



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in the Committee Room of Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 4th April 2017.

Present: Councillors Sandra Richards (SR) (Chair), Iain Turner (IT), Damon Wellman (DW), Helen Bonnick (HB) and Cllr Roy Galley (RG)(ESCC). The Clerk Helen Johnson was in attendance.

Cllr Bob Standley (BS)(ESCC) attended the meeting.

1. **PUBLIC QUESTIONS.** – Janet Tourell spoke to the Parish Council (PC) regarding the land to the east of the Village Hall, she will put her request in writing to the PC.
2. **APOLOGIES AND REASON FOR ABSENCE** – apologies had been received from Cllr. Michaelson-Yeates, these were accepted.
3. **DECLARATIONS OF INTEREST** – HB declared a personal interest in 12iii regarding the scouts.
4. **MINUTES OF THE MEETING** held on 7th March 2017 were agreed and signed as a true record (previously circulated).
5. **MATTERS ARISING (from previous meetings):**
 - i. Assets of Community Value – DW confirmed that he had spoken to the landlord of the New Inn who is in agreement with the Parish Council applying for the pub to be registered as a Community Asset, the Clerk will complete the relevant form. **Clerk**
 - ii. Report to Neighbourhood Watch Co-ordinator DW confirmed that he had informed Eddie Westfield, as a Neighbourhood Watch Co-ordinator, of the suspicious activity. The Clerk confirmed that Steve Godfrey is the Neighbourhood Watch co-ordinator for School Lane.

Cllr Michael Lunn (ML) (also WDC Councillor) joined the meeting at 7:10pm

 - i. Assets of Community Value – ML c/f **ML**
 - iii. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. The owner of the unlawful vehicle has been written to and a green sticker placed on the vehicle.
 - b. ESCC have written to South East Water requesting that they repaint the damaged fingerposts.
 - c. The contractor has been asked to commence the work on the fencing and gate for footpath 27c.
6. **PLANNING:**
 - 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. The Clerk updated the meeting on WDC's response to the Parish Council. DW confirmed that he had also raised this matter at the Parish Planning Panel meeting. ML (WDC) advised that he is able to call an application into the WDC planning committee providing there are policy reasons to support this.
7. **REPORTS FROM CLLR. ROY GALLEY, ESCC & CLLR MICHAEL LUNN WDC** – RG advised that ESCC have been given an extra £22m over the next 3 years by the Government, of this £11m will be paid in 2017-18. They are now in purdah prior to the ESCC elections. He requested that Inspector Wakefield respond to the Clerk regarding the traffic accident records. The PC confirmed that there had been 2 accidents on 2nd April on the A272 at the top of Dog Kennel Lane and at the top of Tinkers Lane.

RG advised that he had taken the Highways Assistant Director to see the state of Pound Green, however he was advised that it wasn't bad enough to require intervention.

ML advised that WDC are waiting for some technical reports before the local plan can go out for consultation. The Chair asked about WDC Councillors' response to the nitrogen level results from the Ashdown Forest. ML advised that there is concern over infrastructure and that the CIL payments aren't sufficient to provide all

infrastructure. He confirmed that WDC are working with ESCC to look at options regarding parking enforcement. All of their car parks, apart from Pevensey Bay and Alfriston, will continue to provide free parking.

8. **BANK RECONCILIATION:** – dated 24 March 2017 was agreed and signed, including by a non-signatory as part of the quarterly controls.
9. **OTHER FINANCE MATTERS :**
 - i. The payments for £252 for D. Stevens for tree work and £432 for WDC for dog and litter bin emptying that were signed at the last meeting, were ratified at this meeting.
 - ii. Assets Register – was approved and signed.
 - iii. Tree quotes – the PC approved the contractor for the work at the play area. The PC agreed for the work to be funded from the property maintenance reserves.
 - iv. Councillor review of end of year accounts – the Clerk advised that ML and SR would be meeting with her in May to go through the annual accounts before they are presented to full council.
 - v. Burial fees – it was proposed by a Councillor that the fees for the burial of a villager under the age of 16 should be nil, this was agreed (3/2). All other changes proposed by the Clerk were approved.
 - vi. Request for funding for pole work at playing field – a request had been received from the playing field committee for the PC to pay the remaining £82.48 for the pole work for the hammock at the play area from the play equipment reserve fund. A discussion was held and it was agreed (3/1) to pay £82.48 from the maintenance of playing field and play area budget for 2017/18 and not from reserves.
 - vii. Payment of playing field rent – the Clerk confirmed that the annual rent had been received from the Playing Field Association.
10. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**
 - i. Cllr. Wellman updated the PC on the WDC Parish Planning Panel meeting he had attended. He confirmed that the accident on 2nd April on the A272 at the top of Tinkers Lane had required 2 ambulances. DW advised that he has been liaising with ESCC Highways in a personal capacity regarding issues in the area and that the reporting system for stewards will be changing next year to a safety based approach. The Clerk confirmed that a senior steward has investigated the road surface on the A272 close to the junction with the A267 and has taken a risk based approach and 2 potholes will be repaired within the next few weeks.
 - ii. Cllr. Lunn highlighted that a tree had been knocked down next to the A272 near the junction with the A267, *the Clerk will raise with ESCC Highways.* **Clerk**
Concern was raised by a number of Councillors over speeding motorcyclists early on a Sunday morning.
 - iii. Cllr. Bonnick advised that the Village Hall has a lot of bookings and that some people are working really hard on it.
 - iv. Cllr. Richards advised that she had been contacted by 2 villagers regarding the sale of 6 plots of land in Wilderness Lane and confirmed that these plots were nothing to do with Wilderness Wood and that the plots do not have planning permission.
11. **PARISH COUNCIL LOGO** – HB advised that the resolution for the PC logo wasn't of sufficient quality to be copied onto the Hadlow Down Festival advertising materials. HB showed Councillors samples of possible replacements and a discussion was held on whether the logo should be changed. *The Clerk will obtain the cost for copying the current logo to a higher specification.* **Clerk**
The PC agreed the logo to be used for the festival advertising materials and the cost of obtaining it.
12. **CELEBRATE**
 - i. Terms of reference – the PC agreed to rescind the decision made at the 6th December 2016 meeting regarding the Terms of Reference for the Celebrate working party, in order that amendments could be made to the document. 4 Councillors signed a document to this affect. The PC agreed the amendments to the Terms of Reference.
 - ii. Risk assessments, first aid provision and insurance – the Clerk updated the meeting on the response from SSALC and the insurance company. She has produced a document with her proposals regarding the need for risk assessments, what first aid provision is required and whose insurance will cover the event, HB confirmed that herself and the sessional worker will review the requirements prior to the May PC meeting when the recommendations will need to be discussed and approved by the PC. The Clerk confirmed that she will need to see a copy of the public liability insurance and risk assessment for each event.
 - iii. Expenditure and event grant requests – the PC considered the grant requests. The Chair questioned what would happen with any underspend and HB, chair of the working party, confirmed that it would be used for equipment that could be used within the village in the future. HB confirmed that the cost of village hall hire was included in the relevant grant requests and that it is planned that 1 invoice would be issued for all the hirings. Following discussion the PC decided what grants they would approve and

a contingency for a change to the booklet cost, due to its increased size.

It was agreed that the Clerk/sessional worker would liaise with the National Lottery regarding changes to the budget. Clerk

- iv. Brochure, banner and flyer – *the Chair will send a copy of the amended wording for the scout section in the brochure to HB.* The PC approved the brochure subject to this amendment. SR

HB and the sessional worker were thanked for their work on the brochure. HB advised that the festival logo had been created by a member of the public at no cost and requested that a gift be purchased for them, this was approved by the PC, to be funded from the Celebrate grant.

HB raised about the PC's involvement at the festival launch, to be discussed at the May meeting.

The PC agreed the flyer that they were advised would have the festival logo and information from the brochure.

13. **VILLAGE FAYRE** – it was highlighted that it would be helpful if members of the PC could give out brochures for the festival at the Village Fayre.

14. **PARISH ASSEMBLY** – the Chair allowed a member of the public to comment that she felt that the PC needed to have a microphone at the Parish Assembly, it was agreed that the Clerk approach John Thompson to see if they could use the projector and screen in the hall and a microphone. Clerk

A planning meeting will be held at 6:15pm prior to the Parish Assembly, the Clerk requested assistance with setting up and clearing away and Councillors agreed to arrive by 6pm. A discussion was held on the refreshments to be provided.

15. **RISK ASSESSMENTS** – SR agreed to undertake the annual review of the risk assessment papers and the quarterly risk assessments. SR

The Clerk confirmed that she had received a copy of the Village Hall risk assessment and it is hoped that the tree inspection at the playing field would be completed by the end of April 2017.

16. **SCULL WOOD** – Cllrs had been copied in on the report from ESCC. It was agreed for the Clerk to write to ESCC thanking them for the report and requesting if the PC could copy it to near neighbours. Clerk

17. **HIGHWAYS AND RIGHTS OF WAY MATTERS:**

- i. No right hand turn sign at the top of School Lane – the PC considered this option, concern was expressed that this would cause problems with an increase of vehicles using Wilderness Lane. It was also commented that there had been an increase in the number of large vehicles using School Lane, Cllr Standley was invited by the Chair to comment on this from his recollection of a discussion with a member of the public at the ESCC Highways meeting. A vote was taken on whether to pursue the option of a sign, the PC voted against this. (0/4)

- iv. Correspondence regarding road signage – a resident had written to the Clerk with their recommendations for signage. *The Clerk will write to ESCC Highways to request a gradual reduction in speed heading east on the A272 into Hadlow Down.* Clerk

Crossing signs for adults and children and relocation of the 30mph sign at the top of School Lane will all be raised with ESCC Highways at the next SLR (Strengthening Local Relationships) meeting.

- ii. Report from ESCC following Highways meeting. *The Clerk confirmed that she will be writing to those who attended the meeting to update them on the responses from ESCC Highways.* Clerk

The PC expressed concern over the number of times the site of the drainage problem on the A272 at the junction with Tinkers Lane had been visited by ESCC Highways and that the problem has still not been resolved.

- iii. Accident record – the Clerk informed the meeting of the previous measurement taken by ESCC for a traffic calming scheme in School Lane and of the accident record for the area. She has also discussed the matter with the local police inspector and updated the meeting on this conversation. The majority of accidents are caused by bad driving rather than speeding.

18. **NEW COMMUNITY CENTRE** – it was confirmed that an architect has now been appointed and the rationale behind the decision on the appointment appears on the group's website. It was highlighted that the meeting between the architect and Urban Vision CIC, that was scheduled on the timeline for March 2017, hadn't taken place. *ML will ensure that he responds to the Chair of the Committee regarding the minutes, they should then be issued.* ML

19. **PLAYING FIELD BOUNDARY** – ML declared a disclosable pecuniary interest in this matter and did therefore not join in the discussion.

The Clerk updated the meeting on the measurement tools used by other Councils and that this was already available to the PC. A discussion was held on whether GPS measurements should be made.

21. **CORRESPONDENCE RECEIVED:**

- i. Correspondence regarding items on verges – the Clerk had been contacted by a resident regarding blocks on the verge outside a property. She has contacted a member of the public connected with the property.

- ii. Correspondence regarding dogs at playing field – the Clerk has been contacted by the Chair of the

Playing Field committee regarding dog poo not being picked up and unattended dogs. They have requested that the PC provide additional signage and that adjoining residents ensure that their dogs cannot obtain direct access onto the playing field. It was felt that as signage had previously been vandalized that it wouldn't be effective, it was agreed for the *Clerk to do an article in the Parish Magazine.* **Clerk**

iii. Grey Matters

iv. Correspondence regarding tree work – a Councillor has been contacted by a resident regarding their work on trees adjoining the playing field. The Councillor has spoken with the resident and the Clerk has sent them a letter thanking them for the work they undertook.

v. Correspondence regarding commemorative tablet at burial ground – the Clerk has been contacted by the minister regarding a family who want to have a commemorative tablet in the burial ground, where there won't be a burial. This was agreed together with the fee, taking into account that the tablet will use one of the available plots. *The Clerk will respond to the minister.* **Clerk**

20. CLERK'S MATTERS:

i. The Clerk's hours were agreed and signed

Cllr. Turner left the meeting at 9:05pm

ii. Hours for Parish Projects – the Clerks hours for Celebrate and archiving were agreed

iii. Six monthly review, finance and office risk assessments – to be undertaken on 7th April.

iv. Review of computer back-up arrangements – the Clerk advised that WDC IT department had offered to review the security of the PC's back-up arrangements and to offer recommendations where required, this service is free. The PC agreed for the Clerk to arrange visit.

v. The Clerk updated the meeting on the annual changes to pension contributions and salary.

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

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 – the PC agreed for Cllr. Wellman to attend the training and approved a donation of £10 to St John Ambulance.

24. DEFIBRILLATOR BATTERY – the Clerk confirmed that she had checked the defibrillator prior to the meeting.

25. ITEMS TO GO ON NEXT AGENDA – nothing further raised

The meeting closed at 9:15pm