

# Forest Row Parish Council

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

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



To: All members of AMENITIES AND SERVICES COMMITTEE:

Cllrs. J Wogan (Chairman), Josephson, Pritchitt,  
Spackman, Summers, Waters  
and Williams  
Mrs Susan Wright

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

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Dear Sir/Madam,

Your attendance is required at a meeting of the AMENITIES AND SERVICES COMMITTEE to be held on **TUESDAY 28<sup>th</sup> MARCH 2023 at 7.30pm** in the Garden Room of the Community Centre

Date: 22 March, 2023

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY.

## AGENDA

1. PUBLIC QUESTIONS - the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING HELD ON 8<sup>TH</sup> NOVEMBER 2022
  - 4.1. To approve the minutes of the meeting of 8<sup>th</sup> November 2022
  - 4.2. To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. COMMITTEE CHAIRMAN'S COMMENTS
7. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 7.1. Gilham Bank
  - 7.2. Outstanding tree work
  - 7.3. Replacement trailer
  - 7.4. Fencing at the cemetery
  - 7.5. Resolution of a burials issue
  - 7.6. Cemetery extension project
8. TO NOTE UPDATE FINANCIAL REPORT
9. TO NOTE ALLOTMENT REPORTS
10. TO NOTE BURIAL CLERK'S REPORT
11. TO RESOLVE ON PRESERVING PART OF THE VILLAGE GREEN
10. CORRESPONDENCE
11. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED  
21<sup>st</sup> MARCH 2023**

1-5. **FORMAL ITEMS:** no complications foreseen.

6. **CHAIRMAN'S COMMENTS**

7. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**

7.1 Gilham Bank. The maintenance crew have now removed branches overhanging Gilham Lane and done some general tidying up. The search for suitable grant funding for renewal of the site is ongoing, but its current state does not appear to constitute any risk to the public.

7.2 Outstanding tree work. A tree in Rush Green has been felled for safety reasons. There are approximately four other trees which will need tree surgeon attention, but they can be safely left until the new financial year.

7.3 Replacement trailer. A new trailer has been purchased to replace the one which was stolen, and enhanced security measures have been installed. Reimbursement has now been received from the insurers.

7.4 Fencing at the cemetery. Quotes were obtained to replace the fencing round the cemetery spoil heap, but after further discussion, it was decided that this could more conveniently be done in-house. We are currently awaiting removal of the spoil before installing the new surround.

7.5 Resolution of a burials issue. The Clerk will report orally to the meeting.

7.6 Cemetery extension project. The purchase issue remains unresolved, but there is pending correspondence with one of the joint landowners. Unless that leads to a resolution, the underlying 'in-principle' issue will need to be referred to the new Council for a decision

***ACTION: to note***

8. **TO NOTE UPDATE FINANCIAL REPORT**

Printouts are supplied with the papers. As at today's date, income is running at 117.3% of forecast, boosted particularly by allotment rent receipts. Expenditure has also risen and is now at 109.8% of forecast. There have been significant demands on outdoor maintenance and equipment budgets, particularly urgent tree work and replacement of the stolen trailer, while some necessary repairs in the children's play park also involved major expense. However, the net discrepancy for all cost codes is still within £21 of annual forecast.

***ACTION: to note***

9. **TO NOTE ALLOTMENT REPORTS**

The allotment manager's report will follow, and the allotment representatives are invited to add any appropriate comments.

10. **TO NOTE BURIAL CLERK'S REPORT**

Supplied with the papers Any queries should be referred to Georgina Tod in advance of the meeting.

***ACTION: to note***

**11. TO RESOLVE ON PRESERVING PART OF THE VILLAGE GREEN**

This concerns the small portion of Foresters Green between the access road to the Mews and the row of shops fronting Hartfield Road. This had been used as a pedestrian shortcut and worn away, so we fenced it off with post & wire to allow the grass to regrow, which it did successfully. The fencing was recently damaged and had to be removed, and people have again begun treading down the grass. It will eventually turn to bare earth and may be lost to the green. Does Committee wish to install a permanent post & rail fence (matching the other corner of the green)?

***ACTION: to resolve as appropriate***

**12. CORRESPONDENCE**

**13. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE**

## Detailed Income &amp; Expenditure by Budget Heading 22/03/2023

Month No: 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Amenities &amp; Services</u></b>							
<b><u>101 Allotments</u></b>							
1180 Allotment Rents	2,826	1,675	(1,151)			168.7%	
Allotments :- Income	<u>2,826</u>	<u>1,675</u>	<u>(1,151)</u>			<u>168.7%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	408	1,000	593		593	40.8%	
Allotments :- Indirect Expenditure	<u>408</u>	<u>1,000</u>	<u>593</u>	<u>0</u>	<u>593</u>	<u>40.8%</u>	<u>0</u>
Net Income over Expenditure	<u>2,418</u>	<u>675</u>	<u>(1,743)</u>				
<b><u>102 Village Greens</u></b>							
1280 VG-Hire Income	324	750	426			43.2%	
1281 VG- Utilities Income	0	100	100			0.0%	
4180 Misc Income	1,000	0	(1,000)			0.0%	
Village Greens :- Income	<u>1,324</u>	<u>850</u>	<u>(474)</u>			<u>155.8%</u>	<u>0</u>
1236 Outdoor Maintenance	9,889	5,000	(4,889)		(4,889)	197.8%	
1237 Outdoor Planting	979	1,000	21		21	97.9%	
1239 VG-Utilities	29	250	221		221	11.6%	
Village Greens :- Indirect Expenditure	<u>10,897</u>	<u>6,250</u>	<u>(4,647)</u>	<u>0</u>	<u>(4,647)</u>	<u>174.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,573)</u>	<u>(5,400)</u>	<u>4,173</u>				
<b><u>104 Amenities General</u></b>							
4180 Misc Income	300	0	(300)			0.0%	
Amenities General :- Income	<u>300</u>	<u>0</u>	<u>(300)</u>				<u>0</u>
1436 Skate & Play areas	2,771	1,000	(1,771)		(1,771)	277.1%	
1444 Environmental Support	0	3,500	3,500		3,500	0.0%	
1447 Dog Fouling	2,340	3,100	760		760	75.5%	
Amenities General :- Indirect Expenditure	<u>5,111</u>	<u>7,600</u>	<u>2,489</u>	<u>0</u>	<u>2,489</u>	<u>67.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,811)</u>	<u>(7,600)</u>	<u>(2,789)</u>				
<b><u>105 Outdoor Maintenance</u></b>							
1501 Outdoor Maintenance Equipment	4,094	2,500	(1,594)		(1,594)	163.7%	
Outdoor Maintenance :- Indirect Expenditure	<u>4,094</u>	<u>2,500</u>	<u>(1,594)</u>	<u>0</u>	<u>(1,594)</u>	<u>163.7%</u>	<u>0</u>
Net Expenditure	<u>(4,094)</u>	<u>(2,500)</u>	<u>1,594</u>				

## Detailed Income &amp; Expenditure by Budget Heading 22/03/2023

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>203 Street Lighting</b>							
2314 SL-Power	5,213	4,000	(1,213)		(1,213)	130.3%	
2336 Streetlights	6,238	7,500	1,262		1,262	83.2%	
Street Lighting :- Indirect Expenditure	<u>11,451</u>	<u>11,500</u>	<u>49</u>	<u>0</u>	<u>49</u>	<u>99.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(11,451)</u>	<u>(11,500)</u>	<u>(49)</u>				
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<b>601 Cemetery</b>							
6180 BU-Burial Fees	16,104	15,000	(1,104)			107.4%	
Cemetery :- Income	<u>16,104</u>	<u>15,000</u>	<u>(1,104)</u>			<u>107.4%</u>	<u>0</u>
6123 Cemetery Admin	556	300	(256)		(256)	185.2%	
6151 BU- Cemetery Rates	1,090	700	(390)		(390)	155.8%	
Cemetery :- Indirect Expenditure	<u>1,646</u>	<u>1,000</u>	<u>(646)</u>	<u>0</u>	<u>(646)</u>	<u>164.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>14,458</u>	<u>14,000</u>	<u>(458)</u>				
<b>Amenities &amp; Services :- Income</b>	<b>20,554</b>	<b>17,525</b>	<b>(3,029)</b>			<b>117.3%</b>	
<b>Expenditure</b>	<b>33,607</b>	<b>30,600</b>	<b>(3,007)</b>	<b>0</b>	<b>(3,007)</b>	<b>109.8%</b>	
<b>Grand Totals:- Income</b>	<b>20,554</b>	<b>17,525</b>	<b>(3,029)</b>			<b>117.3%</b>	
<b>Expenditure</b>	<b>33,607</b>	<b>30,600</b>	<b>(3,007)</b>	<b>0</b>	<b>(3,007)</b>	<b>109.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>(13,054)</b></u>	<u><b>(13,075)</b></u>	<u><b>(21)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(13,054)</b></u>						

**CEMETERY REPORT 27<sup>TH</sup> SEP 2022 – 22<sup>ND</sup> MAR 2023**

**DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL**

<b>DEED NO.</b>	<b>GRAVE NO.</b>	<b>SURNAME</b>
DEED 1390	EC47	PRIORI
DEED 1391	EC48	PRIORI
DEED 1392	EC36	WILLS
DEED 1393	EB27	HENDERSON
DEED 1394	EB8	COPPARD
DEED 1395	EB6	JONES
DEED 1396	EB7	CHESTERTON
DEED 1397	EB16	CATTERALL

**DEEDS OF GRANT TRANSFERRED**

<b>DEED NO.</b>	<b>GRAVE NO.</b>	<b>SURNAME</b>
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**RENEWAL DEEDS OF GRANTS**

<b>DEED NO.</b>	<b>GRAVE NO.</b>	<b>SURNAME</b>
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**MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED**

<b>DEED NO.</b>	<b>TYPE</b>	<b>SURNAME</b>
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**INTERMENTS**

<b>NAME OF DECEASED</b>	<b>GRAVE NO.</b>	<b>FULL INTERMENT OR ASHES</b>
HENDERSON	EB27	FULL
WILLS	JD2	FULL
PRINCE	EB8	FULL
LEONARD	EB6	FULL
CHESTERTON	EB7	FULL

**HEADSTONES LAID DOWN FOR SAFETY**

<b>DEED NO.</b>	<b>GRAVE NO.</b>	<b>SURNAME</b>
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