



MINUTES OF THE MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday April 5th 2011.

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

Present: Councillors David Walker (Chairman), Graham Terry, Lisa Scott and Ken Ogden (WDC). Also in attendance was the Clerk Helen Simpson-Wells. Apologies were received from Cllrs. Norman Buck (WDC) and Tony Reid (ESCC).

1. **PUBLIC QUESTIONS** – The Clerk had been asked by a member of the public to raise that warning signs are needed for Little Tinkers Nursery due to vehicles turning in/out at peak time. *Clerk to raise with Highways department.* **Clerk**
2. **REPORT FROM PCSO MARK CARTER** – no report received in Mark's absence.
3. **APOLOGIES AND REASON FOR ABSENCE** – apology received from ML.
4. **DECLARATIONS OF INTEREST** – none received
5. **MINUTES OF THE MEETING** held on 1st March 2011 agreed and signed as a true record (previously circulated), apart from on point 382iii needed amending as the lane wasn't closed.
6. **MATTERS ARISING (from previous meetings):**
 - i. DW did contact the editor of the website and access to the website has now been restored.
 - ii. Sustainable Communities Act – carried forward **ML**
 - iii. Clerks Report: sent to Councillors with the agenda updating them on the work she has undertaken over the last month, she confirmed that:
 - a. The Parish Council (PC) cannot combine its insurance with other organisations within the village.
 - b. A lot of overhanging vegetation has now been cut back in School Lane.
 - c. WDC have arranged a meeting with the Clerks of the parishes that have closed burial grounds in them, to discuss future maintenance.
 - d. The work on the green lane that joins Dog Kennel Lane has been completed and it has been added to the list of seasonal closures from October to March.
7. **PLANNING APPLICATIONS:**
GRANTED PLANNING PERMISSION:
WD/2011/0082/F – LITTLE FOXES FARM, STONEHURST LANE, FIVE ASHES TN20 6LL –
Demolition of existing residential bungalow and erection of new dwelling and associated outbuildings (amendment to approved application WD/2010/0454/F)
REFUSED PLANNING PERMISSION:
LAND AT HASTINGFORD LANE, TN22 4DY – New storage/office building.
8. **REPORT FROM CLLR. KEN OGDEN WDC** – KO updated the PC on how the recent budget would affect planning, he also discussed the changes at WDC in the Planning and Enforcement departments.
9. **BANK RECONCILIATIONS:** – for 25th February 2011 and 25th March 2011 agreed and signed. *Clerk to review deposit account options.* **Clerk**
10. **OTHER FINANCE MATTERS** –
 - i. The Clerk updated the PC on her review of the burial ground fees, it was proposed and agreed to keep the fees the same as last year, *Clerk to write to local funeral directors to update them.* **Clerk**
 - ii. Invitation for tender was sent out for the work at the play area – PC agreed to use Complete Landscapes, *Clerk to write to companies to advise them of the outcome.* **Clerk**
 - iii. The Clerk confirmed that there had been an increase in the dog bin and litter bin emptying charges
11. **ACCOUNTS FOR PAYMENT:** The following were agreed by all and cheques raised:

- i. Helen Simpson-Wells. Salary £718.38 includes £16.00 for mileage and £4.04 expenses, £620 already paid by standing order, therefore cheque raised for £98.38.
 - ii. Paul James £100.00 excess charge not paid by insurance company, for work on the pier at the burial ground – paid under the power given in Local Government Act 1972 s.214.
 - iii. HM Revenue and Customs £162.54
 - iv. WDALC £20 subscription
 - v. Sussex Associations of Local Councils £209.01 subscription to SALC and NALC
 - vi. Viking Direct £129.54 stationery
 - vii. Complete Landscapes £85.00 maintenance of the burial ground – to be ratified at the next meeting
 - viii. Jason Pooley £45.00 maintenance of the play area – to be ratified at the next meeting
- 12. NEW COMMUNITY HALL** – meeting to be held this week
- 13. RISK ASSESSMENTS** – *GT agreed to undertake this quarter's risk assessments, also in the process of amending the forms.* **GT**
- 15. ELECTRICITY POWER CUT** – not discussed in ML's absence.
- 16. REVIEW OF FINANCIAL CONTROLS AND FINANCE AND OFFICE RISK ASSESSMENT** – these were undertaken at the Clerk's recent performance review and agreed by the 2 Councillors at the review. *GT to update the risk assessment forms so that they are similar to those at point 13.* **GT**
- 17. COMMUNITY PAYBACK TEAM** – *Clerk to write with details of work required to be carried out* **Clerk**
- 18. EQUAL OPPORTUNITIES POLICY** – *Clerk to make amendments and forward to GT.* **Clerk**
- 19. DIGNITY AT WORK POLICY** – *Clerk to make amendments and forward to GT.* **Clerk**
- 20. PUBLIC SECTOR MAPPING AGREEMENT** – the PC agreed to join the scheme.
- 21. COMMUNITY OIL PROJECT** – the Clerk had forwarded details of this to the PC prior to the meeting, it had previously been discussed amongst villagers and not considered a viable option. *KO to obtain further information from a group he is aware of and report back to the meeting.* **KO**
- 22. PARISH ASSEMBLY** – PC agreed with the draft agenda provided by the Clerk, *GT to organize board to advertise event, Clerk to see if flyer can go in school's parentmail email.* **Clerk/GT**
- 23. ANNUAL MEETING** – booked for 10th May at 7pm in the committee room. 5 people have applied to be Councillors so an election will not need to be held. *Clerk to write to the 2 new Councillors with date for the meeting and details of training. Clerk to also check whether new Councillor packs need updating.* **Clerk**
- 24. CROWBOROUGH'S DISTRICT COUNCIL OFFICE** – *Clerk to write to Chair of WDC expressing the PC's objection to the move out of the Crowborough office and the cost involved.* **Clerk**
- 26. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**
Tree Warden, Rights of Way, Highways and Footpaths – Cllr. David Walker – DW highlighted that the fingerpost at the join of Wilderness Lane's has been damaged, *Clerk to report and arrange for it to be mended. Clerk to also contact PCSO Mark Carter regarding the vehicle that damaged the Village Hall and Hut Lane signs.* **Clerk**
- 25. LOCALISM BILL** – The Clerk highlighted that expenditure over £500 will need to appear on a website as will Standing Orders once they have been updated. To be discussed once new Council is formed.
- 27. CLERK'S MATTERS:**
- i. Hours checked agreed and signed.
 - ii. The Clerk gave an update from the Safer Wealden Partnership, Joint Action Group meeting. She has requested further speed reduction operations in the village.
- 28. TRAINING AND CONFERENCES:**
- i. Cemetery Management training course – it was agreed by the majority for the Clerk to attend this course.
- 29. CORRESPONDENCE NEEDING A RESPONSE:**
- i. Consultation on the future of local public audit – *GT to review if a response is required.* **GT**
- 30. CORRESPONDENCE RECEIVED FOR DISTRIBUTION:**
- i. NALC e-bulletin
 - ii. High Weald Anvil
 - iii. AirS newsletter
 - iv. Wealden Parish Bulletin
 - v. Applause rural touring programme of events
 - vi. LCR magazine
 - vii. The Good Councillor's Guide
- 31. ITEMS TO GO ON NEXT AGENDA**
- i. SALC bulletin – the Clerk highlighted that wef. 6th April 2011 the maximum tax free mileage will

- increase from 40p to 45p per mile.
- 14. VILLAGE ACTION PLAN** – separate meeting to be organized to discuss the plan. *Clerk to contact ML to arrange.* **Clerk**

Meeting closed 8:32pm

**THE ANNUAL ASSEMBLY WILL BE
on Tuesday 19th April 2011 at 7pm. The next
PARISH COUNCIL MEETING will be on
Tuesday 3rd May at 7pm**