



**MINUTES OF THE MEETING of Hadlow Down Parish Council**  
held in Hadlow Down Village Hall, Hadlow Down  
at 7pm on Tuesday 3<sup>rd</sup> April 2018.

Present: Councillors Sandra Richards (SR)(Chair), Iain Turner (IT), Damon Wellman (DW), Julian Michaelson-Yeates (JMY) and Cllr. Bob Standley (BS)(ESCC). The Clerk Helen Johnson was in attendance.

1. **PUBLIC QUESTIONS** – a member of the public congratulated the Parish Council (PC) on how well they had handled the Village Hall planning application and that the meeting was well advertised. He questioned whether Cllr Singh should have been able to comment on the application as the Village Hall and Community Centre were inextricably linked so he felt that Cllr Singh would have had an interest. The Clerk advised that the decision being made had related to the Village Hall rather than to the Community Centre and if the PC were making a decision on the Community Centre Cllr Singh would have been expected to declare a disclosable pecuniary interest. Another member of the public also expressed concern as he felt Cllr Singh had a conflict of interest. The PC asked the *Clerk to contact the WDC monitoring officer for advice.*  

**Clerk**

A member of the public expressed concern that a 5 year plan was being considered when elections would be held next year and there may be a brand new PC, he advised that it would be better to consider after the election.

A member of the public asked about the Community Plan and was interested in when it would be reviewed and that a new hall was one of the current plans' priorities. He also asked about agenda item 12 and asked what future proofing there would be should Cllr Singh leave the PC. The Chair confirmed that Cllr Singh's offer of a website had been withdrawn.
2. **APOLOGIES AND REASON FOR ABSENCE** – the Clerk advised that Cllr Singh had sent his apologies that he was delayed but hoped to make the meeting, the apologies were noted.
3. **DECLARATIONS OF INTEREST** - Councillors declared a disclosable pecuniary interest in item 6i.b, the Clerk gave them dispensation.
4. **MINUTES OF THE MEETINGS** held on 6<sup>th</sup> & 16<sup>th</sup> March 2018 were agreed and signed as a true record (previously circulated).
5. **MATTERS ARISING (from previous meetings):**
  - i. Assets of Community Value – the Chair advised that she had been contacted by one of the owners of Wilderness Wood who has concerns over their house being included in the application. In the future they are looking at having a Trust or Charity for the Wood and would be in agreement with it being registered at that stage. *Action point carried forward.*  

**ML**
  - ii. Article IV application in Wilderness Lane – a Councillor confirmed that Article IV had been registered on the plots of land and that the agent and the auctioneer had been advised, however he was still receiving enquiries from prospective buyers. An explanation was given on Article IV.
  - iii. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
    - a. The Clerk has contacted Highways regarding the following items - Clearance of the pipe and cutting in of a grip near Gillhope Farm in Wilderness Lane, to request if any work is scheduled for School Lane road surface, if the 30mph and School signs could be moved onto the post for the unsuitable for long lorries sign in School Lane and to request if Highways will be contacting a landowner to ensure there is adequate drainage installed so that excess water doesn't go on the carriageway.
    - b. Parish Assembly invites have been sent out.
    - c. Item covering GDPR added to emergency plan questionnaires.
    - d. Response sent regarding burial tablet and advising of preparation of plot.
    - e. Response sent to Household Waste Recycling Site Service consultation.

**6. PLANNING:**

**i. PLANNING MATTERS:**

- a. The Clerk had been contacted by a resident regarding developments at Marlowe House which she had reported to WDC Planning enforcement, they have advised that they are not aware of any recent planning applications or change of use. A Councillor advised that it is proposed that 4 x 3 bedroom houses be built and there is a suggestion that the driveway be moved. The WDC tree warden has visited the site. It was agreed for the *Clerk to contact WDC Planning Enforcement to look into the plans for the site and to query why habitat regulations, bat survey and other environmental surveys haven't been undertaken.* **Clerk**
- b. Village Hall application – the Clerk confirmed that the application will be considered by WDC Planning Committee North on 5<sup>th</sup> April. The Public Notice has appeared in the Sussex Express. The Clerk has sent a resident details of the PC's Code of Conduct relating to dispensations and has referred them to the Localism Act 2011. Following further correspondence from them she has responded advising how she formed the view that there was no conflict of interest. The Chair updated the meeting on the comments on the application on the WDC website and confirmed that ML will speak on behalf of the PC at the WDC Planning meeting.
- c. Land adjacent Cart Lodge, breach of Article IV direction – the Clerk confirmed that a WDC planning enforcement officer has visited the site. They have now received a planning application which is being validated, once this is done it will appear as application no. WD/2018/0535.

**7. REPORTS FROM CLLR. BOB STANDLEY, ESCC & CLLR MICHAEL LUNN WDC** – Cllr Standley advised that ESCC Highways currently have twice as many crews repairing highways as at this time last year. A discussion was held on potholes. He advised that he was still pursuing for work to be undertaken to the surface of bridleway 25a and there may be some remedial work undertaken in the summer, it was felt by the PC that the bridleway needed more than remedial work carried out on it. Cllr Standley advised that he is pushing for fairer funding in education and is working with head teachers and will be going to meet MPs.

Cllr. Lunn (ML) joined the meeting at 7:29pm

Cllr Lunn (WDC) advised that the Local Plan had been delayed till approx. June 2018. Cllr Lunn was advised of the developments at Marlowe House and was asked to expect a planning application for the site.

**8. BANK RECONCILIATION:** – dated 26<sup>th</sup> March 2018 was agreed and signed including by a non-signatory as part of the quarterly controls.

**9. OTHER FINANCE MATTERS :**

- i. The payments of £140.30 to Europlants for burial ground maintenance and £432.00 to Wealden District Council for dog and litter bin emptying, that were signed prior to this meeting were ratified at this meeting.
- ii. Burial Ground Fees were approved.
- iii. Laptop – the Clerk advised that 2 Councillors had agreed for the expense for a contractor to make improvements to the laptop security and backups. This decision was ratified by the PC.
- iv. Assets Register – was approved.

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

- i. Cllr Wellman confirmed that the drain at the top of Tinkers Lane hadn't flooded during the recent heavy rain. The mistake on the fingerpost opposite the Tinkers Lane junction has been reported to Highways. He confirmed that he will be doing a report to Highways this week.
- ii. Cllr Turner advised that he has received 5 completed questionnaires so far. He will post on Facebook to encourage people to complete them. The Clerk will provide blank copies for the Parish Assembly. Cllr Turner asked about storage of the information under GDPR.
- iii. Cllr Lunn advised that he will organize the meeting with himself, the new police inspector and Cllr Turner.
- iv. Cllr Michealson-Yeates advised that he had been undertaking further litter picking and would be levelling the area at the playing field in preparation for the picnic tables.

**11. NEW COMMUNITY CENTRE** – The Chair advised that the committee are waiting for the final traffic report in order to complete the habitat regulations. They plan to submit the planning application by the end of April.

**12. WEBSITE** – the Chair advised that Cllr. Singh's offer to host the PC website has been withdrawn. Prior to the meeting Councillors had been sent copies of letters sent from the editor of the village website. A discussion was held on whether or not the PC should have their own website and it was suggested that there be a link from the village website to a PC website. The Clerk advised that the decision had been made at the 6<sup>th</sup> March meeting to go with the new website and not to use the village website, it had since been decided, due to delays, to post items onto the village website, 4 Councillors signed a motion to rescind the decision made at minute item 335. The Clerk thanked the editor and owner of the village

website for their support and assistance however she stressed the importance that a PC website should be independent and recommended that the PC use an external supplier. She confirmed that she'd recently had permission problems with her access to the village website.

The Chair allowed the owner of the website to comment that from his perspective permissions had not been changed.

Councillors will need to have their own PC email address and it was questioned whether this needed to be linked to a website or not.

It was agreed for the PC to investigate suppliers of websites and what the new village website will offer and to then make a decision on what they will use. In the meantime the PC will continue to use the village website and will request that, until a decision is made, that 2 years' worth of files be transferred to the new village website. The owner of the village website agreed to continue to provide hadlowdown.com email addresses until he is advised that these are no longer required.

**13. PARISH ASSEMBLY** – a discussion was held on the roles for the evening and refreshments. Posters were handed out.

**14. CO-OPTION POLICY** – was approved.

**15. CORRESPONDENCE RECEIVED:**

- i. Correspondence regarding maps of water pipes – it was agreed for the Clerk to write to South East Water for a copy of the maps for the area.
- ii. Correspondence regarding hedge notice – the Clerk had forwarded a copy of the requested letter from 2008.
- iii. Review of Local Government Ethical Standards Stakeholder Consultation – no response made.
- iv. SALC meeting with Sussex Chief Constable – it was agreed for the Clerk to raise about parking on pavements and on roads and the lack of enforcement. **Clerk**
- v. East Sussex, South Downs & Brighton & Hove Waste and Minerals Local Plan Review Sustainability Appraisal Scoping Report Consultation – no response made.
- vi. East Sussex Consultation on traffic sensitive streets – no response made.
- vii. Correspondence regarding lorry signage – it was agreed that the Clerk would respond to the resident regarding the signage. **Clerk**

**16. PUBLIC PHONE BOX** – a discussion was held on the future use of the public phone box and it was agreed that it should be used as a book swap, that the walk leaflet should be available in there and that the defibrillator should be moved to there. No action can be taken until the purchase is completed. It was also agreed that the box will need refurbishing. The Clerk confirmed that any expenditure would need to be under LGA 1972 s.137.

**17. PLAYING FIELD SIGNAGE** – the Clerk confirmed that there is now only 1 small dog fouling sign at the entrance. The Chair agreed to get a photo of the signage at Luxford Park. To be discussed further at the next meeting. **Chair**

**18. GENERAL DATA PROTECTION REGULATIONS** – the PC approved the Councillor Privacy Notice and the Data Processing Schedule.

**19. RISK ASSESSMENTS** – Cllr. Michaelson-Yeates agreed to repair the chain bridge and the bear bench. **JMY**  
The Clerk advised that once the telephone box purchase has been completed that a risk assessment will need to be written for it. The Clerk confirmed that the Chair had completed the Finance and Office risk assessments. The PC approved the Finance Risk Assessment.

**20. MISSION STATEMENT AND FIVE YEAR PLAN** – it was decided that this wouldn't be discussed at this stage and that it would be better if it was discussed by the new Parish Council after the 2019 elections.

**21. CLERK'S MATTERS:**

- i. The Clerks hours were agreed and signed.
- ii. The Chair updated the PC on the recent 6 monthly update meeting she'd had with the Clerk. Concern was expressed over the increase in the Clerk's workload and how this could be reduced.

**22. ACCOUNTS FOR PAYMENT:** The following payments were agreed and cheques were signed:

- i. Helen Johnson. Salary £1185.63 includes £37.35 mileage & £298.49 expenses, £750 already paid by standing order, therefore cheque raised for £435.63.
- ii. East Sussex Pension Fund £254.24 pension.
- iii. Mrs L. McConachie £40.00 play equipment inspection.
- iv. Viking £74.46 stationery
- v. SLCC Enterprises Ltd £90.00 Training Seminar
- vi. HM Revenue and Customs £228.71 tax and national insurance
- vii. Friends of the Keep Archives £20 subscription

A further payment for £140.30 for Europlants Ltd for burial ground maintenance was also signed and will be ratified at the next meeting.

**23. TRAINING AND CONFERENCES:**

- i. Code of Conduct training sessions – the PC approved Cllr Michaelson-Yeates' attendance at the training session.
- 24. DEFIBRILLATOR BATTERY** – the Clerk confirmed that the battery had been checked and that there were no issues.
- 25. ITEMS TO GO ON NEXT AGENDA** – Village name sign - to agree to get quote to refurbish.

**The meeting closed at 8:50pm**