies for arriving late to the meeting.

C113/21 RECORDS OF PREVIOUS MEETINGS

The Minutes of the Council meeting held on 29th June 2021 were proposed for acceptance by Cllr. T Lewin, seconded by Cllr. Davies and were signed as a true record. There were no objections to the deletion of the digital transcript of that meeting.

The minutes of the Council meeting held on 27th July 2021 were proposed for acceptance by Cllr. Pritchitt, seconded by Cllr. T Lewin and were signed as a true record. There were no objections to the deletion of the digital transcript of that meeting.

The minutes of the Council meeting held on 30th July 2021 were proposed for acceptance by Cllr. T Lewin, seconded by Cllr. Waters and were signed as a true record. Cllr. Hill asked that the digital transcript not be deleted at the present time.

Cllr. Josephson proposed that the minutes of the council meeting on the 24th August 2021 be considered at the next Full Council meeting. This was seconded by Cllr. T Lewin and AGREED.

The minutes of the Council meeting held on 31st August 2021 were proposed for acceptance by Cllr. T Lewin, seconded by Cllr. Hill and were signed as a true record. There were no objections to the deletion of the digital transcript of that meeting.

C114/21 CLARIFICATION OF ACTIONS FROM LAST MEETING

None

C115/21 TO NOTE & APPROVE LIST OF DELEGATED DECISIONS.

This had previously circulated and was NOTED

C116/21 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

Name	Min. No.	Category of Interest	Reason
None			

C117/21 CHAIRMANS COMMENTS

Cllr. Josephson thanked Councillors for submitting their 3 points following the informal discussion meeting recently. When all were received, she would collate them and bring the results to a future Full Council meeting.

She advised Council that Cllr. Moore had given apologies for her absence at all meetings until Christmas due to family issues. She had also resigned as Chairman of the Planning Group.

Cllr. Josephson proposed that the election of a new Planning Group Chairman should be considered as an urgent matter later in the meeting, alongside the election of Chair and Vice Chair of Finance & Policy Committee following the resignation of Cllr. R Lewin as Chair of that Committee. This was seconded by Cllr. T Lewin and AGREED.

Cllr. McNally joined the meeting at 7.40pm

Cllr. Josephson proposed that, with regret, the Council formally accept Cllr. Moore's absence until Christmas. This was seconded by Cllr. Wogan and AGREED.

C118/21 TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

1. Government Kickstart scheme
2. Forest Row Festival
3. Waste Recycling Project
4. Pending Leases
5. Training

The report on the above matters formed part of the backing papers previously circulated and was NOTED

C119/21 SUMMARY FINANCIAL REPORT

This had been previously circulated and was NOTED.

C120/21 REPORTS FROM PRINCIPAL COUNCILS

District Cllr. Patterson-Vanegas – reported that:

- A Local Housing Needs Assessment had taken place as part of the Local Plan process, demonstrating a clear need for affordable housing, and for 1/2/3/ bed properties as priority
- There was a Parish Planning Cluster meeting on 22nd September at 2pm, though it appeared the link had not been sent out.
- Solar panels were available for homes in Wealden.
- Grants for small community projects were available and she had advertised this on Facebook.

County Cllr. Taylor – reported that:

- She and District Cllr. Patterson-Vanegas had attended a meeting in the village regarding the youth and drug use. Our Youth Service was now in touch with the County Council Youth Service.
- Highways – easy tasks could be done in the community on a subsidised basis. The Highways contract is currently for up for renegotiation.
- Solar Together – the deadline is approaching.
- Gatwick Airport was planning a further runway and ESCC is a statutory consultee.
- The County Council was taking a number of initiatives in connection with the climate crisis: improvements in bus services, promotion of cycling, developing a wellbeing policy, investigating issues of 'carbon pricing'. Climate issues were on the Council agenda for 12th October

Cllr. Wogan commented that Forest Row was neglected by District and County Councils and in consequence the state of the village was a disgrace.

C121/21 REPORT FROM COMMUNITY WARDEN

The report from the Community Warden had been previously circulated and was NOTED.

Cllr. Josephson said that a regular traffic warden was needed in the village along with more parking.

The Clerk was asked to send the Community Wardens report to both the District & County Councillors.

C122/21 REPORTS FROM STANDING COMMITTEES

Amenities & Services; Cllr. Wogan reported that the allotment rent reminder letters had been sent, a grant application to Lund had been declined, and that the Burials Clerk would be off work for 6 weeks for a shoulder operation. NOTED

Property & Assets: Cllr. Williams reported that the staff were doing a good job and that bookings were up to about 50% of pre covid times. NOTED

Community Services: Cllr. T Lewin reported that Gages had maintained an impressive performance – along with the Youth Service. He was meeting an architect for advice and to discuss the Men's Shed. The Emergency Plan needed to be looked at and updated. NOTED

Finance & Policy: Cllr. R Lewin noted that there was nothing to report at the present time. NOTED

Planning: Cllr. McNally noted that there was nothing too concerning at the moment. NOTED

C123/21 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr. Hill reported that the Ashdown Forest Group should start meeting again soon.

C124/21 TO ELECT A NEW CHAIRMAN/VICE-CHAIRMAN FOR PLANNING AND FINANCE AND POLICY COMMITTEES

Cllr. Josephson proposed Cllr. McNally as Chairman of the Planning Group. This was seconded by Cllr. T Lewin and AGREED.

Cllr. Josephson proposed Cllr. Davies as Vice-Chairman of the Planning Group. This was seconded by Cllr. Williams and AGREED.

Cllr. Josephson proposed Cllr. Spackman as Chairman of Finance & Policy Committee. This was seconded by Cllr. McNally and AGREED.

Cllr. Josephson proposed Cllr. Waters as Vice-Chairman of Finance & Policy Committee. This was seconded by Cllr. McNally and AGREED.

Cllr. Josephson proposed that Cllr. Davies be co-opted to the Personnel Committee in Cllr. Moore's absence. This was seconded by Cllr. McNally and AGREED with 1 abstention.

C125/21 TO RESOLVE ON A START DATE FOR THE WORKING GROUP TO EXAMINE THE COUNCIL'S COMMITTEE STRUCTURE

The Clerk would send a Doodle poll to members of the group with a view to a meeting in October.

C126/21 TO CONSIDER & RESOLVE ON THE ISSUE OF AN AUTUMN RECEPTION FOR THIS YEAR

Cllr. Josephson proposed that an Autumn Reception NOT be held this year. This was seconded by Cllr. Davies and AGREED.

C127/21 TO CONSIDER & RESOLVE ON A PROPOSAL TO ENGAGE ANOTHER STAFF MEMBER

Cllr. Wogan proposed that this item be discussed under confidential business. The Clerk gave his view that this concerned a role and not an individual so should be discussed in open council in the interests of transparency. However, the proposal was seconded by Cllr. Davies and AGREED.

C128/21 CONFIDENTIAL MINUTE NO. C129/21

This minute is attached as a confidential minute.

C130/21 TO CONSIDER & RESOLVE ON A PROPOSAL FOR MANAGEMENT OF THE REPAIR CAFÉ

After discussion, Cllr. Josephson proposed that Sara Smart be asked to run (and paid for) the Repair Café in October/ November with a view to taking it over after that. She would also be asked if she would help organise the Business Group Xmas Trail (to be paid by the Business Group). Seconded by Cllr. Waters and AGREED.

C131/21 TO RESOLVE ON A QUOTE FOR CONSTRUCTION OF AN ALTERNATIVE ACCESS PATH TO THE VENUE

The Clerk had obtained 2 quotes for the above works. These were considered and Cllr. Pritchitt proposed that Contractor A be asked to do the works, subject to any necessary planning permission. This was seconded by Cllr. McNally and AGREED.

C132/21 TO CONSIDER & RESOLVE ON A FIGURE FOR THE CEMETERY LAND BORROWING CONSENT

Cllr. Josephson proposed that the Parish Council ask the Secretary of State for permission to borrow £ 100,000 from the Public Works Loan Board for a Cemetery extension. This was seconded by Cllr. Wogan and AGREED.

C133/21 TO CONSIDER & RESOLVE ON THE RECONSTITUTION OF A PARISH EMERGENCY PLAN

Cllr. Josephson proposed that a Working Group be formed (consisting of Cllrs. Josephson, T Lewin, Pritchitt & Waters) to review and reconstitute the Parish Emergency Plan and bring this back to a future Full Council meeting. This was seconded by Cllr. Williams and AGREED.

C134/21 NOTICES, CONSULTATIONS & CORRESPONDENCE

None.

C135/21 ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

Cllr. Wogan asked that celebrations for the Platinum Jubilee be discussed.

The meeting closed at 9.27 pm.

SIGNED:

DATE.....(Chairman)

CONFIDENTIAL MINUTE NO.

C129/21 TO CONSIDER AND RESOLVE ON A PROPOSAL TO ENGAGE ANOTHER STAFF MEMBER

Cllr. Josephson advised that someone was needed 5 days per week from 9-4 at the front desk but to also be responsible for monitoring the Facebook Community page, the Parish Council's Facebook page, noticeboards and the website. After much discussion, Cllr. Josephson proposed that the Personnel Committee, together with the Clerk & Asst. Clerk would put together a job description for a temporary role. This was seconded by Cllr. McNally and AGREED.