

MOUNTFIELD PARISH COUNCIL

Minutes of the Mountfield Parish Annual Council Meeting
held on 8th May 2018

Present

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

1. ELECTION OF CHAIRMAN FOR 2018-19
RESOLVED – that Councillor Rickman-Smith be elected Chairman of Mountfield Parish Council for 2018-19. Councillor Ray proposed and Councillor Hardy seconded, the voting was unanimous. The Chairman signed the Declaration of Office and this was counter-signed by the Clerk as Proper Officer.

Peter Miles has resigned from Mountfield Parish Council. Peter joined MPC in 2011 and served four years as Chairman. The Chairman led the Councillors and Clerk in thanking Peter for the exceptional and hard work he has done for Mountfield.
2. ELECTION OF VICE-CHAIRMAN FOR 2018-18
RESOLVED – that Councillor Ray be elected as Vice-Chairman of Mountfield Parish Council for 2018-19. The Chairman proposed and Councillor O'Sullivan seconded. The voting was unanimous.
3. DISCLOSURES OF INTERESTS
Councillor Snuggs declared a personal interest in item 14 on the agenda, as he is the Treasurer of Mountfield PCC and will not take part in the voting.
4. DISPENSATIONS
None requested.
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 13.03.18 be confirmed as being an accurate record of the proceedings. Councillor Hollamby proposed and Councillor Ray seconded, the voting was unanimous.
7. ADJOURNMENT
 - 7.1 County Council report (ESCC) – Councillor K. Field
 - *There will be a consultation on ceasing one-to-one music lessons for schoolchildren. This will save around £600,000 per annum, although there will be a loss of about 70 jobs and associated redundancy payments. A link to this consultation will be posted on the MPC website.*
 - 7.2 District Council report (RDC) – Councillor Kirby-Green sent her apologies.
 - *She asked the Clerk to let the meeting know that Cabinet have approved the implementation of CPE (civil parking enforcement). This means that parking will be decriminalised and that ESCC, on behalf of RDC, will take over the management of street parking. The implementation process will take about 2 years including various consultations. RDC have been assured by ESCC that parking charges will be very low.*

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7.3. Public Question Time

- *It appears that very little work has been done to alleviate the light pollution problem at the Riverhall crossing. Councillor Hollamby is to let the Clerk know exactly what the current position is. (ACTION – COUNCILLOR HOLLAMBY)*

8. SOUTHERN WATER NEW SEWERAGE SCHEME

- A communal cess-pit has been installed but is not yet connected.
- Southern Water will have to submit another planning application to ESCC to tanker away raw sewage.
- A Mountfield Residents Group, representing directly designated residents and Mountfield as a whole has been formed to get the waste treatment works built.
- This Group is liaising with District Councillors, the Environmental Agency, Mountfield's MP, Ofwat and the CPRE.
- The Group had a good attendance at their drop-in day last Friday.

9. LEGAL COUNCIL PROCEDURES AND DOCUMENTS

9.1 **RESOLVED** – to adopt the new Standing Orders, Electronic Communication Policy and Retention and Disposal of Documents Policy as presented by the Clerk. Councillor Ray proposed and Councillor Snuggs seconded, the voting was unanimous.

9.2 **RESOLVED** – to re-adopt all existing policies and procedures. Councillor Ray proposed and Councillor Snuggs seconded, the voting was unanimous.

10. RESOLUTION/APPROVAL OF THE ANNUAL RETURN 2017-18

10.1 **RESOLVED** – to approve the Annual Governance Statement 2017-18 (section 1). Councillor Ray proposed and Councillor O'Sullivan seconded, the voting was unanimous.

10.2 **RESOLVED** – to approve the Accounting Statements 2017-18 (section 2). Councillor Snuggs proposed and the Chairman seconded, the voting was unanimous.

10.3 MPC and the Clerk would like to thank Mrs. L. Mantica for the professional and constructive manner in which she carried out the internal audit. Mrs. Mantica is appointed MPC's internal auditor for 2019-19.

11. MPC INSURANCE 2018-19

RESOLVED – to accept the quotation from BHIB for MPC insurance 2018-19. This year it is £341.16 (including a 3-year term discount). Councillor Hollamby proposed and Councillor Hardy seconded, the voting was unanimous.

12. APPOINTMENTS TO OUTSIDE BODIES

MPC declined to appoint a person to ESALC and the Chairman will represent MPC at RALC meetings, the Clerk will also attend if possible.

13. GENERAL DATA PROTECTION REGULATIONS (standing item)

- The Clerk advised that MPC are well on the way to full compliance and that she continues to receive good advice and support from our appointed DPO – Local Council Public Advisory Services (LCPAS).
- There will be no "hard-stop" on 25.05.18, the current rumour is that organisations will have up to 2 further years to attain full compliance if it can be seen that they are working towards this.

14. GRANTS AND DONATIONS

RESOLVED – to grant the sum of £500.00 to Mountfield PCC for churchyard maintenance. Councillor O'Sullivan proposed and Councillor Ray seconded, the voting was unanimous.

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15. PLAQUE FOR NEW PAVILION CONTRIBUTIONS
RESOLVED – to accept the quotation from Make Me Something Special, for an engraved, oak plaque for the sum of £400.00 plus VAT. Councillor O’Sullivan proposed and Councillor Hollamby seconded, the voting was unanimous. The Clerk is to double-check with the sports clubs that all names are correct.
16. PLANNING (standing item)
16.1 RR/2018/1071/P – Old Park Pale, Mountfield Lane
Single storey rear extension and alterations to openings.
AGREED – to support this application.
16.2 No other planning matters for discussion.
17. ENFORCEMENT (standing item)
17.1 One Mountfield item on RDC’s weekly enforcement list – Walters Road, access off A21, large gates erected concealing site and new tarmac road laid.
17.2 No other enforcement matters for discussion.
18. ROADS/PATHS/VERGES (standing item)
 - A2100, outside the entrance to the KGF is very badly damaged, manhole covers missing and drivers are using the wrong side of the road to avoid this.
 - A2100, towards Battle, opposite the sign to New Cut, there is a very deep pothole.
 - On New Cut, going towards Hoath Hill, the road is badly damaged – this location is as the woodland on the left gives way to the field.The Clerk will report all the above to ESCC Highways, the A2100 issues have already been raised with them.
19. FINANCE (standing item)
19.1 Bank balances at 30.04.18
- | | |
|---------------------|------------|
| MPC deposit account | £19,183.42 |
| MPC current account | £1,628.30 |
| KGF custom account | £3,908.21 |
- 19.2 **RESOLVED** – to approve the following payments. Councillor Ray proposed and Councillor O’Sullivan seconded, the voting was unanimous.
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|---|-----------|
| Clerk – salary/HO (Apr/May 2018), expenses | 805.41 |
| LCPAS – appointment of DPO | 125.00 |
| ESALC/NALC – 2018-19 subscription | 161.25 |
| BHIB – MPC insurance 2018-19 | 341.69 |
| Mrs. L. Mantica – internal audit fee | 100.00 |
| MVHC – hire of village hall 2018-19 | 140.00 |
| Mountfield PCC – grant for churchyard maintenance | 500.00 |
| TOTAL | £2,173.35 |
- 19.3 **RESOLVED** – to approve the budget monitor and bank reconciliations at 30.04.18. Councillor Hardy proposed and Councillor Hollamby seconded, the voting was unanimous.
20. DATE OF NEXT MEETING
10th July 2018 – Full Council Meeting, 7.30pm in Mountfield Village Hall.