

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 2pm)



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Josephson (Chairman), Davies, Eichner,
R Lewin, T Lewin, Moore, Pritchitt, Spackman,
Summers, Tyler, Waters, Williams, Withers and
Wogan

Community Centre
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East Sussex
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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 17th JANUARY 2023 in the Garden Room at
the Community Centre at **7.30 PM**.

Date: 8th December 2022

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

A G E N D A

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. TO RESOLVE TO DEAL WITH THE MINUTES & TRANSCRIPT OF THE MEETING HELD ON
10TH JANUARY 2023 AT THE NEXT MEETING
4. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM THAT PREVIOUS
MEETING AT THE NEXT ORDINARY MEETING
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE
ITEMS BELOW
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
7. FINANCIAL REPORT TO END MONTH 9
8. PRINCIPAL COUNCILS
9. STANDING COMMITTEES
10. REPRESENTATIVES ON OUTSIDE BODIES
11. TO APPROVE THE REVENUE BUDGET AND SET THE PRECEPT FOR 2023-24
12. TO APPROVE A VIREMENT FROM GENERAL RESERVE
13. TO ADOPT THE POLICY AMENDMENTS AGREED ON 17TH NOVEMBER 2022
14. TO CONSIDER THE REVIEW OF THE REMAINING COUNCIL POLICIES
15. TO CONSIDER & RESOLVE ON THE POSITION FOLLOWING RECENT RESIGNATIONS
16. TO CONSIDER & RESOLVE WHETHER TO FILL NEW COMMITTEE VACANCIES
17. TO CONSIDER & RESOLVE ON A RESIDENT'S PROPOSAL
18. TO CONSIDER & RESOLVE ON A MEMORIAL BENCH FOR THE LATE QUEEN
19. NOTICES, CONSULTATIONS & CORRESPONDENCE
20. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL

BACKING PAPERS FOR MEETING 17th JANUARY 2013

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**COUNCILLORS' BRIEFING FOR THE EXTRA-ORDINARY MEETING OF FULL COUNCIL
ON 17th JANUARY 2023**

1. **PUBLIC QUESTIONS**
2. **APOLOGIES FOR ABSENCE**
- 3/4. **RECORDS OF PREVIOUS MEETING & CLARIFICATION OF ACTIONS FROM LAST MEETING**

ACTION: to postpone to the next ordinary meeting

5. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any item in this agenda may wish to declare a personal interest.

ACTION: to note

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

6.1 Conclusion of audit. As mentioned briefly on 10th January, the external auditors have now (finally) concluded their review of the Annual Return and the Council has passed scrutiny without adverse comment.

6.2 Resignations. Also as noted previously, Cllr Hopkins resigned on the grounds of ill-health on 5th January. Cllr Withers has now also resigned. Please also see below for the legal effect of such resignations.

TO NOTE REPORTS

7. **FINANCIAL REPORT TO END MONTH 9/ QUARTER 3**

A printout is attached. Council will note that income is now running at 96.6% of forecast. Q4 will doubtless add in some further hires & rental payments, burial fees and service income, so it is anticipated that the year end will show a modest surplus over forecast. Expenditure shows an overall performance of 79.6% against budget, hence 4.6% in excess of the nominal Q3 percentage. Many annual expenses are now dealt with, but there are still three months of staff salaries, utility bills and general running costs to be paid. So the final figure is likely to be close to the 100% mark, and a degree of restraint will need to be exercised to the year end, since any additions to the nominated reserves will, as has been explained, depend on a surplus from the revenue budget for the year.

ACTION: to note

8. **PRINCIPAL COUNCILS**

The local Members from our principal councils have been invited to attend, at the time of writing only one has confirmed. A written report from County Cllr Taylor is attached, District Cllr Patterson-Vanegas previously submitted a report for the cancelled meeting of 13th December and has been asked if she wishes to update it.

ACTION: to note

9. **STANDING COMMITTEES**

The Chairmen of the Standing Committees have been invited to give a brief account of their current activities. Cllr Wogan has submitted a written report which is attached.

ACTION: to note

10. REPRESENTATIVES ON OUTSIDE BODIES

Representatives may report on any items of relevance.

DECISIONS

11. TO APPROVE THE REVENUE BUDGET AND SET THE PRECEPT FOR 2023-2024

Following the discussion at the meeting of 10th January, Council is now invited to adopt by resolution the draft revenue budget (with 'option B' within the Finance & Policy Committee) and to set the precept for the coming year at £446,000. The papers supplied to the 10th January meeting contain all the relevant details.

ACTION: to resolve accordingly

12. TO APPROVE A VIREMENT FROM GENERAL RESERVE

As noted in previous papers, the NJC pay award for this financial year has been paid to the staff. It has been paid out of the salaries cost code, but as noted, that was not provided for in this year's budget and a virement from general reserve is therefore required to adjust this year's figures, with the general reserve being reimbursed from next year's salaries budget. Council is therefore invited to approve a virement from general reserve in the sum of £24,000 (to include the additional employer's pension contributions).

ACTION: to resolve accordingly

13. TO ADOPT THE POLICY AMENDMENTS AGREED ON 17th NOVEMBER 2022

The discussion meeting of 17th November last agreed a number of amendments to standing policies. Council is invited formally to adopt those amendments.

ACTION: to resolve accordingly

14. TO CONSIDER THE REVIEW OF THE REMAINING COUNCIL POLICIES

As previously noted, the auditor has specified that the policies be fully reviewed by 31st March. The discussion meeting of 17th November leaves the following to be reviewed:

- Adult & child safeguarding (2)
- Youth service policy
- Technology & comms policies (7)
- Environmental policies (6)
- Staff policies (23)

With respect, it is not realistic to expect Full Council to review line by line and agree 39 policies between now and the end of March. I have decided to refer the safeguarding policies to our independent HR adviser to ensure they comply with current legislation. My own review of the policies in Autumn 2022 noted some typographical errors for correction but otherwise identified no major anomalies. My proposal therefore would be for Council to rely on my Autumn 2022 review and to approve the balance of the policies as they stand. That will satisfy the auditor's requirements, and if any major changes are then proposed it is suggested that this be left to the next Council at or shortly after the 2023 Annual Meeting to pursue as it sees fit.

ACTION: to resolve as appropriate

15. TO CONSIDER & RESOLVE ON THE POSITION FOLLOWING RECENT RESIGNATIONS

Normally when a casual vacancy arises following a Member's resignation, and no poll is called for, under paragraph 5(5) of *The Local Elections (Parishes & Communities)(England & Wales) Rules 2006* a Council **must** co-opt to make up numbers. However, when there is less than six months to run before an election, paragraph 5(6) replaces the word '**must**' with '**may**'. Council is therefore required to decide the point. However, my firm advice is that while it might be necessary for a small council to co-opt in that situation, to maintain a quorum, that does not apply in Forest Row, and that we should avoid the associated extra work and disruption by leaving the two vacancies unfilled until the May election.

ACTION: to resolve as appropriate

16. TO CONSIDER & RESOLVE WHETHER TO FILL NEW COMMITTEE VACANCIES

The resignation of Cllr Hopkins has left vacancies in several Committees -see attached schedule. For Council to decide whether to fill these vacancies, but it is suggested that the Personnel Committee vacancy in particular needs to be filled because of current work, and that person must be also a member of Finance & Policy.

ACTION: to resolve as appropriate

17. TO CONSIDER & RESOLVE ON A RESIDENT'S PROPOSAL

We have been approached by a resident who would like to use the Community Centre kitchen and main hall to provide a free meal for all comers from the resources of the Community Fridge, initially on a pilot basis but if successful, potentially weekly. The email is attached. I also attach a exchange of emails clarifying legal requirements. There would be no cost to the Council save the waiver of hire charges and a small amount of utility usage.

ACTION: to resolve as appropriate

18. TO CONSIDER & RESOLVE ON A MEMORIAL BENCH FOR THE LATE QUEEN

I previously circulated a flyer for a memorial bench. The design was nothing like any of our current public seating, so it was suggested that I research something more in keeping (please see the attached) Does Council wish to have such a bench and if so, where?

ACTION: to resolve as appropriate

19-20. Standard items

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
401 Finance & Administration							
4176 FI-Precept Received	416,680	415,000	(1,680)			100.4%	
4180 Misc Income	946	0	(946)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	1,103	1,450	348			76.0%	
4183 Community Warden Hire	6,056	11,000	4,944			55.1%	
4190 FI-Interest Received	1,762	55	(1,707)			3204.2%	
Finance & Administration :- Income	426,553	427,510	957			99.8%	0
4100 PENSION TOP UP	4,458	6,000	1,542		1,542	74.3%	
4101 FI-Salaries	277,842	345,000	67,158		67,158	80.5%	
4102 FI-Payroll Outsource Costs	315	420	105		105	75.0%	
4103 FI-Contrib. to Library Salary	0	3,285	3,285		3,285	0.0%	
4108 FI-Staff Training/Travel	552	3,000	2,448		2,448	18.4%	
4110 Community Warden Costs	497	500	3		3	99.4%	
4111 Forest Rate	31	25	(6)		(6)	123.9%	
4120 Postage	270	500	231		231	53.9%	
4121 Telecommunications	4,924	7,500	2,576		2,576	65.7%	
4123 Stationery	661	800	139		139	82.6%	
4124 FI-Subscriptions	4,135	6,000	1,865		1,865	68.9%	
4125 FI-Insurance	9,753	8,000	(1,753)		(1,753)	121.9%	
4126 Printer/copier	4,614	3,500	(1,114)		(1,114)	131.8%	
4133 FI-Chairman's Fund	0	680	680		680	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	274	1,000	726		726	27.4%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	947	6,000	5,053		5,053	15.8%	
4151 FI - Bank Charges	1,445	2,000	555		555	72.3%	
4156 FI-Legal & professional fees	2,220	5,000	2,780		2,780	44.4%	
4157 FI-Audit & Financial Managemen	1,519	3,500	1,981		1,981	43.4%	
4158 FI-Van Lease	223	3,000	2,777		2,777	7.4%	
4160 Office Equipment	834	300	(534)		(534)	277.9%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	665	1,000	335		335	66.5%	
4166 Wayleaves	1	25	24		24	5.4%	
4169 Community Occasion	468	500	32		32	93.5%	
7101 PR- Advertising/Publicity	33	0	(33)		(33)	0.0%	
7102 PR-Website	500	650	150		150	76.9%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	317,181	410,035	92,854	0	92,854	77.4%	0
Net Income over Expenditure	109,372	17,475	(91,897)				

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4360 Other Grants	15,096	7,000	(8,096)		(8,096)	215.7%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	<u>15,096</u>	<u>9,500</u>	<u>(5,596)</u>	<u>0</u>	<u>(5,596)</u>	<u>158.9%</u>	<u>0</u>
Net Expenditure	<u>(15,096)</u>	<u>(9,500)</u>	<u>5,596</u>				
Finance & Policy :- Income	426,553	427,510	957			99.8%	
Expenditure	332,277	419,535	87,258	0	87,258	79.2%	
Movement to/(from) Gen Reserve	<u>94,276</u>						
<u>Amenities & Services</u>							
101 Allotments							
1180 Allotment Rents	2,632	1,675	(957)			157.1%	
Allotments :- Income	<u>2,632</u>	<u>1,675</u>	<u>(957)</u>			<u>157.1%</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>2,224</u>	<u>675</u>	<u>(1,549)</u>				
102 Village Greens							
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	8,124	5,000	(3,124)		(3,124)	162.5%	
1237 Outdoor Planting	979	1,000	21		21	97.9%	
1239 VG-Utilities	29	250	221		221	11.6%	
Village Greens :- Indirect Expenditure	<u>9,132</u>	<u>6,250</u>	<u>(2,882)</u>	<u>0</u>	<u>(2,882)</u>	<u>146.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,808)</u>	<u>(5,400)</u>	<u>2,408</u>				
104 Amenities General							
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	1,560	3,100	1,540		1,540	50.3%	
Amenities General :- Indirect Expenditure	<u>4,331</u>	<u>7,600</u>	<u>3,269</u>	<u>0</u>	<u>3,269</u>	<u>57.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,031)</u>	<u>(7,600)</u>	<u>(3,569)</u>				

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Outdoor Maintenance							
1501 Outdoor Maintenance Equipment	2,411	2,500	89		89	96.4%	
Outdoor Maintenance :- Indirect Expenditure	<u>2,411</u>	<u>2,500</u>	<u>89</u>	<u>0</u>	<u>89</u>	<u>96.4%</u>	<u>0</u>
Net Expenditure	<u>(2,411)</u>	<u>(2,500)</u>	<u>(89)</u>				
203 Street Lighting							
2314 SL-Power	4,051	4,000	(51)		(51)	101.3%	
2336 Streetlights	6,238	7,500	1,262		1,262	83.2%	
Street Lighting :- Indirect Expenditure	<u>10,289</u>	<u>11,500</u>	<u>1,211</u>	<u>0</u>	<u>1,211</u>	<u>89.5%</u>	<u>0</u>
Net Expenditure	<u>(10,289)</u>	<u>(11,500)</u>	<u>(1,211)</u>				
204 Road Safety							
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>
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
601 Cemetery							
6180 BU-Burial Fees	10,428	15,000	4,572			69.5%	
Cemetery :- Income	<u>10,428</u>	<u>15,000</u>	<u>4,572</u>			<u>69.5%</u>	<u>0</u>
6123 Cemetery Admin	39	300	261		261	12.9%	
6151 BU- Cemetery Rates	1,048	700	(348)		(348)	149.7%	
Cemetery :- Indirect Expenditure	<u>1,087</u>	<u>1,000</u>	<u>(87)</u>	<u>0</u>	<u>(87)</u>	<u>108.7%</u>	<u>0</u>
Net Income over Expenditure	<u>9,341</u>	<u>14,000</u>	<u>4,659</u>				
Amenities & Services :- Income	<u>14,684</u>	<u>17,525</u>	<u>2,842</u>			<u>83.8%</u>	
Expenditure	<u>27,657</u>	<u>30,600</u>	<u>2,943</u>	<u>0</u>	<u>2,943</u>	<u>90.4%</u>	
Movement to/(from) Gen Reserve	<u>(12,974)</u>						

Property & Assets

301 Community Centre							
3180 CC-Lettings	14,467	15,000	533			96.4%	
3181 CC-Equipment Hire	366	750	384			48.8%	
3182 CC-Rents	17,626	22,000	4,374			80.1%	
3185 MISC - incl books/copying)	301	400	99			75.3%	
3187 CC Drinks Machine Income	430	500	70			86.1%	

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3189 Misc Property Refunds	370	0	(370)			0.0%	
4180 Misc Income	3,429	0	(3,429)			0.0%	
Community Centre :- Income	36,989	38,650	1,661			95.7%	0
3111 CC-Rates & Services	23,387	20,000	(3,387)		(3,387)	116.9%	
3116 CC-Upkeep/Cleaning	3,874	12,000	8,126		8,126	32.3%	
3127 CC - Drinks Machine	790	500	(290)		(290)	158.0%	
3136 CC-Enhancement	4,333	3,250	(1,083)		(1,083)	133.3%	
Community Centre :- Indirect Expenditure	32,384	35,750	3,366	0	3,366	90.6%	0
Net Income over Expenditure	4,605	2,900	(1,705)				
303 Venue on the Green							
3306 VOTG Income	2,841	4,000	1,159			71.0%	
Venue on the Green :- Income	2,841	4,000	1,159			71.0%	0
3304 Votg Non Youth Equip	224	500	277		277	44.7%	
3305 VOTG Running Costs	2,132	9,500	7,368		7,368	22.4%	
Venue on the Green :- Indirect Expenditure	2,355	10,000	7,645	0	7,645	23.6%	0
Net Income over Expenditure	486	(6,000)	(6,486)				
Property & Assets :- Income	39,830	42,650	2,820			93.4%	
Expenditure	34,740	45,750	11,010	0	11,010	75.9%	
Movement to/(from) Gen Reserve	5,091						
Localism & Community Projects							
206 Community Transport							
2678 Medical Car Scheme Income	117	300	183			39.0%	
Community Transport :- Income	117	300	183			39.0%	0
2554 Wealdlink	696	1,000	304		304	69.6%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	696	1,200	504	0	504	58.0%	0
Net Income over Expenditure	(579)	(900)	(321)				
207 Market							
3184 CC-Market Income	3,481	9,000	5,520			38.7%	
Market :- Income	3,481	9,000	5,520			38.7%	0
3151 CC-Market expenditure	2,355	1,300	(1,055)		(1,055)	181.1%	
Market :- Indirect Expenditure	2,355	1,300	(1,055)	0	(1,055)	181.1%	0
Net Income over Expenditure	1,126	7,700	6,574				

Continued over page

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
209 Localism & Community Proj Misc							
2700 Repair Cafe & Wellbeing	0	3,000	3,000		3,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
304 Cafe							
3480 Gages - Sales	15,835	20,000	4,165			79.2%	
Cafe :- Income	<u>15,835</u>	<u>20,000</u>	<u>4,165</u>			<u>79.2%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	1,819	1,000	(819)		(819)	181.9%	
3460 Gages -Purchases Food etc	10,767	12,000	1,233		1,233	89.7%	
Cafe :- Indirect Expenditure	<u>12,586</u>	<u>13,000</u>	<u>414</u>	<u>0</u>	<u>414</u>	<u>96.8%</u>	<u>0</u>
Net Income over Expenditure	<u>3,249</u>	<u>7,000</u>	<u>3,751</u>				
306 Thursday Club							
3680 TC-Subscriptions	623	400	(223)			155.7%	
Thursday Club :- Income	<u>623</u>	<u>400</u>	<u>(223)</u>			<u>155.7%</u>	<u>0</u>
3636 TC-Running Costs	632	1,000	368		368	63.2%	
Thursday Club :- Indirect Expenditure	<u>632</u>	<u>1,000</u>	<u>368</u>	<u>0</u>	<u>368</u>	<u>63.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(9)</u>	<u>(600)</u>	<u>(591)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	1,841	2,500	659			73.6%	
Youth Provision :- Income	<u>1,841</u>	<u>2,500</u>	<u>659</u>			<u>73.6%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,345	3,500	1,155		1,155	67.0%	
Youth Provision :- Indirect Expenditure	<u>2,345</u>	<u>3,500</u>	<u>1,155</u>	<u>0</u>	<u>1,155</u>	<u>67.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(504)</u>	<u>(1,000)</u>	<u>(496)</u>				
Localism & Community Projects :- Income	<u>21,896</u>	<u>32,200</u>	<u>10,304</u>			<u>68.0%</u>	
Expenditure	<u>18,614</u>	<u>23,000</u>	<u>4,386</u>	<u>0</u>	<u>4,386</u>	<u>80.9%</u>	
Movement to/(from) Gen Reserve	<u>3,282</u>						

Ear Marked Reserves

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
409 Payments from Reserves							
4976 RE CIL Income	(840)	0	840			0.0%	
Payments from Reserves :- Income	<u>(840)</u>	<u>0</u>	<u>840</u>				<u>0</u>
Net Income	<u>(840)</u>	<u>0</u>	<u>840</u>				
Ear Marked Reserves :- Income	(840)	0	840			0.0%	
Expenditure	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	<u>(840)</u>						
Grand Totals:- Income	502,122	519,885	17,763			96.6%	
Expenditure	413,288	518,885	105,597	0	105,597	79.6%	
Net Income over Expenditure	<u>88,835</u>	<u>1,000</u>	<u>(87,835)</u>				
Movement to/(from) Gen Reserve	<u>88,835</u>						

ESCC Report for Forest Row Parish Council – 10 January 2023

Happy New Year everyone.

Previous household waste recycling site: I have had complaints about the unsightly and dangerous overloading of waste in the old HWRS against the wall that neighbours the scout hut. After complaining to the Estates Team at ESCC, the owner of the site has been contacted and the level of waste has been reduced and re-distributed. There is no requirement in the sales contract to manage the waste in any particular way, but there may be health and safety requirements from the District Council that I will follow up. I also have a meeting with the ESCC officers to discuss the situation with Station Road as I have made it clear that businesses along that road should not have to contribute to the upkeep of the road as they are already paying their council taxes for the upkeep of roads in the county. The sale of the road made it clear that the buyer would be fully and solely responsible for the upkeep of the road. I will be re-affirming this and will ask ESCC if they could issue notification to all of the businesses and residents along that road.

Highways

A22 patching: As you know I have been in conversation with the ESCC Highways officers about the terrible patching job done on the A22 near Chadders last July. I have had the help of a resident who is v knowledgeable about Highways management. We will be meeting with the ESCC officers on Jan 11th at 11am outside Java and Jazz. The meeting was delayed twice since November due to covid and then the extreme cold weather and snow. I hope to give an update next week, though I have low expectations that there will be further investment due to the budget crunch this year.

Water cuts and SE Water: I have seen a hugely improved communication coming from the officers during the extreme cold weather and the aftermath. It was great to see that SE Water and ESCC were in continuous contact and coordinating over supplying water to households and repairs of leaks. Whilst this was not perfect and there were too many leaks and problems to be acceptable, the information about the situation and the delivery of water was much improved compared to the last big outage that we had.

Potholes, drainage and flooding: We have also had regular updates before and over Christmas about the huge increase in potholes on the roads. Highways have been dealing with approximately double the usual number of pothole reports and the contractor has brought in additional resources and extended hours before Christmas and continuing now. Bunny Lane has been closed just this week due to dangerous deterioration. Hindleap Lane has numerous potholes and several other reports have been passing through my inbox. Please do copy me any urgent requests.

Icy pavements: I noticed that there were terrible icy conditions on the pavements in the village over the cold spell. The Highways team no longer have the resources to clear pavements regularly. However, when there is prolonged snowfall, and the maintenance gangs aren't able to repair potholes and lay tarmac, Highways do redeploy those resources to clear snow from precincts and high street pavements in the larger towns and deploy hippo bags to the smaller towns and villages, but given the snow fell for only a short time, those resources have continued repairing potholes.

Grit bin: I assume that the parish council has a grit-bin. It would be good to know where it is and who is responsible for gritting the pavements. The County has grit bins, but the Parish Council can also buy one or an additional one (requesting from ESCC) and buy the salt/grit to go into it. The County is in the process of filling the 600 ESCC grit bins, and this should have been speeding up from the 3 January. If the bin is owned by the Parish Council, or privately owned, they can still ask ESCC to

fill the bin, but must request it soon as part of the programme. Please make sure that there is indeed a need as some bins that the Highways team were called to fill were already half or three quarters full.

In addition, we have been told that residents and businesses are permitted to clear snow from outside their own property and so we may wish to think about how we support residents to do this in the future (especially those who do not have the capacity to do this themselves). It is much easier to clear the snow when it is freshly fallen and then protect the pavement with grit, rather than try to remove solid ice later on. A store of snow shovels might be a good idea.

Highways expenditure: Because several parish councils in my division have had the impression that we are a bit neglected in the north of the county, I have been doing some investigations on Highways expenditure by division. Just before Christmas I received a full list of spend on roads (carriageway) and pavements (footway), potholes and road safety by division for the whole county. I have now done some analysis on the list and have some surprising news. The Forest Row and Groombridge division is in the top 20 for expenditure on roads, but at the bottom of the list for expenditure on footways.

Firstly it is important to note that we 5th out of 50 divisions in the length of roads that we have in the division (146.6km), whereas we are 42nd in the length of footways (mostly pavements) we have.

Type of spend or repair	Amount	Place out of 50
Spend by km of roads	£39,372.74 per km	16
Spend by km on footways	£537.49 per km	50
Number of potholes	4176 total for 6.4 years (avg 54 per month!)	5
Number of potholes per km of carriageway	28.49 per km	37
Spend on traffic and road safety	£384.63 per km £4.87 per person	8 (same as for spend per person)

The total amount for carriageway repairs in Forest Row and Groombridge division (FR&G) is £5.77m, of which 57% was spent on resurfacing and 24% of patching. The high amount spent on road repairs could reflect poor road surfaces generally or more extreme weather or wear and tear in this area. Certainly, an increase in traffic will mean more wear and tear. The amount spent on footways is the lowest in the county, which explains why they are in such a terrible state. While the number of potholes repaired is high, it is on the low side when measured by km (FR&G is number 37 out of 50). I would be happy to share more information from this analysis if you have further questions.

Planning and road safety: There are several current contentious planning applications which residents have contacted me about. One of the main issues is vehicle access, road safety and the potential increase in traffic for each of these sites. I continue to communicate with the relevant team at ESCC and with the District Councillors and residents. My personal view is that developers should be thinking more about supporting car sharing, electric bike and trikes and enabling road safety and reduction in speed limits around any developments. This should also be supported by County by dramatically improving bus services in the rural and remote areas. I would be interested to know your views and discuss this further as needed. While the developments are in Hartfield and Withyham wards, two of them are in Forest Row village and all of them would increase the traffic using Forest Row and Hartfield Road eventually, which is a road where residents already suffer from excessive speeds and thoughtless driving.

Social care: While one of our campaigners was delivering leaflets, they came across a resident who had no heating or hot water and money to pay for food, and also had other needs for social care. I was able to report this to the head of social care and support was provided. Our campaigner also provided her own food delivery and the resident was put in touch with a foodbank. If you have any concerns about adults or children who are suffering in this way, or who need any support from County, including issues around child safety, please do contact me and I can make sure the appropriate teams are mobilised. I am sure the Parish Council would also be keen to make sure the Community Fridge in Forest Row and other village resources are made available.

AMENITIES & SERVICES REPORT TO FULL COUNCIL

TUESDAY 17TH JANUARY 2023

Amenities & Services Committee's finances are in a fairly healthy position with income at 79.5% of budget and expenditure at 86.4% as at 13th December 2022. There has been a notable rise in streetlight repairs. This cost code will be transferring to Property & Assets Committee in the new financial year. The cemetery income has reduced from last year.

The 2023/24 budget was approved in the sum of £17,745, an increase of 16.3% over 2022/23 if my maths is correct.

I presented the Best Business Outdoor Space award to Ian Green, Chairman of Forest Row Village Club. This was in recognition of the hard work some of their members have put in to transform the Club's outdoor space. They were thrilled to receive it.

The insurance company have finally settled the claim for the stolen trailer, with compensation of £300 as it took so long to settle. Thanks to the Clerk for pursuing this. A new trailer is on order but unfortunately will not be delivered until February.

The purchase of the cemetery land is still ongoing, although a reply has been received from the party in the USA which stated they were thinking about it. The Clerk is pursuing this correspondence. Quotes were sought for the replacement of the spoil heap with like for like but after speaking to the Outdoor Maintenance Team, it is a job they can handle easily and cheaper. Thanks for them for this suggestion.

Cllr J Wogan
Chairman
10th January 2023

FOREST ROW PARISH COUNCIL

COMMITTEE MEMBERSHIP

NAME	FINANCE & POLICY	PERSONNEL	AMENITY & SERVICES	PROPERTY & ASSETS	PLANNING	COMMUNITY SERVICES
Davies	X				X CH	X
██████████	█	█	█		█	█
Josephson Chairman	X		X	X	X	X
Lewin R	X VC	X		X	X VC	X
Lewin T	X				X	X CH
Moore						X
Pritchitt						X
Spackman	X CH		X VC	X	X	
Summers			X	X	X	
Tyler	X			X VC		
Waters Vice Chairman	X	X	X	X	X	X VC
Williams	X		X	X CH		
Withers						
Wogan	X	X	X CH	X		
Eichner						X
Co-opted			Allot Reps (1)			
TOTALS	10	4	8	8	8	8
Quorum	4		3	3	3	3

David O'Driscoll

From:
Sent: 29 December 2022 07:52
To: David O'Driscoll
Cc: FRPC Reception
Subject: Free Meal for the Community

Dear Parish Clerk,

Please may we use the facilities at the community centre to make a Meal for people. We are thinking to do a one off event using the food from the community fridge and other food waste donated... Then see if this is something people would like regularly. With the cost of living crises and the uncertain times we are living in Community is what will support us through. It was suggest Tuesday's would be a day that would work.

Kindest Regards

David O'Driscoll

From: David O'Driscoll
Sent: 04 January 2023 11:00
To:
Subject: RE: Free Meal for the Community

Dear

A Happy New Year to you, and many thanks for your email! Your proposal is very interesting, and I will put it to the next available Council meeting for the Members to consider (that is likely to be 17th January as the agenda for 10th January is now full).

A couple of points of clarification please. You say 'we': who would the organisers be, please? Who would actually prepare the meal(s) from the raw ingredients? And who would carry the inevitable public liability insurance? Please note these are not intended as objections to your proposal, only clarifications which various official regulations require.

I look forward to hearing from you

Best wishes

David

CLERK, FOREST ROW PARISH COUNCIL
01342 822661



The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

David O'Driscoll

From:
Sent: 05 January 2023 08:04
To: David O'Driscoll
Subject: Re: Free Meal for the Community

Follow Up Flag: Follow up
Flag Status: Flagged

Dear David,

A very happy New year to You too.

The organisers will be myself a lady from the community fridge called _____ and her friend
I know there will be other people who will want to help & I can connect with them when we have more of a plan.
I am actually in the process of getting a liability licence for something else at the moment so I will find out if it will cover this too.

Would it be possible to attend the council meeting where the members will be deciding?

Kindest

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