

# 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, Hill, R Lewin,  
T Lewin, McNally, Miller, Moore, Pritchitt,  
Spackman, Summers, Waters, Williams, Withers  
and Wogan

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Dear Sir/Madam,

Your attendance is required at a meeting of the  
FOREST ROW PARISH COUNCIL to be held on

Date: 22<sup>nd</sup> July 2020

**TUESDAY 12<sup>th</sup> JANUARY 2021 via Zoom at 7.30  
PM.**

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

Mr David 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. 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 MEETING
  - 3.1 To approve the minutes of the Meetings of Council on 8<sup>th</sup> & 15<sup>th</sup> December 2020
  - 3.2 To consider any objections to deletion of the digital transcript of those meetings
4. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETINGS
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE  
ITEMS BELOW
7. CHAIRMANS COMMENTS
8. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
  - 8.1 The current Covid restrictions
  - 8.2 Government 'Kickstart' scheme
  - 8.3 Tenancy of the former 'Venu' building
  - 8.4 Suggestions for application of the legacy
  - 8.5 Further on the recycling project
9. TO APPROVE THE REVENUE BUDGET AND SET THE PRECEPT FOR 2021-22

*If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the  
committee believes that the public and press to be excluded from the meeting on the grounds of  
the confidential nature of the business to be transacted.*

10. TO RECEIVE A REPORT FROM PERSONNEL COMMITTEE ON MEMBERS' & STAFF  
USE OF SOCIAL MEDIA

11. NOTICES, CONSULTATIONS & CORRESPONDENCE (IF ANY)
12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

**“This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or [parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)) for the access codes.”**

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL  
ON 12<sup>th</sup> JANUARY 2021**

1. **PUBLIC QUESTIONS** None signified in advance
2. **APOLOGIES FOR ABSENCE** None signified in advance
3. **RECORDS OF PREVIOUS MEETINGS** Two meetings to be considered:  
Ordinary Meeting of 8<sup>th</sup> December 2020  
Extra-ordinary meeting of 15<sup>th</sup> December.
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**  
*ACTION: to discharge as appropriate*
5. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS:** there are none to report  
*ACTION: to note*
6. **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.  
*ACTION: to note*
7. **CHAIRMAN'S COMMENTS**
8. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 8.1 The current Covid restrictions. As noted in the Briefing of 5<sup>th</sup> January, the Community Centre will now be completely closed until further notice, both to personal callers and to covid-compliant hirers. Gages will continue to operate a home delivery/ collection service Wed-Fri as before (Mondays are subject to review). A skeleton presence will be maintained at the office - there is some basic administration that cannot be shelved. Emails will be constantly monitored, but it may not be possible to man the phone at all times. Essential maintenance work will also continue. All meetings will be held by Zoom for the present. The community helpline (01342 774882) is still in operation.
  - 8.2 Government 'Kickstart' scheme. Information was provided to Council about this scheme on 15<sup>th</sup> December. We still await contact from the Chamber of Commerce to take this forward.
  - 8.3 Tenancy of the former 'Venu' building. The charity manager provided a summary of his proposals at the end of November which have been considered by the Chairmen of Finance and Property & the Clerk. Their overall content was acceptable, but there are a few points of difference which have been fed back to the charity for resolution.
  - 8.4 Suggestions for application of the legacy. On 8<sup>th</sup> December Council resolved that part of the legacy be applied to setting up the Men's Shed, and that other suggestions be made to the Clerk by 31<sup>st</sup> January. No suggestions have been received, but this matter has now been unresolved for many months and needs to be settled.

8.5 Further on the recycling project. The application for Secretary of State consent to borrow has been lodged but a response is still awaited. If consent is forthcoming, Council will be invited to vote on whether in fact to make an application to borrow.

In the meantime, the following matters are in hand:

- A business plan for the Council's possible freehold ownership of the former recycling site is under discussion (as per vote of 15<sup>th</sup> December)
- Factual enquiries are proceeding about legal issues attaching to the site (its ownership history, any encumbrances and planning issues, and linkage with the surrounding apron and service road).
- 'Without prejudice' negotiations with East Sussex County Council property division have been initiated over the possibility of a Community Asset Transfer of the site at a discount.
- The creation of a Community Interest Company is proceeding.

***ACTION: to note (queries as necessary/ a vote on item 8.4 may possibly be required)***

**9. TO APPROVE THE REVENUE BUDGET AND SET THE PRECEPT FOR 2021-2022**

A full set of papers was provided to Council for the meeting of 15<sup>th</sup> December, together with an explanatory note setting out proposals for the precept (including necessary adjustments to nominated reserves).

The proposed revenue budget included a figure (under Finance & Policy) to cover the annual repayment for a 20-year public works loan of £250,000 for capital projects. A request was made for two precept figures, one *inclusive* and one *exclusive* of that budget item. The inclusive figure would be as advised, £415,000, the exclusive figure would be £400,000. However, I cannot advise Council to opt for the exclusive figure, as the necessary consequence would be a moratorium on all capital projects for the next financial year. I am mindful that the personal financial position of a number of residents has been put under pressure by the pandemic, but as noted in the community consultation paper, the addition of a loan repayment figure in the budget adds no more than £7 per year to band D council tax but would facilitate the development of capital projects for the community's benefit.

***ACTION: to approve the budget and resolve the precept figure as appropriate***

**10. TO RECEIVE A REPORT FROM THE PERSONNEL COMMITTEE ON MEMBERS' & STAFF USE OF SOCIAL MEDIA**

This item was deferred from the meeting of 8<sup>th</sup> December for want of time. The Personnel Committee was charged with reviewing the issue by the use by Members (and staff) of social media where comments are made on items of current Council business or interest and making such proposals for action as they deemed necessary.

***ACTION: to consider and resolve as necessary***

**11. CORRESPONDENCE, NOTICES, CONSULTATIONS**

At the time of drafting these notes there are no items which have not already been circulated to Members via Reading or Briefing.

**12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE**