

**Meeting of the SFF Committee to be held in the Jenkins Room, Northiam**

**at 5.30pm, Thursday 28th July 2022**

**Members of the Public and Press are welcome and encouraged to attend.**

**Due to the adoption of new Standing Orders there will be an opportunity for members of the public to give their opinion or view once in relation to an item on the agenda.**

**MINUTES**

 **Date: 28th July 2022**

**ATTENDEES:**

**NPC – Sue Schlesinger; Tony Biggs; Tony Wadie
SFF CIC - Jacky Broad; Judith O’Connor; David Copper**

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1. **APOLOGIES FOR ABSENCE; Jonathan Strong and Sarah Giles**

1. **PUBLIC QUESTIONS (Maximum of 15 minutes)**

Carolyn Pierce asked who had pulled the ragwort weed up at the orchard. This was a concern to her as ragwort can be poisonous. TW said it could have been a well-meaning member of the public.

SS said the council will try and find our who has done the weeding.

1. **APPROVAL OF MINUTES FROM SFF COMMITTEE MEETING ON 30.6.22**

The minutes of the meeting held on the 30th June 2022 were approved and signed as a true copy of the meeting.

TW abstained from voting due to conflicting personal views.

1. **STABLES
4.1 UPDATE FROM NPC ON RECOVERIES FROM TENANT**

Rent is being received regularly and on time from the stables tenant. There are some utilities outstanding from last year that have only recently been accurately calculated. The Clerk wasn’t sure if the tenant was receiving her emails JB offered to hand deliver the invoices to the tenant. TW asked if a direct debit could be set up to receive the rent. JB answered saying that the Parish Council did not have the capacity on the to do this from the Parish Council bank account.

**4.2 CIC’s PROPOSALS FOR FUTURE CHARGING REGIME FOR UTILITIES**

It was suggested to send out bills to the tenants at the bungalows and the stables on a more regular basis. For water bills it was felt more reasonable to send the bills for the bungalows out quarterly and for the stables every 6 months rather than annually. This is in hand with Clerk and JB

 **4.3 NPC’s INSALLATION OF CCTV**

SS and DC have sourced 3 quotes for the installation of CCTV for the SFF site. The main locations include the access road, after recommendation from the rural police, the fields to the stables and at the intended hub development. SS said that the quotes are all fairly individual as different methods have been suggested. Some of the costs of the CCTV have been separated for each area but this wasn’t possible for all of the quotes. A proposal will be taken to full council and the quotes presented in full. TW stated that he already felt very strongly against the installation of CCTV.

1. **CIC’s REPORT ON INSURANCE CLAIM SETTLEMENT AND REPAIR WORKS.**

One of the contractors that was asked to quote to repair part of the damage caused by storm Eunice forgot to submit a quote for an item of work. The Clerk contacted the insurance company to add on the outstanding quote and the additional insurance claim has been honoured by the insurance company, a sum of £725. The Clerk to inform the contractor when the funds are showing in the bank account. Some of the repairs have been started and the CIC have made an appointment with the tenant to arrange works on the stables.

1. **PLANNING – CIC REPORT ON PROGRESS**

A planning report was circulated prior to the meeting to members and is available on the NPC website.

Quotes for a Tier 1 Geo-environmental report at the proposed burial ground have been received. This item will be presented to full council to be on with a recommendation from the CIC. The expenditure of this survey will be funded from S106 money.

1. **GRAZING
7.1 LICENCE - CIC’S PROPOSAL FOR FIELDS 11,12,13 and 14.**

The CIC have received an interest for grazing cattle on fields 11, 12, 13 & 14 between April and November. The potential renter is a local person and has been approaching the CIC for some time, the CIC have met them and feel they are a suitable person to rent the fields to. The renter would be responsible for looking after the land, weeding, etc. The CIC would accept a license for a term of 1 year but would prefer a 3 year license period.

A proposal will be made to full council for a license renewal for a period of 3 years.

 **7.2 LIABILITY FOR COST OF ERADICATING THISTLES IN FIELD 10**

Proposal to authourise expenditure of £70 for materials to eradicate the weeds in field 10. After some discussion it was found that as field 10 was in a poor state prior to the tenant leasing the land, it had been agreed to treat field 10 twice for weeds. This is necessary for efficient weed removal. Presently it has only been treated once. After the second treatment has taken place the tenant will be responsible thereafter for keeping on top of the weeds. The tenant has already agreed to manage the doc weeds in field 1 then reseed.

The expenditure of £70 was authorised.

1. **NPC’S £1,500 ANNUAL GRANT DUE TO SFF CIC ON 1st AUGUST 2022**

A finance meeting is due to be arranged, this item was deferred until after the finance meeting.

1. **REVIEW OF WORKING ARRANGEMENTS AND COMMITTEE’S “TERMS OF REFERENCE”**

DC commented that the NPC members of the SFF committee can authourise expenditure of up to £2000.Having to delay decisions on expenditure until the next full council meeting is an irrational and a slow process. Revised terms of reference will be compiled between the Clerk and DC and taken to full council for approval. Clarification needs to made about the revolving chair situation that was in place but found to be impermissible by the previous Clerk. The CIC would like the provision to be able to approve expenditure that will result in small amounts of revenue producing activities such as the issuing of licenses. Clerk to find a suitable template from one of the council governing bodies and arrange the wording of the Terms of Reference to suit the scope of the SFF committee.

It was agreed that one person would be the main contact from the CIC and one person be the point of contact for the PC. DC offered to be the main contact for the CIC and TW offered to be the main point of contact for the PC. It would be the responsibility of the two main contacts to circulate relevant information to the other members of their respective parties.

1. **DATE OF NEXT MEETING – 25th AUGUST 2022**

The meeting closed at 7.10pm

Chairman’s Signature……………………………………………………………..