



Chailey Parish Council
www.chaileyparishcouncil.gov.uk

DRAFT Minutes

The full meeting of the Council was held on Tuesday 16th June 2026 at The Reading Room, Chailey Green at 7.30 pm.

Present: Cllrs Evans, Millam, Avery, Dunford, Smart, Fisher & Forman.

Public Present: There were five members of the public present including Mr D Cranfield who was being considered for co-option.

In attendance: Emma Reece, RFO
Mark Slater (District Councillor)
Joa Saunders (District Councillor)
Charlotte Keenan (County Councillor)

Cllr Smart opened the meeting at 7.30pm introducing herself and welcoming everyone to the meeting.

26/111. To co-opt a Councillor and to receive the declaration of acceptance of that office – Cllr Smart stated that Mr D Cranfield had put himself forward for co-option. Councillors voted unanimously to co-opt Mr Cranfield. Cllr Cranfield joined the meeting, signing the acceptance of office in front of the RFO who co-signed. He also completed a register of interests form and acceptance to receive meeting papers in electronic format.

26/112. Apologies for Absence: Apologies had been received from Cllr Berry.

26/113. Declarations of interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda – There were none.

26/114. Questions/Comments from members of the public:

A member of the public spoke about Rock House camping site. Stated he was speaking as an immediate neighbour and sharing the concerns of other neighbours. He stated that they will be formally submitting their objections through the planning portal. He stated that it is a five-acre site and camping guests started arriving mid-April. He went on to say that the planning application doesn't fully reflect the facilities on site which include a wooden barn for check in, refreshment area, decking, washing facilities and substantial shower facilities, connected to sewage, water and power. He shared concerns about noise and disturbance with the site itself bordered closely and all facilities being right on the boundary. In addition, the social area looks directly into his bathroom and kitchen windows. There has previously been lots of development on the site with 3 or 4 'Air B&B' units and a recent planning permission stated the site was at the limit for development. He stated the camping means more cars and development. The site website is advertising for weddings etc. He stated that a recent adjacent field had a dog walking facility refused planning permission due to concerns over traffic.

Cllr Smart thanked the member of public and stated that the matter can be added to the agenda for next meeting.

District Councillor Slater stated he is happy to take the matter up with planning officers.

Initials:

Date:

26/115. Items considered as a matter of urgency: There were none.

Cllr Smart handed over to Cllr Fisher to Chair this part of the meeting

26/116. PLANNING –

- i) **TW/26/0032/TPO – Land adjacent 6 – 8 Gradwell End, South Chailey, E Sx**
Proposal: T1 – Ash – Fell to ground level - Cllr Fisher proposed this application is **supported**. This was unanimously agreed.

One member of the public left at 7.43pm

- ii) **LW/26/0219 – Chailey Heritage School, Haywards Heath Road, North Chailey, BN8 4EF**
Proposal: Replacement of existing standing seam roof with improvements to thermal performance – Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- iii) **LW/26/0225- Cinder Farm, Cinder Hill, Chailey E Sx BN8 4HR**
Proposal: Roof repairs, window refurbishment, timber frame and infill panel repairs, land drainage improvement and internal alterations and repairs. – Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- iv) **LW/26/0256- Wraylodge, Lower Station Road, Newick, E Sx BN8 4HU**
Proposal: Alterations to flat roof to form an external rear balcony with guarding.- Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- v) **To note LDC planning decisions and result of appeals.**

LW/25/0050	Land west of A275 South Common	Reserved matters (layout, scale, appearance, landscaping) as per outline permission LW/22/0418 including erect of 56 dwellings etc	Object March 2025	Approved.
LW/26/0016	The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU	Two storey side extension with inclusion of a glazed link to the main dwelling, addition of 3 no. rooflights to existing roof and alterations to existing fenestration of detached annex building (amended plans and description)	No comment	Approved.

Initials:

Date:

LW/26/0087	Land South of The Phylton, Green Lane, Chailey, E Sx BN8 4BT	Variation of Condition 1 (Plans) in relation to approval LW/24/0478 to amend the layout, appearance, scale and landscaping of the approved dwelling.	No objection	Approved.
LW/26/0109	Balneath Farm, Town Littleworth Road, Barcombe, E Sx	Covered yard area, to store farmyard manure (FYM), with associated hard standing.	No objection	Approved.
LW/26/0110	Balneath Barn Farm, Balneath Manor Lane, South Chailey, E Sx	Construction of a multi-purpose straw, silage and hay barn with farm workshop and associated hardstanding	No objection	Approved.
LW/26/0106	1 Dairy Cottages, Railway Lane, Sheffield Park, North Chailey, E Sx	Replacement of existing detached flat-roofed garage with gable end single bay garage.	No objection	Approved.

The above case outcomes were noted.

Cllr Smart chaired the rest of the meeting

26/117. To agree the Minutes of the AGM held on 19th May 2026.

These were considered and accepted as an accurate record of the meeting. Cllr Avery proposed to approve the Minutes, seconded by Cllr Fisher, with all in favour. Cllrs Forman and Millam abstained as they were not present at the meeting.

26/118. Financial Matters

- i) **To receive and if thought fit approve financial reports for May 2026** – These were received and approved.
- ii) **To receive end of year accounts for 2025/26** – These were received and noted.
- iii) **Performance against budget as at end of May** – This was received and noted.
- iv) **Reconciliation for Bank Account (for reference only)** – This was noted. Cllr Forman suggested moving some monies to the savings account to gain more interest. This was

Initials:

Date:

discussed and it was agreed that the RFO would work out what was needed for the next three months and the create a transfer request for the difference.

- v) **To consider and if thought fit approve applications received for 2026 Small Grants –**
 The RFO shared a report on Small Grant applications and her recommendations for amounts to be granted. She stated that applications were slightly over budget this year and she has made suggestions on the spreadsheet to balance the offers in a manner she considered fair.

Cllr Evans said that he understood that the matter of grants had been brought forward by one month and that the decisions would be made in July. The RFO replied that the Parish Council had previously agreed in a meeting to bring the matter forward in its entirety so that it could be discussed alongside the other June finance matters. Cllr. Evans stated that the Rangers have applied for £300 but he did not feel that they had applied for enough money and that CPC should offer more. He stated that the Council have money in their bank account and asked why we can't use that. Cllr Avery asked why the grants budget was set at the amount it was. The RFO replied that it was set by her predecessor at £10,000 and monies which were offered to Chailey News and the Village Hall were now listed under separate budget codes so that left a remaining balance of £5,800. The RFO stated that the Council had agreed the grants budget in November, and the precept was agreed accordingly. Cllr Forman stated that the additional interest from the transfer of monies into the savings account would mean that CPC would be in a positive for the interest budget code.

The matter was discussed at length, and various solutions were suggested including using different budget codes or reducing the amount offered to other societies. It was suggested that the RFO speak to the Rangers applicant and see if they need additional monies. It was proposed that if they did, then the amount offered to Action Against Abuse, Chailey Cricket Club and Chailey Stoolball Club would be reduced to keep within budget. For example, if Action Against Abuse was reduced to £250 and Cricket and Stoolball both reduced to £500 then this would make up to £290 additional funds available. This motion was passed with 6 voting for, Cllr Evans voting against and Cllr Millam abstaining.

The following is a summary of the amounts agreed, the RFO will advise the outcome of the conversation with the Rangers and adjust the amounts accordingly:

	Applicant	Amount agreed (£)
1	Chailey & Newick Painting Club	200
2	Chailey Bonfire Society	1500
3	Chailey Allotment Association	350
4	Craft & Chat, Chailey Free Church	150
5	Chailey Stoolball	TBC between £500 and £570 depending on outcome of Rangers conversation
6	The Monday Group	250
7	Windmill District Guides	300
8	Lewes Windmill District Rangers	A minimum of £300 agreed with more being offered to the applicant if they need it
9	Chailey Brownies	350
10	Chailey Cricket Club	TBC between £500 and £570 depending on outcome of Rangers conversation

Initials:

Date:

11	Chailey Litter Pickers	143
12	Action Against Abuse	TBC between £250 and £400 depending on outcome of Rangers conversation
13	Chailey and District Horticultural Society	500
14	Chailey Parish Hall	210

26/119. To receive a report from the Internal Auditor – the report from the internal auditor, Steve Brentall was circulated and noted.

Cllr. Evans stated that Steve Brentall had been an extremely good auditor for many years. It was agreed to send a letter of thanks to Steve Brentall.

26/120. Contingent Liability – members to advise RFO of any contingent liability of which they are aware – there were no items to report.

26/121. To consider and approve the Annual Governance Statement 2025/26 (Section 1 of the Annual Return) – this was considered and approved.

26/122. To consider and approve Accounting Statements 2025/26 (Section 2 of Annual Return) – this was considered and approved.

26/123. To confirm the dates on Notice of Electors rights – it was noted that the dates on the Notice of Electors rights are 22nd June 2026 – 31st July 2026.

26/124. To ensure that the Government and Accounting Statements, once approved, have been signed and dated by the Chair – these were signed by Cllr Smart.

26/125. To review effectiveness of internal audit – It was agreed that the internal audit was effective.

26/126. To confirm internal auditor for 2026/27 financial year with consideration for their independence to the Council – Cllr Evans asked about whether an interim audit was necessary. The RFO replied that it was standard practice, she felt it was good to know you are on track and split the work into two. Cllr Forman asked if it would cost more. The RFO replied that it will be based on how many hours work is required but it should be comparable. Cllr Forman asked how the cost compared to Newick who had an interim and the RFO replied that she thought it was comparable. Cllr Avery asked if the RFO felt three years was appropriate. It was agreed to appoint Mulberry & Co as internal auditors for the next three years. Councillors noted that they are fully independent from Chailey Parish Council. Cllr Avery proposed, Cllr Forman seconded and all were in favour.

26/127. To receive an update from the RFO on Reading Room Renovations – the RFO reported that she had met with a local architect who has been asked to quote for drawing up plans and preparing a tender pack. Once received it will be clear if comparison quotes are appropriate.

Cllr Avery asked if we should aim for an update to keep this project moving forward. Cllr Smart agreed that this was a good idea with building work. It was agreed that the matter would be added to the September agenda for an update. Cllr Cranfield offered to help with the project alongside Cllr Fisher.

District Councillor Slater stated there may be another opportunity to apply for District CIL monies.

26/128. To consider purchase of Bleed Control Kits for Parish Defibrillators - It was unanimously agreed to put them in all six cases at a cost of up to £108 per unit (including VAT) and that this would be funded by Parish CIL monies.

Initials:

Date:

26/129. Update on Telephone Kiosk, Chailey Green. – Cllr Evans asked if there was a suggestion to repaint the kiosk. It was agreed that yes that was the suggestion. Cllr Avery asked if there is anything else the kiosk could be used for, but it was noted that it is sited in an inconvenient place.

26/130. To consider clearance of vegetation from banks in Sports Club Car Park. – Cllr Millam stated that the whole lot needs clearing like last year. Cllr Avery asked about the unauthorised use of the car park and Cllr Smart replied that the Sports Club does not want to install barriers or number plate recognition. It was agreed that Cllr Millam would have a look at the car park and report back.

26/131. To approve costs of update to CPC Chain of Office – This was approved.

26/132. Council to receive a report from East Sussex County Councillor, Charlotte Keenan. – Cllr Keenan stated she doesn't really have a report, but if anyone has any questions then she is happy to answer. She stated that the County is a Reform led council, but she is not sure, yet what their corporate plan or core strategy is. Cllr Keenan stated that she has been working on road safety and has asked for where the County Council think there are problems in the area, stating that when she gets an answer, she will share this with the Parish Council.

Cllr Millam asked about potholes and stated that there were examples where one is being done but the others around ignored. Cllr Keenan stated that she has her induction to highways soon so will understand more after that. Cllr Millam stated that the vegetation at the crossroads have been cut back and they have done a good job of that. Cllr Keenan stated that she will have a monthly catch up with the highway steward for the area.

26/133. Council to receive a report from Cllr Joa Saunders / Cllr Mark Slater, LDC - Cllr Slater gave an overview of the activities at the Dandara site, stating emergency TPOs had been placed on trees and that there was building work close to these trees. The tree preservation officer had visited, and an enforcement officer stopped the work due to breached conditions. Cllr Slater also spoke about the problem with flies stating we do get an infestation every now and again and that some cases have been quite severe. He encouraged residents to complain to LDC as the more complaints, the more they take the matter seriously. Cllr Smart noted that the number of flies had gone up significantly and there were comments on Facebook groups. Cllr Keenan shared a case in Uckfield which was in the press recently and was linked to Southern Water, and that last year in Chailey as the infrastructure is so poor there were leaks in various places, a fault was identified then fixed and the problem went away.

Cllr Fisher asked about the swan development and the issue of run-off water. Cllr Fisher asked how frequently sites are inspected for compliance. Cllr Slater stated that District Councillors, Parish Councils and neighbours must report issues. Cllr Saunders said there are changes coming to enforcement and Cllr Slater said that enforcement officers are good but stretched. Cllr Slater said that LDC draw up SEMP agreements (Site environmental management plan) with applicants but to work within certain parameters but in reality, developers can ignore them so enforcement have to follow up concerns reported from local residents and Councillors.

Cllr Saunders stated that the Lower Station Road development is being looked at in more detail in respect of flooding and drainage. She went on to report that at Wilding Wood Farm the Forestry Commission has reopened the case and the Clerk has been sent the new contact details.

It was agreed that the CPC would put something on Facebook as to how concerns about flies can be reported directly to LDC environmental health department.

26/134. To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations – there were no reports from Councillors.

26/135. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: None.

Initials:

Date:

26/136. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature: None.

26/137. To note the date of the next meeting: Tuesday 21th July 2026 at 7.30pm in The Reading Room, Chailey Green – this was noted.

Cllr Dunford thanked the District and County Councillors for attending the meeting, saying how much it was appreciated that they took the time to do so.

Meeting closed at 8.50pm

Signed:
Chair:

Date:

Initials:

Date: