

# MOUNTFIELD PARISH COUNCIL

Minutes of the Annual Mountfield Parish Council Meeting held on 9th May 2017

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Present

Councillors P. Miles (Chairman), J. Ray (Vice-Chairman),  
M. Hardy, C. Hollamby, S. O'Sullivan, S. Rickman-Smith, J. Snuggs  
Mrs. I. Marchant (Parish Clerk/RFO)  
County Councillor K. Field  
District Councillor E. Kirby-Green  
Members of the public

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1. ELECTION OF CHAIRMAN FOR 2017-18  
**RESOLVED** - that Councillor Miles be elected Chairman of Mountfield Parish Council for 2017-18. Councillor Snuggs proposed and Councillor Hollamby seconded, the voting was unanimous. The Chairman signed the Declaration of Office and this was countersigned by the Clerk as Proper Officer.
  2. ELECTION OF VICE-CHAIRMAN FOR 2017-18  
**RESOLVED** - that Councillor Ray be elected Vice-Chairman of Mountfield Parish Council for 2017-18. The Chairman proposed and Councillor O'Sullivan seconded, the voting was unanimous.
  3. DISPENSATIONS  
None requested.
  4. DISCLOSURES OF INTERESTS  
Councillor Snuggs declared a personal interest in item 14 on the agenda, as he is the Treasurer of Mountfield PCC. He will not take part in the voting.
  5. APOLOGIES FOR ABSENCE  
None.
  6. ACCURACY OF THE MINUTES OF THE PREVIOUS MEETING  
**RESOLVED** - that the draft minutes of the MPC meeting held on 14.03.17 be confirmed as being an accurate record of the meeting. Councillor Snuggs proposed and Councillor Ray seconded, the voting was unanimous.
  7. **ADJOURNMENT**
    - 7.1 *County Council report (ESCC) - Councillor K. Field*
      - *Very quiet at the moment, nothing to report.*
      - *The Chairman said that footpaths were being cleared with weedkiller. Councillor Field is to investigate.*
    - 7.2 *District Council report (RDC) - Councillor E. Kirby-Green*
      - *Very quiet at the moment, nothing to report.*
      - *Councillor Rickman-Smith said that four males were "resident" in Mountfield and Whatlington School at the moment, Councillor Kirby-Green is to report this to the Police; **Please note - this matter subsequently resolved.***
    - 7.3 *Public Question Time - no questions from the public.*
- THE MEETING RECONVENED
8. LEGAL COUNCIL PROCEDURES/DOCUMENTS  
**RESOLVED** - to re-adopt MPC's current Code of Conduct, Standing Orders and Financial Regulations. Councillor Ray proposed and Councillor Snuggs seconded, the voting was unanimous.
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9. MOUNTFIELD PARISH COUNCIL RISK ASSESSMENT  
**RESOLVED** - to adopt the Mountfield Parish Council risk assessment, dated 22.04.17, as presented by the Clerk. Councillor Rickman-Smith proposed and Councillor Hollamby seconded, the voting was unanimous.
10. RESOLUTION/APPROVAL OF THE ANNUAL RETURN 2016-17
- 10.1 **RESOLVED** - to approve the Annual Governance Statement 2016-17 (section 1) and confirm that the Council can answer Yes to statements 1-9. The Chairman and the Clerk signed the required section. The Chairman proposed and Councillor Hardy seconded, the voting was unanimous.
- 10.2 **RESOLVED** - to approve the Accounting Statements 2016-17 (section 2). The Chairman signed the required section (the Clerk had previously signed as required). Councillor Ray proposed and Councillor Snuggs seconded, the voting was unanimous.
- 10.3 **RESOLVED** - to approve the Explanation of Variances and Bank Reconciliation 2016-17. Councillor Ray proposed and Councillor O'Sullivan seconded, the voting was unanimous.
- 10.4 **RESOLVED** - to approve the Internal Audit Report 2016-17 and to appoint Mrs. L. Mantica as MPC's internal auditor for 2017-18. Councillor Hollamby proposed and Councillor Hardy seconded, the voting was unanimous. MPC and the Clerk would like to thank Mrs. Mantica for the professional and constructive manner in which she conducted the audit.  
**(ACTIONS - CLERK)**
11. APPOINTMENTS TO OUTSIDE BODIES  
MPC declined to appoint a Member to East Sussex ALC, a letter will be sent explaining why.  
**(ACTION - CLERK)**  
The Chairman was appointed as MPC's representative to RALC.
12. MPC INSURANCE 2017-18  
**RESOLVED** - to accept a 3-year agreement with AON Insurance (to start 01.06.17) for the sum of £386.02 annually. Councillor Hardy proposed and Councillor O'Sullivan seconded, the voting was unanimous. **(ACTION - CLERK)**
13. SOUTHERN WATER NEW SEWERAGE SCHEME (standing item)  
Eatenden Lane issue, SW are waiting for new design work and legal issues to be resolved.
14. GRANTS AND DONATIONS  
**RESOLVED** - to grant the sum of £500.00 to Mountfield PCC for churchyard maintenance. Councillor Ray proposed and Councillor O'Sullivan seconded, the voting was unanimous.
15. PLAYGROUND SAFETY SURFACING
- Councillor Rickman-Smith is to ask a contractor that he knows to "have a look."  
**(ACTION - COUNCILLOR RICKMAN-SMITH)**
  - Councillor Ray said that we need something that lasts.
  - A decision will be made at the MPC July meeting.
16. PLANNING (standing item)
- 16.1 RR2017/926/P 13 Hoath Hill, single storey rear extension.  
**AGREED** - to support.
- 16.2 No other planning matters to discuss.
17. ENFORCEMENT (standing item)
- 17.1 The Mountfield item on RDC's enforcement list was considered to be spurious. RDC will take no action.
- 17.2 Coussens - reported as still working at 7pm at weekends, light and noise reported at weekends. The Clerk is to report to RDC via their enforcement form. **(ACTION - CLERK)**  
Edlins - RDC are to investigate the complaints.

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18. ROADS, PATHS, VERGES (standing item)  
Riverhall Crossing lighting issue - Councillor Hollamby is to let the Clerk know the particular problems suffered by the residents.  
**(ACTION - COUNCILLOR HOLLAMBY/CLERK)**
19. FINANCE (standing item)
- 19.1 Bank balances at 30.04.17
- |                     |            |
|---------------------|------------|
| MPC deposit account | £32,059.02 |
| MPC current account | £591.63    |
| KGF custom account  | £3,877.49  |
- The Chairman reminded the Members that their first duty is to spend the precept on behalf of the parishioners; only by meeting this duty can responsible financial balances be maintained.
- 19.2 **RESOLVED** - to approve the following payments. Councillor Ray proposed and Councillor Hardy seconded, the voting was unanimous.
- |  |                  |
|--|------------------|
| Clerk (Apr/May17) salary, home office, expenses    | 659.82           |
| ESALC/NALC subscription 2017-18                    | 151.73           |
| Grant to Mountfield PCC for churchyard maintenance | 500.00           |
| Mrs. L. Mantica, internal audit fee                | 100.00           |
| AON Insurance                                      | 386.02           |
| Mountfield VHC, room hire 2017-18                  | 167.50           |
| <b>TOTAL</b>                                       | <b>£1,965.07</b> |
- 19.3 **RESOLVED** - to approve the accounts for the fourth quarter 2016-17, at 31.03.17. Councillor Snuggs proposed and Councillor O'Sullivan seconded, the voting was unanimous.
- 19.4 The Members received and noted the budget monitor and bank reconciliations at 30.04.17.
20. DATE OF NEXT MEETING  
11th July 2017, at 7.30pm in Mountfield Village Hall.