

Minutes of a meeting of **CROWBOROUGH TOWN COUNCIL** held  
remotely on Tuesday 23<sup>rd</sup> June 2020 at 7.30pm

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Present Councillors	Alison Arthur	
	Peter Bucklitsch	
	Martyn Garrett	
	Geoffrey Higginson	
	Richard Jury	
	Mia Ledermann	
	Chris Moss*	
	Kay Moss	(Also WDC)
	Dave Neeves	
	Gareth Owen-Williams	(Also WDC)
	Alan Penney	
	Ron Reed*	(Also WDC)
	Greg Rose	
	Colin Stocks	
	Matthew Street	
	Neil Waller	(Also WDC)

Also present

Caroline Miles	Town Clerk
Peter Cunnington	Administrator
Karen Whiley	RFO

Cllr Richard Stogdon ESCC

1 member of the public

\*Denotes non attendance

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## **APOLOGIES**

Cllr Chris Moss

## **DECLARATIONS OF INTEREST**

None

## **MINUTES**

Minutes of the meeting held on 26<sup>th</sup> May 2020

**9039 RESOLVED** that the minutes of the meeting held on 26<sup>th</sup> May 2020 as confirmed be ratified by the Chairman.

## **COMMITTEE MINUTES**

The following committee minutes were received and noted:

Planning & Development

The acts and proceedings of the Planning & Development Committee meetings held on 11<sup>th</sup>, 18<sup>th</sup> May 2020, 1<sup>st</sup> June 2020

**FINANCIAL MATTERS**

To **review** the Annual Risk Register and **agree** any action

The RFO asked members to note and approve the three following changes to the risk Register received.

1. All leases and land registration details that are in the Council possession are with The Town Clerk." will be amended to read 'All leases and land registration details that are in the Council possession are held in the Council Offices"
2. RFO should effectively manage cash flow and ensure that funds are readily available to cover three months' worth of expenses." Will be amended to read "RFO will effectively manage cash flow and ensure that funds are readily available to cover three months' worth of expenses."
3. "meeting minutes are made available on notice boards and at the Tourist Information Office" will be amended to read ""meeting minutes are made available to press and public via the Town council website"

Cllrs Lederman and Arthur entered the meeting at 19.45pm

**9040 RESOLVED** to approve the Risk Register subject to the changes listed above.

Cllrs Lederman and Arthur did not take part in voting as they were not party to the discussion.

To **approve** the signing of the Annual Governance Statement 2019/20 (Section 1 of the annual Return) and to **note** the Internal Auditors report and actions taken

A member stated that he would not approve the Annual Governance Statement nor the Annual return due to the use of local sector accounting methods as opposed to commercial accounting methods when calculating revenue costs on Pine Grove.

Members voted and:

**9041 RESOLVED** that to the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31st March 2020, it has complied with all 9 items.

To **approve** the signing of the Annual Return 2019/20 (Section 2 of the annual Return)

**9042 RESOLVED** The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2019/20 Annual Return on behalf of the Council.

Members noted the Final Internal Audit Report and officers 'comments.

To **note** list of payments to 31/03/2020.

Members noted the list of payments to 31.03.2020.

**TO ANSWER RECEIVED QUESTIONS FROM COUNCILLORS**

Cllr Richard Stogdon asked members to note that the hedgerow causing visual problems at Junction between Southview Road and Beacon Road has been cleared.

Members expressed thanks to Karl Taylor for the speed with which the work was carried out.

Cllr Stogdon has written to ask ESCC why funds have been allocated to provide temporary pavement widening measures in both Hailsham and Uckfield whilst Crowborough has had no funds allocated to improve the High Street under Covid -19.

Members noted that there are now signs asking the public to socially distance whilst using the pavements. This is not possible in Crowborough and in particular near the Cross. Grass cutting in Crowborough takes place at the end of June and in September. This means that the grass becomes very long before it is cut.

Members asked if the schedule could be reviewed to take place at the beginning of June and at the end of August.

## **STANDING ORDERS**

To **review** and **adopt** Standing Orders in conjunction with temporary amendments

- 9043** **RESOLVED** to adopt Standing Orders with the temporary amendment. The temporary amendment to expire on May 7th 2021 or when the Coronavirus Regulations 2020 are suspended/repealed.

## **CROWBOROUGH STONE TRAIL**

To **note** the report on the stone trail and **agree** further action.

It was agreed that in principle, and subject to planning permission if required, the stones should remain in the vicinity of Chapel Green. It was also agreed that the lower green on Chapel Green would be the most appropriate site to place them.

It was agreed that in the first instance it was for the SRC committee to approve the location.

Various ideas in terms of a structure for the stones was discussed. It was agreed that as there would be funds available in the C & E budget for 2020 due to the cancellation of Council events the C & E committee could manage and fund the project.

It was hoped that the project could be completed by September.

- 9044** **RESOLVED** that SRC consider the lower green on Chapel Green as a site to house the stones permanently and that C & E manage and fund the project with Full Council approving the proposed installation.

## **PINE GROVE**

To **note** the directional analysis from Basepoint.

The directional analysis from Basepoint was noted.

Basepoint have been asked how much it pays to its parent and associated companies, and what was provided in return for those payments. The RFO has yet to receive a response but will continue to press for a reply.

## **COVID -19 SUPPORT FUND**

To **note** the officer's report and **agree** further action.

Members noted the report and thanked the working group for its' work on the Covid-19 Fund.

**9045 RESOLVED** that:

The management and spending of the Covid-19 Support Fund (to be taken from code 115/4150) is delegated to the Finance and General Purposes Committee.

The Covid-19 Support Fund is comprised of the unspent monies from the Finance and General Purposes Grants budget and topped up to £5,000 with monies from the general reserve. As at 15.06.2020 this requires Full Council to transfer £290 from the general reserve to Finance and General Purposes Grants budget (code 115/4150).

Applicants can apply for a maximum of £500 grant from the Covid-19 Support Fund.

The current Grant Application Form is re-titled to reflect application to the Covid-19 Support Fund and used for all applications to the fund.

A set of guidelines are produced for application to the fund based on the current Grant Awarding Policy ( attached with the agenda)

The Covid-19 Support Fund opens for applications on 24<sup>th</sup> June 2020 and closes on 4<sup>th</sup> July 2020

The Town Clerk write to all clubs, groups and organisations with current lease or rental agreements asking how they have been affected financially and what plans may be in place for the future to allow for recommencement of activities.

### **APPLICATION FOR A TRANSMITTER RELAY IN CROWBOROUGH**

To **note** the request from Uckfield FM and **agree** further action.

Members noted the request from Uckfield FM. It was agreed that the Town Clerk write a letter of support to Uckfield FM and that the transmitter may be potentially housed at Pine Grove subject to space.

If it is possible to accommodate the transmitter Full Council will approve its position in or on the building.

**9046 RESOLVED** that the Clerk write a letter of support to the director of Uckfield FM as noted above.

### **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

The Mayor asked members to note the following dates for committee meetings:

Planning – 29<sup>th</sup> June

SRC - 30<sup>th</sup> June

C & E – 14<sup>th</sup> July (before Environment)

Environment – 14<sup>th</sup> July

The 2m rule in terms of social distancing has now changed to 1m and an enquiry was made as to whether this would facilitate a hybrid meeting in the chamber.

It was noted that the current situation in terms of group meetings for business indoors has not changed and the advice remains that if you can work from home you should continue to do so. In addition to this under current regulations Local Councils cannot conduct hybrid meetings.

The next Full Council meeting is scheduled for the 15<sup>th</sup> September.

The meeting closed at 9pm.