



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in the committee room at Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 1st April 2014.

*Note – this a draft copy to be agreed and amended, if
necessary, at the next Council Meeting.*

Present: Councillors Sandra Richards (SR) (Chair), Clare Emsden (CE), Graham Terry (GT), Michael Lunn (ML), Damon Wellman (DW) and the Clerk Helen Simpson-Wells.

Apologies were received from Cllrs. Roy Galley (RG) (ESCC) and Ken Ogden (KO) (WDC)

1. **PUBLIC QUESTIONS** – none received.
2. **APOLOGIES AND REASON FOR ABSENCE** – apologies received from Cllr. Nathan James, these were accepted.
3. **DECLARATIONS OF INTEREST** – no declarations of interest received.
5. **MINUTES OF THE MEETING** held on 4th March 2014 were agreed and signed as a true record (previously circulated).
6. **MATTERS ARISING (from previous meetings):**
 - i. WDC Community Dividend – SR confirmed that she had received 2 requests for funding and she is awaiting a further one for the Village Hall, she will then send them onto KO.
 - ii. The Emergency Plan Committee members have been added to the website.
 - iii. Mole ploughing of the playing field – to raise with the committee – c/f NJ
 - iv. Organ for the Broadband event at the Village Hall – NJ has advised that he has contacted Tinkers Park and they are due to liaise with Eddie Westfield over this.
 - v. Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. UK Power Networks have confirmed that the delay in resetting the power on 1st January was due to linesmen having to do a full check on the line and then an underground network engineer having to attend. The timing given on their website for when the problem will be resolved relates to the average time to resolve that type of fault, however it can take a longer time or shorter time than that quoted.
 - b. John Thompson has confirmed that he can provide a microphone for the Parish Assembly.
 - c. PCSO Davies confirmed that if there was a trend in crime that information would be sent out through community messaging.
7. **APPROVED PLANNING APPLICATIONS:**
 - i. WD/2014/0158/F – STONEHURST CONSTRUCTION, STONEHURST FARM, STONEHURST LANE – Conversion of existing outbuilding into ancillary accommodation: works to include the insertion of 4 no. Velux rooflights, 5 no. new windows and infill extension.
 - ii. WD/2014/0137/F – LAND AT STONEHURST LANE – Construction of sand school and fencing.
 - iii. WD/2012/2271/O – FIVE CHIMNEYS EGGS, CURTAINS HILL – Erection of an agricultural workers dwelling to replace existing mobile home.
4. **CRIME REPORT** – PCSO David Davies advised that 2 sheds have been broken into in Hadlow Down. He advised residents that when they are in their back garden they should ensure that their doors are locked and windows shut. They should also put equipment away and ensure that their shed is locked. He confirmed that there were no reports of sheep worrying in Hadlow Down last month. Speed monitoring was undertaken in Hadlow Down at the weekend. Operation Crackdown has been revamped and it is now easier to log incidents on the system. He confirmed that crime in Wealden is very low.
8. **REPORTS FROM CLLR. ROY GALLEY, ESCC & CLLR. KEN OGDEN WDC** – The Parish Council (PC) had been

copied in on RG's monthly report.

9. **BANK RECONCILIATION:** -for March 2014 was agreed and signed.

10. **OTHER FINANCE MATTERS** -

- i. The payments to SSALC for £17.00 for LCR subscription and to Hadlow Down Village Hall for £575.00 for a grant for the cupboard paid under the power given in Local Government (Miscellaneous Provisions) Act 1976 s.19, that were paid at the last meeting were ratified.
- ii. Burial ground fees - the PC agreed the Clerk's recommendations for 2014, the Clerk will update the fees and send them onto local funeral directors.
- iii. Electronic banking - the Clerk gave the PC information on the options for electronic banking and the reasons for changing to this, it was proposed and agreed that as the PC doesn't issue a large number of cheques that they continue with the current banking arrangements.
- iv. The Clerk had received correspondence from a contractor offering employment as a litter picker in the village. It was felt that there wasn't a need in the village. A number of people regularly collect litter in their area.
- v. Sussex Wildlife Trust had provided the PC with a large biodiversity report and were arranging for GIS mapping to be sent, both of which are required for the Community Plan work. It was agreed to donate £30 to the Trust.
- vi. The Clerk had produced figures for the 2013 -14 accounts, these were discussed, *she will produce a commentary for the Parish Assembly.* **Clerk**

11. **PRESS AND PUBLICITY** - the Chair advised that the Clerk had contacted SSALC and SLCC regarding Councillors speaking to the press. She confirmed that the information given by the Clerk at the last meeting was technically correct. Ideally the Clerk or the Chair should be in contact with the press. It was proposed and agreed that if a Councillor speaks to the press that they should advise at the beginning of the conversation that they are speaking as an individual Parish Councillor rather than as the Parish Council and that they should inform the Clerk of what has been said. Any discussion with the press shouldn't go against a decision made by the PC. It was agreed that the Clerk would amend standing orders to reflect the changes and that this modification would be revisited and agreed at the time of each election. *Clerk to send draft amendment to standing orders to Councillors.* **Clerk**

12. **PARISH ASSEMBLY** - the Clerk confirmed that PCSO David Davies wouldn't be able to attend the Parish Assembly. SR and GT agreed to meet and greet. The Church have offered their Centenary exhibition for display which has been accepted.

13. **RISK ASSESSMENTS** - GT to review risk assessments and undertake quarterly inspections.

14. **COMMUNITY PLAN** - it was agreed for SR to *organize a meeting in May*. The Clerk was thanked for the information she had obtained. *SR will research the Community 21 website.* **SR**

CE and SR to send out invites to Vivienne Blandford and Matt Pitts to the meeting which will be held at the Village Hall. **CE/SR**

It was proposed that a barbeque be held on 28th June for volunteers in the village, local stakeholders and their partners. *The Clerk will book the Village Hall, if it is available.* **Clerk**

The Chair will circulate a list of possible attendees. **SR**

15. **ANNUAL REPORT** - GT confirmed that the annual report will be a précis of everyone's reports for the Parish Assembly.

16. **VILLAGE FAYRE** - GT advised that the Village Fayre is likely to be held in September this year. It was felt that the Parish Council should have a table at the fayre. To be discussed nearer to the date.

17. **HIGHWAYS MATTERS:**

- i. A copy of the minutes from the SLR meeting had been forwarded to Councillors. CE gave an update on the meeting. The Clerk is due to be sent a list of the gullies in Hadlow Down, it was proposed that the gullies be allocated out to individuals to check them and report any problems. The Clerk will ensure that all issues are logged and an enquiry number is obtained. *The Clerk will go through all future items on the SLR agendas to ensure they have an enquiry number.* **Clerk**

- ii. The Clerk had received correspondence from a resident over the road surface in Dog Kennel Lane and in Criers Lane, *she will raise 5 separate enquiries with Highways for each problem.* **Clerk**

- iii. Consultation regarding the draft 2 year surfacing programme - concern was expressed that Criers Lane wasn't due to be resurfaced until 2015/16 and that Brick Kiln Lane wasn't on the list. *Clerk to respond and also question which section of Main Road is due to be resurfaced.* **Clerk**

18. **DIVERSION OF FOOTPATH ORDER** - the Clerk had received confirmation of the Order to divert public footpath Hadlow Down 33.

19. **NEW COMMUNITY CENTRE** - meeting to be held this week.

20. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**

- i. Cllr. Clare Emsden updated the PC on the visit to The Keep.
- ii. Cllr. Damon Wellman advised that a barn had been broken into and in Five Ash Down a Land Rover had been stolen off a drive. There has also been a problem with individuals standing in the back of a pick-up so that they can see over hedges to see what items have been left out in a garden and if anyone is there.
The sign at Marlowe House will be taken down this week. He also updated on the new entrance on Main Road which isn't yet a breach of planning control, WDC will keep DW informed of any developments.
- iii. Cllr. Graham Terry advised that there is a Village Hall Committee meeting this week. There are moles in the burial ground and the Clerk has instructed the mole catcher who will visit this week. GT visited St Mark's School and undertook an assembly with the pupils, he will undertake a further visit.
- iv. Cllr. Sandra Richards updated the meeting on a film made by the school on Diane Rowden. The Broadband launch event is being held on 3rd April which she will attend.
- v. The Clerk advised that at the Emergency Plan meeting they recommended that the members attend a 1st aid training course, *NJ will send the Clerk details so that it can be discussed at the next meeting.* **NJ**

21. CLERK'S MATTERS AND CORRESPONDENCE RECEIVED:

- i. The Clerks hours were agreed and signed.
- ii. The Chair had met with the Clerk and undertook the finance and office risk assessments and checked the amount of filing. The Clerk had highlighted problems with the backup to a memory stick, the PC *agreed that the Clerk should purchase a hard drive so that she can backup her computer to it. She will also do an annual schedule of the items on the finance risk assessment.* **Clerk**
- iii. Correspondence had been received from a resident expressing concern that the bin men had been throwing dog biscuits to their dog to attract its attention. This had been reported to the police and to WDC. *SR will check if the issue had been followed up with WDC.* **SR**

22. ACCOUNTS FOR PAYMENT - the following payments were agreed and cheques were signed:

- i. Helen Simpson-Wells. Salary £787.16 includes £9.00 mileage, £620 already paid by standing order, therefore cheque raised for £167.16.
- ii. Land Registry £40.00 fee for upgrading the Village Hall land registration, paid under the power given in Local Government Act 1972 s.111.
- iii. H.M. Revenue and Customs £213.65 tax and NI
- iv. Printmonger Media £75.00 newsletter printing
- v. AJW Grounds Maintenance £80.00 play area maintenance
- vi. East Sussex ALC Ltd £211.72 SALC and NALC subscriptions
- vii. Wellers Law Group LLP £420.00 legal advice, paid under the power given in Local Government Act 1972 s.111
- viii. Sussex Wildlife Trust £30 donation paid under the power given in Local Government Act 1972 s.144.
- ix. Compact Cutting £84.00 burial ground maintenance
- x. Valuation Office Agency £667.04

23. TRAINING AND CONFERENCES

- i. Inspecting Children's Playground Course – no-one booked to attend.
- ii. Friends of East Sussex Record Office AGM and Annual Report – passed to Councillors
- iii. WDC Parish Conference – no suggestions raised for agenda items
- iv. SSALC 2014 Training Courses – passed to Councillors

24. CORRESPONDENCE REQUIRING A RESPONSE:

- i. WDC Strategic Housing Land Availability Assessment (SHLAA) for the Delivery and Site Allocations Local Plan draft Methodology for Consultation – no response made.
- ii. SSALC meeting with the Chief Constable – no items to raise
- iii. WDC draft homelessness strategy consultation – no response made.

25. ITEMS FOR DISTRIBUTION:

- i. WDC Strategic Sites Local Plan Submission
- ii. Grey Matters

26. ITEMS TO GO ON NEXT AGENDA – nothing raised

27. ENTRANCE TO PLAYING FIELD – discussed in closed session

The meeting closed at 8:50pm