

**(THESE MINUTES REQUIRE PC APPROVAL AND ARE THEREFORE  
SUBJECT TO AMMENDMENT AT THE NEXT PC MEETING)**

**MAYFIELD AND FIVE ASHES PARISH COUNCIL**

**8F03  
FINAL**

**MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE,  
HELD AT LONDON HOUSE, MAYFIELD  
ON MONDAY 23 JUNE 2008 AT 1930 HOURS.**

**Committee Chairman Councillor Chris Lilly**

**SUMMARY**

- May 2008 Financial Results approved (8F3/4.1)
- Youth Grant Application not forthcoming (8F3/4.3)
- Annual Accounts for 2008/9 approved (8F3/5.1)
- Annual Return approved (8F3/5.3)
- Internal Audit Report approved (8F3/5.6)
- Lighting Report for May 2008 noted (8F3/6.1)
- Wadhurst – Mayfield – Crowborough Bus Service continuation in 2008/9 approved (8F3/7.2)
- Mayfield Village Centre Topographical Survey and building boundaries discussed (8F3/8.1 – 8.7)
- Court Meadow Band Hut discussed (8F3/10.1-10.4)
- Court Meadow Band Licence for use of land agreed (8F3/11.2)
- Draft Financial Process document circulated (8F3/15.1)
- Office rent agreed (8F3/16.1 – 16.2)
- Five Ashes Play Area discussed (8F3/17.3)

**ATTENDANCE**

Chris Lilly	(CL)	Present and Voting
Martin Pitcher	(MP)	Present and Voting
Paul Amans	(PA)	Present and Voting
Elaine Wheeler	(EW)	Present and Voting
Hubert Hills	(HH)	Present and Voting
Deveda Redman	(DR)	Present and Voting
Robert Fitzsimmons	(RF)	Present and Voting
Present and Voting	7	Present and Not Voting
Apologies for Absence	0	Not Present
Other Council Business	-	

**Also Present**

David Thompson (Parish Clerk) (DT)

NB Councillor J Bramwell was not able to attend as a visitor.

## MINUTES

### 1. DECLARATIONS OF INTEREST ON AGENDA ITEMS

- 1.1. There were no declarations of interest.

### 2. CHAIRMAN'S ANNOUNCEMENTS

- 2.1. The Chairman announced two extra agenda items: 15A Office Rent and 15B Five Ashes Play Area.
- 2.2. There were no other Chairman's announcements.

### 3. ACTIONS PROGRESS

- 3.1 Actions progress as follows:

• 6F1/11.3	Fletching Street – seat – in hand. Further site options to be considered.	<b>OPEN</b>
• 6F2/11.3	The Green Fletching Street curb repairs – ESCC report awaited.	<b>OPEN</b>
• 6F2/11.8	Mayfield Band Lease to be progressed. Done.	<b>CLOSED</b>
• 6F3/5.3	Village sign painting – Clerk to investigate problems in achievement. Arrangements in hand for work to be carried out.	<b>OPEN</b>
• 6F7/14.2	Court Meadow valuation – new valuation to be progressed.	<b>OPEN</b>
• 6F7/16.2	Five Ashes Nature Garden Site to be found - RF to locate.	<b>HELD</b>
• 6F7/16.3 • 6F11/11.1	Waste Management - Mayfield School to take project forwards. .	<b>OPEN</b>
• 6F9/7.2	Clerk to contact dentist re flower tubs. Arrange with DK for tubs to be re-sited. Write to affected resident. Review the revised flower tubs after six months. It was agreed to place reflective strips on the tubs.	<b>OPEN</b>
• 6F10/15.7	Drains blocked Five Ashes and Fletching Street. WDC to be informed. Including kerb damage. Partly carried out.	<b>OPEN</b>
• 7F3/6.2	Programme of lighting work to be carried out. Foliage on No 56 to be cut back by Parish Council.	<b>OPEN</b>

• 7F4/6.1	ROW Noticeboard at Five Ashes Village Hall steps and path were reported to be dangerous. Clerk to investigate and remove. Orders issued.	<b>OPEN</b>
• 7F4/7.7	Dangerous lamp standard situated just inside the convent grounds on the junction of Fletching Street and the Tunbridge Wells Road needs to be removed. Approved by F&GP. Order placed.	<b>OPEN</b>
• 7F8/7.2	Car park notice – wording agreed. Clerk to progress.	<b>OPEN</b>
• 7F9/3.5	Location of Parish Council Notice Board at Five Ashes. RF reported the advice he had received so far favoured the Village Hall site. He had not heard from the other two Five Ashes Councillors. DT to follow up.	<b>OPEN</b>
• 7F10/11.2	HH request that curb stones at St Dunstons Church be inspected – in hand.	<b>OPEN</b>
• 7F10/11.11	HH to catalogue trees on Glade – Court Meadow. In hand.	<b>OPEN</b>
• 7F11/6.3	Light No 2 Rotherfield Lane. In programme and in hand.	<b>OPEN</b>
• 7F11/6.4	Light 84 to be straightened. In programme.	<b>OPEN</b>
• 7F11/6.5	Light No 42 – shining or full time basis. Clerk to follow up with EDF. Complaint made. Done.	<b>CLOSED</b>
• 7F11/17.2	War memorial safety rail to be painted. Done.	<b>CLOSED</b>
• 8F1/4.5	Clerk to sketch out land foot print for MVC – In hand.	<b>OPEN</b>
• 8F1/4.6	Clerk to organise website link for Village Hall. In hand.	<b>OPEN</b>
• 8F1/4.7	Clerk to write to MVC re Police Station in Village Hall – In hand.	<b>OPEN</b>
• 8F1/13.1	Error in Quality Council Certificate – Clerk notified SALC new certificate needed.	<b>OPEN</b>
• 8F1/17.3	Five Ashes 40 mph sign and Spring Lane sign needs cleaning. To be arranged.	<b>OPEN</b>

#### **4. FINANCIAL RESULTS**

- 4.1. The Clerk circulated the results for May 2008, one minor amendment was accepted.
- 4.2. The Committee reviewed the results and approved them by UNANIMOUS vote.
- 4.3. With regards to the Youth programme the Clerk reported that the Youth application for grant had failed on three counts. It was agreed that the next application would be managed through the office. A report for the next Youth Committee was being prepared.
- 4.4. The Clerk noted that the grant application had not been included in the budget.

#### **5. ANNUAL RETURN**

- 5.1. The Clerk circulated a copy of the Year End accounts 2007/8, which had been audited. The Accounts were accepted by UNANIMOUS vote.
- 5.2. The Clerk presented the Annual Return, which was accepted by UNANIMOUS vote, Proposed by MP and Seconded by CL. The Annual Report was duly signed by the Chairman of the F&GP Committee and the Parish Council Chairman.
- 5.3. The Clerk reported that he would circulate copies of the return after preparation for submission to MAZARS LLP.
- 5.4. The Clerk reported that the statutory notice display arrangements were:  
Announcement 7 July 2008  
Inspection period 21 July 2008 – 15 August 2008  
Auditor Contact 18 August 2008  
These were as required by the regulations.
- 5.5. The Clerk circulated copies of the Internal Audit report. Attention was drawn to the following issues:
  - Para 5.3 Internal Financial Controls not fully documented. The Clerk noted that all Internal Financial Controls had been implemented, and agreed to prepare a document for review at meeting 8U02 on 7 July 2008.
  - Para 5.8 Monthly bank reconciliations were not carried out, because the accounts had not been signed off until January. Monthly reconciliations would be carried out in 2008/9.
  - Para 5.8 There were still some unexplained entries on the reconciliation over VAT arising from past transactions. It was agreed that the Clerk would follow this issue up with the Internal Auditor.

- Para 6.2 Reserves – It was agreed that the Internal Auditor’s recommendations on Reserves would be taken into account as part of the next budget process.

**ACTION DT**

- 5.6. The Internal Audit Report was accepted by UNANIMOUS Vote. Proposed by CL and Seconded by MP.
- 5.7. The Clerk reported that he had adjusted the monthly finance report to take account of VAT differences with an analysis of reasons for change.

## **6. LIGHTING REPORT**

- 6.1 The Clerk reported the lighting position for May 2008.

Work Ordered and Awaiting Completion

- No 84 - Post to be straightened.
- No 2 - Replacement light to be installed.
- No 51 - Switch Gear to be updated.
- St Leonard’s old post to be removed.
- East Street Sub-Station to be updated, lights permanently on.
- Corner South Street/Shirley Road – New Conservation area light.

New Projects

- Light opposite 5 Richmead Gardens to be shielded from house.
- Light opposite Shirley Road/South Street to be shielded from ‘The Hollies’.
- No 39 - to be converted to conservation area standards.
- Light No 8 not working.

Completed and Paid

- 18 Coggins Mill Lane.

- 6.2 It was agreed that the Clerk would discuss with the Headmaster of Five Ashes Primary School the location of the proposed light for Five Ashes.

**ACTION DT**

## **7. WADHURST – MAYFIELD – CROWBOROUGH BUS SERVICE**

- 7.1. The Clerk circulated a decision paper regarding the continuation of the Wadhurst – Mayfield – Crowborough Bus Service, which included user statistics, a one day detailed service review, and comments received from members of the public in Mayfield.
- 7.2. After due consideration the Committee approved the continuation of the bus service for the rest of the fiscal year 2008/9. The vote was UNANIMOUS.

## **8 MAYFIELD VILLAGE CENTRE**

- 8.1 The Clerk circulated an email and quotation for a Topographical Survey of the proposed Mayfield Village Centre site. The quotation was provided by Bob Godfrey of ACAD Mapping Ltd for the sum of £950 net of VAT.
- 8.2 The F&GP Committee expressed their appreciation for the recent developments taking place which meant that a more positive consideration could be given to the proposals. They agreed that the Topographical Survey was an essential starting point and noted that much more robust financial data was expected any day, and that the request for funding was not unreasonable.
- 8.3 The Clerk was asked to obtain an original copy of the quotation, and to formally place the funding request on the Agenda for 8F04 in July.
- 8.4 The Clerk reported that minutes of meetings were now being exchanged between the two parties.
- 8.5 A definition of the area of land to be considered for possible release to MVC for the new hall was placed before the Committee. After some amendments the definition was approved for circulation.
- 8.6 The Clerk was instructed to write to Mr Bruce and inform him of these developments.
- 8.7 HH reported on the recent meeting of the Hall Committee, and CL informed the Committee of the contents of notes drawn up by JB on the event.

## **9 PARISH PLAN AND ANNUAL REPORT DISTRIBUTION**

- 9.1 The Clerk circulated a RECOMMENDATION paper from the Development Committee regarding the distribution of the Parish Plan and Annual Report to Mayfield and Five Ashes residents.
- 9.2 The Committee were asked to approve Option C of the paper:  
“The Clerk to advertise as much as possible, using a number of methods including ‘Peacock’ posters. To prepare about 200 copies in reformatted A4 format, which could be prepared by an office printing firm. Place copies in the Welcome Pack, the Library and make available from the office either hard copy or electronic format as required. Place on website.”
- 9.3 After discussion the Committee approved by UNANIMOUS Vote option ‘C’ and instructed the Clerk to action the policy. Proposed by DR, Seconded MP.

## **10 COURT MEADOW BAND HUT ROOF**

- 10.1 Simon Rudge addressed the Committee referring to the history and current position with regard to the performance of the Mayfield Band. He also acquainted the Committee with regard to the current state of the band's finances, which showed for 2007 that expenditure was about 75% of income, and thus the band had a small reserve.
- 10.2 It was noted that there was a growing youth membership of the band and that all of the youth members were Mayfield and Five Ashes residents.
- 10.3 They had two quotes for the restoration of the band hut roof:
  - Muggeridge February 2007 steel roof £2370 net of VAT
  - MBS December 2006 felt roof £3650 - £4150 net of VAT
- 10.4 After due consideration the Committee agreed that they were favourably disposed to making a grant towards this project and that provision had been made in Budget 2008/9. Consequently it was decided to ask the band to provide revised estimates and after receipt a decision would be taken at the next F & GP meeting.

**ACTION DT**

## **11 COURT MEADOW BAND HUT LICENCE**

- 11.1 The Committee considered a draft of the proposed licence for the use of the land on which the band hut is situated, this was agreed with Mr Rudge.
- 11.2 The Committee UNANIMOUSLY agreed that the letter be sent formally to Mr Rudge subject to amendment to include a time period of five years and a clause allowing for change.
- 11.3 It was noted that the Parish Council had powers to terminate under five conditions one of which was the need to develop the land.

## **12 COURT MEADOW – BAND HUT PATH**

- 12.1 It was noted that since the car park had been marked into bays, that the path commenced from the middle of a car parking bay with potential safety risks.
- 12.2 It was agreed to divert the path to a safer location.

**ACTION DT**

## **13 PUBLIC TELEPHONE PROVISION**

- 13.1 The Clerk drew attention to a letter received from WDC regarding the BT policy to remove certain payphone boxes from the Wealden area. Mayfield and Five Ashes were affected by the proposal to remove the payphone box situated at Mayfield Close TN20 6EL.
- 13.2 After consideration the Committee UNANIMOUSLY concluded that it did not object to these proposals.

**ACTION DT**

#### **14. SOUTH STREET ALLOTMENT**

- 14.1 It was reported that there was growing pressure from Transition Mayfield, members of the public and others for the provision of allotment space.
- 14.2 The position with regard to the South Street Site being in the WDC Plan for affordable housing was noted, but in view of the length of time and difficulties regarding this site it was agreed that the Clerk would discuss the issue with WDC.

**ACTION DT**

#### **15 FINANCIAL PROCESS**

- 15.1 The Clerk circulated copies of the Financial Process document to the Committee for consideration, members were asked to review and let the Clerk have their comments. The document supplements Financial Regulations.

**ACTION COMMITTEE**

#### **16 OFFICE RENT**

- 16.1 An email and draft letter of acceptance for the extension of the Parish Office tenure and rent revision was circulated. It was noted that CL, MP and DT were in agreement with the proposals.
- 16.2 The Committee agreed to accept the proposals by UNANIMOUS VOTE.

**ACTION DT**

#### **17 FIVE ASHES PLAY AREA**

- 17.1 A complaint had been received from a member of the public with regard to the condition of the Five Ashes Play Area and the period of time required to arrive at a solution. Twenty signatures demanding safety action was attached.
- 17.2 The Clerk noted that he was trying to get the climbing frame replaced on a like for like basis and arrange for annual inspections to be instituted. At the present time there was uncertainty over who actually owned the play area, whilst the Parish Council accepted responsibility for maintenance.
- 17.3 After debate it was agreed to:
  - Close the play area.
  - Await inspection report.
  - Await quotes for climbing frame replacement.
  - Draft reply to letter.
  - Take the necessary action.

**ACTION DT**



## **18 ITEMS OF INFORMATION AND NEXT AGENDA ITEMS**

- 18.1 It was noted that the Mayfield roundabout had been cut and sponsorship labels placed. The Committee considered that the whole site was detrimental to Mayfield. Clerk to follow up.

**ACTION DT**

- 18.2 RF reported on two enforcement developments which had been taken up:

- A267 Scocus Farm – work to stop.
- Meres Lane – Murg Wood – Gypsy and Travellers problems.

- 18.3 RF reported that the Acer in the Glade, Court Meadow, needed cutting back because it was starting to bolt and revert to green.

**ACTION DT**

- 18.4 PA reported the safety rail on Mayfield High Street needed repair or replacement. The Clerk reported that action had been taken the previous Wednesday and work would be carried out imminently. Costs had been agreed.

**ACTION DT**

- 18.5 EW reported that speed signs at Criers Lane/Queensmount were showing conflicting instructions. ESCC to be informed.

**ACTION DT**

**THE MEETING CLOSED AT 22.15 HOURS.**

**THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE ON:**

**DATE: 28 JULY 2008**

**VENUE: LONDON HOUSE, HIGH STREET, MAYFIELD**

**TIME: 1930 HOURS**

## **ANNEX 1**

### **RECOMMENDATION PAPER DISTRIBUTION OF PLAN AND ANNUAL REPORT**

#### **INTRODUCTION**

A member of the Parish Council has recently questioned the wisdom of sending the Plan and Annual Report to all households in the Parish on the grounds of cost. Instead it is suggested that copies should be distributed on demand and placed on the Website. Our normal communication process.

#### **Note**

We are not obliged to distribute the plan and Annual Report to all residents but it is considered good practice on the grounds that the Parish Council is seen in communicating with its residents. We are however obliged to communicate a precis of the Annual Report in (in our case Yellow Pages) local Newsletters.

#### **RECOMMENDATION REQUIRED**

- Circulate to all households as per the agreed provision.
- Make copies available on demand – no extra cost, and could also be included in the Village Welcome Pack.
- Limited Quality Print to be made available on demand, but not placed in Welcome Pack – printing cost only say £200 - £300 say 100 copies of each.
- Larger quality print to be made available on demand, and also placed in Welcome Pack – printing cost only say £600 - £1000 say 300 copies.

#### **BACKGROUND**

An online poll in 2004 showed that on average only 27% (small Parishes) and 49% large Parishes and Market towns did not know how to contact their Parish council

In the Quality Council accreditation, Mayfield and Five Ashes existing and developed communication systems were considered good.

#### **DATA**

POPULATION 3651                  ELECTORS 2896          HOUSEHOLDS 1471

YELLOW PAGES CIRCULATION said to be c600

WEBSITE - MAY 427 unique hits

#### **COMMUNICATION PENETRATION**

YELLOW PAGES    40.78%

WEBSITE 29.02%

**RECOMMENDATION MADE TO COMMITTEE 'F'**

**OPTION C**

The Clerk to advertise as much as possible, using 'Peacock' posters. To prepare about 200 copies in reformatted A4 format, which could be prepared by an office printing firm.

Place copies in the Welcome Pack, the Library and make available from the office either hard copy or electronic format as required. Place on website.