

The meeting of the
Mayfield and Five Ashes Parish Council
**Finance & General Purposes
Executive Committee**



Venue Old Manor House
Date Monday 24 February 2014
Time 19:30

Adopted

Minutes

Chairman: Councillor Chris Lilly

Councillors in Attendance:

Chris Lilly	Present and Voting
Elaine Wheeler	Present and Voting
Jane Driscoll	Present and Voting
Rosemary Neal	Present and Voting
Deveda Redman	Present and Voting

Also present: Roger Williams, (ESCC Highways) and Janna Todd, Parish Clerk

1. Apologies

Cllrs Jerry Watkiss and Robert Fitzsimmons.

2. Declarations of interests by members on agenda items

2.1. There were no declarations of interests.

3. Minutes of the meeting 25 November 2013 (previously adopted)

3.1. The minutes were adopted at the Full Parish Council meeting on 09 December 2013.

3.2. The actions were reviewed and the Actions in Progress list updated.

Matters arising from the minutes

3.3. A second more competitive quote to remove the sycamore saplings from the perimeter of Court Meadow play area will be sourced. **Action JT**

3.4. There are several fallen trees in Court Meadow. Residents with adequate chainsaw training and competency will be invited to take away the wood for personal use. **Action JT**

3.5. Details of low energy/ solar lighting that the Five Ashes Village Hall Committee wish to install at their car park entrance will be requested before a decision can be made on whether the Parish Council will contribute towards the cost. **Action JT**

4. Community Self-Serve

4.1. Roger Williams summarised ESCC's 'Community Self-Serve' scheme which replaces the Village Gangs that used to provide additional community services.

4.2. It was confirmed that the basic level of service provided by ESCC will remain unchanged. The scheme has been introduced as a spend-saving initiative and is divided into four categories:

- **Community Essentials:** Support for communities to organise and carry out basic functions for example developing a snow plan.
- **Community Fund Match:** Communities can apply for 50% fund matching towards a local highways related project. For example - road safety improvements.
- **Pay-As-You-Go Extras:** The ability to purchase additional products or services from ESCC. For example - hiring a general maintenance team for a day.
- **Local Delivery Company:** For communities to set up their own delivery company to carry out routine maintenance work and receive the relevant allocated funding from ESCC. This is currently an idea ESCC would like to develop.

4.3. There is a launch event scheduled for April 2014 at Uckfield where more information on the scheme will be available.

5. Finance Report for 1 – 31 January 2014 (previously circulated)

5.1. The Finance Report was reviewed.

5.2. The Committee agreed the expenditure on the finance report for January 2014.

5.3. The bank reconciliation for January 2014 was signed by the chairman.

5.4. An additional entry will be included in future finance reports for accrued interest in the Barclays Reserve Account.

Action JT

6. Review of end of year financial position

6.1. There will be some legal fees payable to finalise the purchase of land at Love Lane and Jubilee Wood. It is hoped they will not exceed budget in the year.

6.2. Taking in to consideration all expected outstanding payments anticipated for the remaining two months of the financial year, the end of year balance appears to be healthy.

7. Street lights upgrade and repairs

7.1. The repairs to streetlights as agreed in the November 2013 Finance and General Purposes meeting have been authorised and have included all necessary pruning work.

7.2. A further payment of £170 net is payable to Streetlights for the repair of the light in Star Lane.

8. Court Meadow play area safety improvements

8.1. RSS and Agrifactors have been requested to carry out the safety repairs to play equipment in Court Meadow as agreed in the November 2013 Finance and General Purposes meeting.

8.2. If the invoices are not received before the end of the current financial year the allocated funding will be treated as accruals.

8.3. The possibility of deferring the 2014/15 RoSPA report for a short period, should the repairs be further delayed, will be investigated.

Action JT

9. Southmead Close dog bin

9.1. Regrettably it was not possible to obtain permission to erect a dog bin in Southmead Close at the end of footpath 51a, agreed by the Committee in September 2013.

9.2. It was agreed to install the dog bin on the grass verge opposite the bus stop at the entrance to Southmead Close.

Action JT

9.3. Wealden District Council has ordered dog fouling penalty signs further to the introduction of the Dog Control Order. WDC will be requested to erect signs in Southmead Close, a known problem area.

Action JT

9.4. Any future dog bins should be installed on public footpaths as previously agreed by this committee.

10. Volunteer Maintenance Team

10.1. It was decided to investigate public interest in becoming a member of a volunteer maintenance team for small routine jobs around the Parish. This will be included in the next Mayfield and Five Ashes Newsletter article. **Action JT**

11. Items from the clerk

11.1. The four fingerpost refurbishments by the Rausing Estate have been instigated and the received funding will be banked and paid from the Natwest current account.

12. Items of Information and Next Agenda Items

12.1. Cllr Brian Redman will be contacted to acquire information on the procedure for attaining grants from the funding from Kier. Councillors will then be requested to make suggestions on what the available funding could provide for the community. **Action JT**

12.2. Cllr Wheeler advised that dog fouling penalty signs will also be required at the junction of Queensmount and Mount Reed. **Action JT**

12.3. There is a faulty streetlamp to the south of Five Ashes on the right after leaving the village. **Action JT**

The meeting closed at 21:30

The next meeting of the Finance & General Purposes Committee will be:

Venue: The Old Manor House

Date: 28 April 2014

Time: 19:30 Hours

.....*Chairman's Signature*

.....*Date*

Annex 1 - Actions progress:

Actions From meeting 29 October 2012 (12F06)

11.1	Draw up an annual calendar of work (JT)	JT	Closed
Actions from meeting 25 March 2013			
7.2	Request volunteers via pre-school to grit FP55	JT	On hold
8.2	Forward completed inventory to UK Power Networks	JT	In hand
9.3	Trees beside playground to be removed after leaf fall- new quote	JT	Open
Actions from meeting 22 April 2013			
10.2	Lawful Dev Certificate for Memorial car park – Full Planning needed	JT	In hand
Actions from meeting 24 June 2013			
5.1.1	Produce Risk Assessment	JT	In hand
5.1.2	Add Bank Reconciliation to Financial Policies & Procedures	JT	Closed
5.1.3	Add insurance cover values to Asset Register	JT	In hand
5.1.4	Add location of deeds to Asset Register	JT	In hand
5.1.5	Insurance Cover for War Memorials	JT	In hand
15.1	Repair of roundabout – work requested	JT	In hand
Actions from meeting 22 July 2013			
3.3	Request Five Ashes Village Hall to install light at car park entrance	JT	Closed

Actions from meeting 23 September 2013			
6.5	Investigate reliable handyman	JT	In hand
8.2	Update fingerpost photo-log & inform ESCC of priority repairs	JT	Closed
8.3	Enquire of village gang work on fingerposts	JT	Closed
9.1.1	Request fire inspection from ESFRS	JT	Open
9.3.1	Order Fletching Street grit bin & chase reimbursement	JT	Closed
9.4.2	Order dog bin for fp 51a in April 2014- new location required	JT	In hand
Actions from meeting 28 October 2013			
3.4	Produce Freedom of Information procedure	JT	In hand
5.2	Write to successful grant applicants	JT	Closed
8.2	Quotations/grants for Mayfield sign refurbishment	JT	Open
Actions from meeting 25 November 2013			
4.4	Spray weeds in both village play areas (Spring 2014)	JT	On hold
5.4	Organise repairs of Court meadow play areas	JT	Done
6.3	Organise prioritised repairs to street lights	JT	Closed
6.4	Transfer £1,600 to current account when invoiced for light repairs	JT	In hand
8.1	Inform driver that Heathfield bus service will cease after Christmas	JT	Closed
Actions from meeting 24 February 2014			
3.4	Invite public to remove wood from fallen trees in Court Meadow	JT	Open
3.5	Request estimate of low energy lights at Five Ashes	JT	Open
5.4	Amend finance report to show Barclay's accrued interest	JT	Open
8.3	Investigate RoSpa inspection dates	JT	Open
9.3 / 12.2	Inform WDC of problem areas to install Dog Penalty signs.	JT	Open
10.1	Advertise volunteer maintenance team in Newsletter	JT	Open
12.1	Discuss community award procedure with Cllr B Redman	JT	Done
12.3	Report faulty streetlight at Five Ashes	JT	Done