

RODMELL PARISH COUNCIL

To RECEIVE questions from the Public:

The first ten minutes are available for public participation before the start of the meeting. During this time, members of the public may ask questions or make representations, in respect of business on the agenda. Members of the public may only speak at other points during the meeting if they have knowledge or information that will aid the discussion and will only speak at the Chairman's discretion.

AGENDA INFORMATION

1. **APOLOGIES FOR ABSENCE:** To receive and accept apologies for absence. [Apologies received from Cllr Toye.](#)
2. **DECLARATIONS OF ANY INTERESTS AND TO CONSIDER ANY REQUESTS FOR A DISPENSATION WITH RESPECT TO ITEMS ON THE AGENDA,** as required by the Members Code of Conduct.
3. **MINUTES OF THE PREVIOUS MEETING:** To RESOLVE that the minutes of the ordinary meeting of Rodmell Parish Council held on 17th September 2024 are a correct record and are signed by the Chair. [Minutes on website agenda information.](#)
4. **COUNCILLOR RESPONSIBILITIES:** To RECEIVE the amendment by Cllr Toye to the Cllr Areas of Responsibility. [Chrissie has amended the responsibilities to reflect that she covers the area of Mill Lane as well as The Dicklands.](#)
5. **FINANCE/ADMIN:**
 - 5.1 To RECEIVE the details of the compensation payment made by NatWest Bank. [£100 awarded.](#)
 - 5.2 To RATIFY October payments, to APPROVE November payments, and to RECEIVE the bank reconciliation.
 - 5.3 To RECEIVE and AGREE the NALC Pay Award 2024-2025. [The hourly rate will increase by 60p per hour and this should be back dated to the beginning of the year \(or start of my permanent employment\). This back dated pay will be £37.80.](#)
 - 5.4 To RESOLVE to make salary and pension payments by Standing Order. [Salary 27th of the month and pension contributions 16th of month.](#)
 - 5.5 To RECEIVE confirmation that Ms S Webb will undertake the internal audit 2024-2025 on a voluntary basis. [Confirmed.](#)
6. **2025-2026 BUDGET AND PRECEPT**
 - 6.1 To DISCUSS and AGREE the budget for 2025-2026. [Budget information sent by email 16th Oct. **Action required: The council need to discuss and agree the budget and precept at this meeting.**](#) I have put my comments and the 3rd draft budget on website agenda information. The 3rd draft budget now includes the NALC payaward and the .gov emails. The budget (draft 3) has a forecasted expenditure of £19.433 and so unless reserves are used, a precept of £19.5k will be required. Pls see the budget info summary that shows the small increase to Band D households with this precept.
 - 6.2 To AGREE the precept for 2025-2026.
7. **REPORT(S):** Any written reports to be taken as read.
 - 7.1 To RECEIVE reports from Local and District Councillors and the MP for Lewes.
 - 7.2 To RECEIVE the following short, verbal or written reports:
 - 7.2.1 LDALC Meeting – Cllr Dishington.
 - 7.2.2 POLO Meeting – Cllr Dishington; minutes CIRCULATED and RECEIVED by the full council. [Minutes on agenda info on website.](#)
 - 7.2.3 SDNPA Parish Meeting – [Cllr Rathbone.](#) [Info forwarded to cllrs by email 10th Oct.](#) Of note: SDNPA encourage every parish to sign up to the South Downs Climate Action Knowledge hub to connect with local groups and climate action champions where you can share what you are doing and find out what other communities are doing to tackle climate change, from repair hubs to community gardens.
 - 7.2.4 Planning Training – Cllr Wetttern.
 - 7.2.5 New Cllr Training – Cllrs Hickey and Bentley.
 - 7.2.6 Response to NPPF Consultation on behalf of Rodmell Parish Council – Cllrs Rathbone and Wetttern.
8. **CORRESPONDENCE RECEIVED:** To RECEIVE the following correspondence and AGREE any actions:
 - 8.1 Action in Rural Sussex- via ESALC. [Information for NOTING from the new Rural Housing Enabler for AiRS – the email is on the website under agenda information.](#) The council may wish to make further contact now or in the future if these services are required.
 - 8.2 Village Field – M Tudge. [Action needed from the Council – does the Council want to hire the playing field, what cost and how far in advance for booking.](#) Email 19/9 am looking at Sunday July 6th 2025 up to 100

vehicles cars light vans motor bikes about 400 people including any pedestrians u want to bring in I haven't got public liability insurance yet but will get some quotes and will have in place for the even
 Email 20/9 Yes I can save maderia drive arches is a group run by a lady called jax Atkins she also runs brighton people the aim of the group is to raise money and awareness of the iconic arches on maderia drive my pat in this is to organise a car show to raise money for this organisation the arches have had a setback as brighton and hove council have pulled the contract that was going to start work on these arches hope this helps any further information pls ask I can arrange a face to face meet with you me and jax Atkins if you need that

Email 4/10 Many thanks that will be fine need to know costings for both feild and pavilion will supply quotes for public liability insurance when needed

- 8.3 Strengthening Local Relationship (SLR) Meetings – ESH. **Action required – to provide meeting dates if required:** The Council have been offered the opportunity to have an online SLR meeting with ESH and need to supply available dates (from March) and details of who will attend.
- 8.4 Making a Complaint – The Process – ESH. **For NOTING.** Complaints are to be made via the Stakeholder Liaison Officer. Residents should be continued to be reminded to report problems via the ESH website.
- 8.5 Rodmell.net website – T Wheeler. **No action required.** Mr Wheeler is now discussing the proposal with the parish council and residents.
- 8.6 Urban Mowing 2025 – Countrymans. **For Noting:** The quote supplied by Countrymans is on the agenda information. They are unable to match the costings of ESCC.
- 8.7 Urban Grass Cutting 2025 – ESCC. ESCC cut for Rodmell last year. **Action required – to agree which option**
 There are 3 options (Rodmell chose option 2 last year)–
Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.
Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £205.33 for the year.
Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish Council the sum of £102.66 to cover the 2 cuts they would have been providing in other options.
- 8.8 Loss of Lewes Bus Station and impact on your Parishioners – Cllr West. **Action required: The Council needs to decide if it wants to support this request and agree comments to make.**
 The South Down National Park Authority has granted planning permission to demolish the Bus Station in Lewes. The proposed replacement puts bus stops on either side of a busy main road and we do not believe that they make a suitable replacement.
 As people in your parish use this facility when travelling to/from Lewes on the 123 Bus, we hope that you will be able to write to the Serhat Bars (Serhat.Bars@communities.gov.uk) at the National Planning casework unit with your support for keeping the bus station in its current location. It would be really helpful if the parishes that use this service support our application to have the planning decision overturned. Please refence the application SDNP/ 23/02973/FUL and ref PCU/RTI/Y9507/3349906 when you write. I've attached a letter sent by Lewes Town Council that contains some points that you may want to use, plus documents highlighting the issues and how to respond.
- 8.9 ESCC Street Lights – via ESALC. **No action required – for NOTING:** Some councils have received a Memorandum of Agreement from Balfour Beatty relating to new insurance connected with streetlightin. However, from my enquiries, I don't believe this affects Rodmell and so will not need to be discussed, just noted.
- 8.10 ESCC Highways/Balfour Beatty – via ESALC. **No action required - For NOTING:** Other parishes have highlighted performance issues with Balfour Beatty and ESCC have been made aware of this; ESCC has asked any complaints to be addressed via the Stakeholder Liaison team.
- 8.11 Sussex Resilience Forum Survey – via ESALC. **Action required – Cllrs to complete the survey and to promote to residents.** The Sussex Resilience Forum (Sussex Police) have asked communities to complete a survey which aims to reveal how prepared Sussex residents are for emergencies. Top risks for Sussex are identified as including flooding, wildfires and utilities disruption. The completion of this survey takes 5 minutes
<https://sussexpolice.welcomesyourfeedback.net/s/srf>

- 8.12 Consultation – Enabling remote attendance and proxy voting at Council Meetings – via ESALC. **Action required – cllrs to individually complete the consultation:** The government has started a consultation on remote attendance and proxy voting at council meetings. Please complete the survey before it closes on 19th December <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>
- 8.13 ESALC Conference 2024 – ESALC. **Action required – the minutes from the conference (held on 4th Nov) have been sent to Cllrs for them to read at their discretion.**
- 8.14 Speed Limit letter to MP – Westmeston Parish Council via ESALC. **Action Required – To RESOLVE to put Rodmell's name to the letter from Westmeston Parish Council.** Westmeston Parish Council are asking other councils to put their names to a letter they have prepared for James MacCleary MP requesting a reduction in the speed limit for rural roads. The letter is on the RPC website agenda information.

9. MATTERS ARISING:

- 9.1 To RATIFY the decision to purchase a replacement battery and pads for the defibrillator. **For NOTING:** These have been bought (total spend £325.20) and replaced by Cllr Toye.
- 9.2 To AGREE a date and contractor to cut the hedges by the Recreation Ground. **Action Required:** Barcombe Landscapes have offered to retain last year's price of £150 +Vat. The Council needs to confirm if they wish to go ahead.
- 9.3 To RECEIVE and AGREE the first aid training proposal by Cllr Toye and to AGREE the budget allocation. **Action Required – the Council needs to agree for this to proceed and the date and costs, which budget to allocate from and delegates from the Council to attend;** The proposal from Cllr Toye is on the website agenda information. The total cost proposed is £247; proposed number of people to attend is 12; Cllr Toye has advised non council members that there would be a charge of £10 per delegate; the date proposed is Thurs 9th Jan 7pm – 9pm
- 9.4 To RECEIVE quotes on the restoration of the Fingerpost and to AGREE how to proceed. **Action required – to agree whether to proceed with an external company; match funding can be applied for via ESCC.** I have received 2 quotes both of which are on the website agenda information – one from Wooden Wheels (£751 + Vat) and one from JAKK (£1104.20 +VAT); please look at these quotes as they have different approaches. Wooden Wheels would need other fingerposts locally to make the restoration work at Rodmell worthwhile.
- 9.5 To RECEIVE the response of D H Property services regarding the painting of the lettering on the noticeboard white and to AGREE next steps. **Action required: Does the Council wish to appoint another contractor to paint the letters or do it themselves?** D H Property services advised the letters were already varnished over when they did the work on the noticeboard and that the work needs someone with a steady hand as Dave has done what he can.

10. HIGHWAYS:

- 10.1 To RECEIVE an update on the drainage investigation works, Newhaven Road, Rodmell 7th - 29th Oct 2024.
- 10.2 To RECEIVE an update on the repairs requested to the Vehicle Activated Speed Signs. **For NOTING:** Info from stakeholder liaison: I have contacted the Traffic Signals Manager who has confirmed that one sign is in the system to be repaired however we do not have a timeframe for this. The remaining sign requires a replacement due to a control board fault; this is a longer process due to the lead time when ordering the signs. I have been advised this is unlikely to be replaced until next year but please be assured we are aware of both signs and dealing with this.

11. PLANNING APPLICATIONS: To AGREE comments for any applications received:

12. PROJECTS:

12.1 Village Map:

- 12.1.1 To RECEIVE the DINPP response from LDC and to AGREE next steps – Cllr Rathbone. **Action required: Planning Permission and Advertising consent is required for the map to be placed on the pub wall; the Council needs to decide what it would like to do with regards to the site for the map.** Response to the DINPP: Thank you for the submission of the 'Do I Need Planning Permission' enquiry, received on 5 August 2024. Following an assessment of the details contained within the submitted form I can confirm that planning permission would be required for the proposed Installation of illustrative map sign The reason that Planning permission is required is:- The proposed works are the installation of an illustrative map on the wall of the building. The building is a Grade II Listed Building, is within the Rodmell Conservation Area, and is located on article 2(3) land.

Additionally, condition 7 of LW/90/1657 restricts the display of advertisements to only those agreed in writing by the Local Planning Authority.

The illustrative map would not fall within Schedule 1 or Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended).

I am therefore of the opinion that advertisement consent would be required.

Additionally, Listed Building Consent will be required

- 12.1.2 To RECEIVE the latest map design and AGREE any amendments and next steps – Cllr Rathbone.
Action required – are there any amends/feedback? The map has been circulated by Cllr Rathbone – I cannot put on website due to file size.
- 12.1.3 To AGREE next steps with regards to the production of the map and quotes received. **For NOTING as need to agree next steps re location before production.** Cllr Rathbone sent me the details of the map in Southease. It is the same production company (Fitzpatrick Woolmer) that I previously circulated a quote for.
If the Council wanted to have the map with a black aluminium frame the cost would be £627 +VAT
An oak framed option would be £585 + VAT
Or to have it without a frame in what is called a 'tray' it would be £377.0 plus VAT
These are for A1 size (841mm x 594)
These costs don't include installation.

12.2 Pavilion and Playing Fields:

- 12.2.1 To RECEIVE the correspondence from the Site Manager of Monks House regarding the parking of Rodmell Football Club during their recent fixtures.
Email sent to RPC 26 Oct: I'm aware that the parish council have recently been reviewing arrangements with various stakeholders as regards use of the pavilion and cricket field in Rodmell. We are particularly concerned about the newly formed Rodmell Football Club who are using Monk's House car park on Sundays. No one from the club has requested permission to use the car park and multiple large spray painted scrappy wooden boards have been appearing in our car park to direct people to the pitch. Requesting permission, as a courtesy to us as owners of the car park, is something we would like everyone needing access to the pavilion to become routinely accustomed to doing. At the moment there is no conflict on Sundays with our plans for the car park and we are happy to accommodate the football club. However, in the New Year we plan on closing the car park on a couple of Sundays for routine maintenance with a volunteer group, who only work Sundays. In this instance I'm not sure where 30 cars would park.
I'm happy to attend any meetings you may have about the future use of the cricket field but can you let me know what has been agreed/discussed with the football committee? How can we work together in the future to ensure that we are informed about potential users of our car park and prevent future scheduling conflicts?
Response sent from Clerk 28 Oct
Thank you for getting in touch and advising me of this issue and for being so accommodating in your response. I have copied the Parish Council into this email as I believe there is another meeting this week of the Pavilion working group which I am sure you would be welcome to attend. This is a non-decision-making group established by the Parish Council to get key stakeholders to discuss the use and management of the pavilion and playing fields and also with a view also to its repair and refurbishment. Any proposals from the working group are then taking to the Parish Council for them to consider and agree or otherwise.
Regarding the use of Monk's House car park, Rodmell Parish Council agreed at their meeting in September that they would allow the football club to use the pavilion and sports field for weekly football fixtures and provided them with terms of use/conditions of hire. The issue of parking during the wet winter months was raised at the Parish Council meeting and the Council agreed that parking would need to be requested by the football club from Monk's House as they cannot park in the Croft when the ground is wet. This condition was sent to the football club in their terms and conditions (pasted below):
- Parking must be arranged by contacting Monks House as parking is not suitable in the Croft during the winter months.
- From your email, it seems that the football club haven't been in touch to arrange any parking with Monk's House and on behalf of the Parish Council I apologise for this and any inconvenience this

has caused. Your contact details weren't given with the booking form so perhaps they weren't sure of the contact at Monk's House and with hindsight this might have been helpful for us to have supplied it.

I am also sorry that I didn't contact you to advise you of the discussions of the Parish Council regarding the Monk's House car park as this would have at least given you the heads up on expecting to hear from the football club. Now I have your contact, I will be in touch in the future if there are any discussions regarding Monk's House.

Should you wish to read them, the Parish Council minutes are on the new Rodmell Parish Council website and I have pasted a link below so you can see the minutes relating to the Pavilion.
<https://www.rodmedparishcouncil.org/shared/attachments.asp?f=f2790d7a%2D35a5%2D4c76%2Ddbf8c%2D828b6ec10394%2Epdf&o=RPC%2DDraft%2DMinutes%2D17%2DSept%2D2024%2Epdf.asp>

I will ask Claire Dishington who organises the Pavilion Working Group meetings to let you know of the date and time of the next meeting and in the meantime if there is anything else you need from me, please do let me know.

12.2.2 To RECEIVE an update on the use of the Pavilion and Playing Fields by Rodmell Football Club and to AGREE any actions to be taken.

12.2.3 To RECEIVE the following reports and AGREE actions:

12.2.3.1 Repairs proposed and tender documents for the Pavilion from P Toye. **Action required – to agree to approach any local people to undertake any of the smaller works voluntarily; to agree to send out tender documents and to which contractors; and if to test for asbestos and legionnaires and who to undertake.** Documents on website agenda information. Asbestos Testing kits from £44.99+vat (1 sample with PPE and RPE) and water (Legionella) testing kit 4 samples £43.75+vat); P Toye has suggested that if any maintenance work was to be prioritised, it would be getting the pipe insulation upgraded/plumbing leaks and electrical work complete.

12.2.3.2 Update from the Pavilion Working Group meeting held on 12th November – Cllr Dishington.

12.3 Play Equipment:

12.3.1 To RECEIVE an update on the action taken re the 'High Risk' play equipment as classified in the safety inspection report undertaken by RoSPA Play Safety via LDC. **For NOTING:** Cllr Dishington has taped off the equipment with notices;

12.3.2 To RECEIVE the playground equipment safety inspection report and agree further actions. **the inspection report has not yet been received due to the inspector falling ill.**

12.3.3 To RECEIVE the quote for the minor works to repair the playground equipment and to RESOLVE to proceed – Cllr Dishington.

12.4 Playground Refurbishment:

12.4.1 To RECEIVE an update on discussions regarding the playground refurbishment and to AGREE next steps - Cllrs Dishington and Hickey.

12.5 Benches:

12.5.1 To RECEIVE an update on the outstanding written permission from 2 landowners- Cllr Dishington.

12.5.2 To RECEIVE and ACCEPT the price from the Monday Group for benches 1.2m long, set in concrete. **Action Required: Email received from the Monday Group – the Council needs to confirm it is happy to proceed with this:** We didn't quote for the legs to be set in concrete in our earlier correspondence but we did quote for concrete slabs. Since the slabs are now not required I would like to confirm that the price for each bench 1.2 metres long set in concrete is £153. If this is correct please let me know and I will start making the benches, pending permission to install them.

12.6 Website/Social Media:

12.6.1 To REQUEST portrait photos from Cllrs for the RPC website. **Action Required:** Pls send through asap so I can put on website.

12.6.2 To RECEIVE an update on the changes made to Rodmell.net regarding Parish Council information. **All are now done.**

12.6.3 To DISCUSS the changes to the hosting of Rodmell.net and the requirement for mailbox migration. **Action Required:** Cascade Digital are no longer hosting domains and a new host will need to be found. Cascade Digital have not charged for hosting or emails as they knew they were going to ask Rodmell to migrate to a new provider. There will be costs to move to a new hosting company and

the Council needs to decide what to do about any email addresses for this website (not the councillor email addresses though as these should move to .gov)

12.6.4 To RESOLVE to move RodmellParishCouncil.org to a .gov domain with .gov emails. The new .org website can be moved to a .gov with Hugo Fox; .gov emails can be set up via Hugh Fox for an additional £17.49 per month for upto 10 email addresses (£209 p.a); new email addresses are required as the rodmell.net emails will no longer be hosted by Cascade Digital so good time to move to .gov email addresses.

12.6.5 To RECEIVE an update on the Facebook page for Rodmell Parish Council as an online noticeboard.

This has not yet been created although I hope to get done asap.

13. TO PROPOSE AGENDA ITEMS FOR THE NEXT ORDINARY MEETING OF RODMELL PARISH COUNCIL.
14. TO RECEIVE THE TIME AND DATE OF THE NEXT MEETING OF RODMELL PARISH COUNCIL.
15. TO CLOSE THE MEETING.