



Hadlow Down Parish Council

Members of **HADLOW DOWN PARISH COUNCIL** are summoned to a meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **TUESDAY 4th APRIL 2017** at **7p.m** in the committee room of the **Village Hall**.

Helen Johnson
Clerk to the Council

March 29th 2017

THE PUBLIC HAVE A RIGHT AND ARE WELCOME TO ATTEND THE MEETING. **THE FIRST TEN MINUTES ARE AVAILABLE FOR THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION ON RELEVANT MATTERS ON THE FOLLOWING AGENDA, THEY ARE THEN WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING. DURING THE MEETING FURTHER COMMENTS FROM THE PUBLIC, WILL ONLY OCCASIONALLY BE ALLOWED, AT THE CHAIR'S DISCRETION.**

AGENDA

- 1. PUBLIC QUESTIONS.**
- 2. APOLOGIES AND REASON FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below
- 4. MINUTES OF THE MEETING** held on 7th March 2017 to be agreed and signed as a true record (previously circulated).
- 5. MATTERS ARISING (from previous meetings):**
 - i. Assets of Community Value DW/ML/Clerk
 - ii. Report to Neighbourhood Watch Co-ordinator DW
 - iii. Clerks Report: update passed to councillors prior to the meeting.
- 6. PLANNING: any applications received between the date of issue of the agenda and the date of the meeting may be discussed and a response agreed at the meeting. Details of the application will appear on the village website and on Twitter.**
 - a. APPROVED PLANNING APPLICATIONS:**
 - i. WD/2015/2891/LDE – Barnside Cottage, Broadreed Farm, Five Ashes – Change of use from an agricultural building to a single residential unit.
 - ii. WD/2016/2925/F – Lynx House Barn, School Lane TN22 4JE – Proposed conversion and extension of barn to residential unit.
- 7. REPORTS FROM CLLR. ROY GALLEY, ESCC & CLLRS. TOBY ILLINGWORTH/MICHAEL LUNN WDC**
- 8. BANK RECONCILIATION:** – dated 24 March 2017 to be agreed and signed.
- 9. OTHER FINANCE MATTERS :**
 - i. To ratify the payments for £252 for D. Stevens for £252 for tree work and £432 for WDC for dog and litter bin emptying that were signed at the last meeting.
 - ii. Assets Register – to approve
 - iii. Tree quotes – to approve
 - iv. Councillor review of end of year accounts – to update.
 - v. Burial fees – to approve changes
 - vi. Request for funding for pole work at playing field – to discuss and agree action
 - vii. Payment of playing field rent – to update.
- 10. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
- 11. PARISH COUNCIL LOGO** – to consider changing the logo
- 12. CELEBRATE** – to update and to agree proposals
 - i. Terms of reference – to approve changes
 - ii. Risk assessments, first aid provision and insurance – to update.
 - iii. Expenditure and event grant requests - to update on budget and approve proposals.
 - iv. Brochure, banner and flyer – to approve
- 13. VILLAGE FAYRE** – to discuss
- 14. PARISH ASSEMBLY** – to discuss.

15. **RISK ASSESSMENTS** – annual review of papers and handout quarterly risk assessments
16. **SCULL WOOD** – to update on report from ESCC
17. **HIGHWAYS AND RIGHTS OF WAY MATTERS:**
 - i. No right hand turn sign at the top of School Lane – to agree action
 - ii. Report from ESCC following Highways meeting
 - iii. Accident record – to update and decide whether to undertake a speed survey
 - iv. Correspondence regarding road signage.
18. **NEW COMMUNITY CENTRE** – to update.
19. **PLAYING FIELD BOUNDARY** – to discuss
20. **CLERK'S MATTERS:**
 - i. Hours to be agreed and signed
 - ii. Hours for Parish Projects – to update and agree
 - iii. Six monthly review, finance and office risk assessments – to update
 - iv. Review of computer back-up arrangements.
 - v. Update on changes to pension contributions and salary.
21. **CORRESPONDENCE RECEIVED:**
 - i. Correspondence regarding items on verges – to update.
 - ii. Correspondence regarding dogs at playing field – to discuss and agree action
 - iii. Grey Matters
 - iv. Correspondence regarding tree work.
 - v. Correspondence regarding commemorative tablet at burial ground.
22. **ACCOUNTS FOR PAYMENT:**
 - i. Helen Johnson. Salary £809.20 includes £18.00 mileage and £3.00 expenses, £750 already paid by standing order, therefore cheque raised for £59.20.
 - ii. East Sussex Pension Fund £228.39 pension.
 - iii. East Sussex ALC Limited £232.32 NALC and ESALC subscriptions
 - iv. Friends of The Keep Archives £24.00 subscription.
 - v. Europlants £173.56 burial ground maintenance and removal of tree.
 - vi. H.M. Revenue & Customs £254.36 tax and national insurance.
 - vii. Sound Architect - ENGage £500 grant
 - viii. Hadlow Down Parish Magazine £600 grant
23. **TRAINING AND CONFERENCES:**
 - i. First aid training – to approve and agree donation to St John Ambulance
24. **DEFIBRILLATOR BATTERY** – to confirm checked
25. **ITEMS TO GO ON NEXT AGENDA**

Signed *Helen Johnson*

Clerk

Date: 29th March 2017