



MINUTES OF THE MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday July 3rd 2012.

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

Present: Councillors Sandra Richards (SR) (Chair), Graham Terry (GT) and Damon Wellman (DW). Also in attendance was the Clerk Helen Simpson-Wells (HSW). Apologies were received from Cllr. Ken Ogden (KO) (WDC) and Cllr. Tony Reid (TR) (ESCC).

- 96. PUBLIC QUESTIONS** – Bob Lake (BL) as Chair of the Community Centre committee asked about the response being made by the Parish Council (PC) to the 7km zone of influence for the Ashdown Forest. Janet Tourell (JT) as the Village Hall representative advised that they are hoping to refurbish the kitchen in August, HSW to confirm to JT the amount of the VH grant for this financial year. JT to obtain quotes for the installation work and possibly approach the PC for further funding. **Clerk**
- 97. REPORT FROM PCSO MARK CARTER.**- in Mark's absence the Clerk reported that there had been no incidents in Hadlow Down for the last 2 months.
- 98. APOLOGIES AND REASON FOR ABSENCE** – received from Cllr. Michael Lunn (ML) and Nathan James (NJ) these were accepted.
- 99. DECLARATION OF INTEREST** - none received.
- 100. MINUTES OF THE MEETINGS** held on 12th and 26th June 2012 were agreed and signed as a true record apart from the number of Councillors voting for and against planning applications on 12th June was added to the minutes, as has previously been agreed.
- 101. MATTERS ARISING (from previous meetings):**
- GT hadn't received reports from RH and ML *he will produce these himself.* **GT**
 - SR had produced an article for the website and the Parish Magazine on the 101 non-emergency number
 - GT confirmed that he had written to Ian Davison for a quote for registration of the Village Hall, HSW to chase. **Clerk**
 - Varnishing of noticeboards – Clerk to contact David Walker **Clerk**
 - Clerks Report: was sent to Councillors with the agenda updating them on her action points and included:
 - Diocese House have located documents regarding the Sentence of Consecration and the Faculty relating to the pathway but not the conveyance documents. The Clerk is awaiting a response from the Land Registry.
- 102. PLANNING APPLICATIONS:**
- WD/2012/1144/LB and 1143/F – ANNES, WILDERNESS LANE, TN22 4HU** – Proposed ground and first floor rear extension together with other external alterations. New terrace to rear. Demolition of existing garage and the creation of a new gated driveway – The Parish Council fully support the application. All 3 Councillors agreed.
 - WD/2012/0986/F – BEECH TREE COTTAGE, HALL LANE TN22 4HQ** – Proposed conservatory - The Parish Council fully support the application. All 3 Councillors agreed.
 - WD/2012/1329/F – ST MARKS C OF E PRIMARY SCHOOL, SCHOOL LANE** – 2 no. air conditioning units to be located on the flat roof over the main entrance area – set back (5m approx.) away from the parapet edge. - The Parish Council fully support the application. All 3 Councillors agreed.

GRANTED PLANNING PERMISSION:

- WD/2012/0862/F – WILLOW HERB COTTAGE, HOWBOURNE LANE, BUXTED TN22 4QD** – single storey extension.

PLANNING MATTERS:

- i. The Clerk updated the meeting on a conversation she had with KO regarding the 7km zone of influence for the Ashdown Forest. The decision regarding the 7km has not yet been accepted by WDC and it is possible that it may be voted out. The extended boundary was introduced by officers at WDC. They are waiting to see what the Core Strategy inspector says in his report. KO recommended that the Community Centre (CC) committee wait till August to see what develops with the 7km boundary. SR has liaised with the Buxted PC Chair regarding their new hall planning application and updated the meeting on their discussion. Buxted PC are hoping to have a meeting with other PCs over the 7km zone. A discussion was held on whether the PC should send a letter to Cllr. Bob Standley, Chair of WDC regarding the 7km zone, it was agreed 2:1 to send the letter, *HSW and SR to draft.* **Clerk/SR**

Standing orders were suspended

BL and JT asked that a copy of the letter be sent to them. The PC asked that they be copied in on CC correspondence. BL to produce article for the Parish Magazine updating on the CC project.

Standing orders were reinstated

103. REPORTS FROM CLLR. TONY REID, ESCC & CLLRs. KEN OGDEN and NORMAN BUCK WDC – no reports received in their absence apart from KO's reported at point 102i

104. BANK RECONCILIATION: –for June 2012 agreed and signed.

105. OTHER FINANCE MATTERS –

- i. Tender for play area and burial ground – the Clerk updated the PC on the quotes received. It was agreed to award the play area contract to AJW Grounds Maintenance Services and the burial ground contract to Simply Landscapes, a review of work will be undertaken after 3 months.
- ii. Tender for fingerposts – the Clerk updated the PC on the tenders received. All 3 companies raised that the paint work undertaken by the Village Maintenance Team wasn't very good and that the posts didn't need replacing. It was agreed to instruct Phil Anderson to do the work. *SR to take photos of the painted posts and Clerk to send with complaint letter to ESCC requesting they pay for the repainting of the 2 fingerposts they painted, Clerk to forward draft letter to Councillors for comment before sending.*

Clerk/SR

106. REVIEW OF 2012/13 INCOME AND EXPENDITURE the PC went through the quarterly figures provided by the Clerk and discussed the forecast for 2012-13. The burial ground expenses will be a lot higher due to the contract having to be changed and the recent work that has been undertaken. The Clerks costs will be lower. The cost of the bus shelter isn't included in the forecast. It is likely that some money will need to be taken from reserves.

107. NEW COMMUNITY CENTRE – GT advised that there is a meeting of the committee on 5th July. It was requested that their meetings be held the week before a PC meeting in case anything then needs raising at the PC meeting, also that the issue of 7 Parish Councils planning to build new Village Halls be included in the Business Plan as this may affect the amount of business available.

108. PLAYING FIELD DRAINAGE – GT questioned why the PC were discussing this as the Playing Field Committee manage the Playing Field. He confirmed that the committee have discussed the offer of extra top soil to help improve drainage, however they have other higher priority items. Concern was expressed that the Playing Field wouldn't be able to be used for a year. A couple of residents have raised concerns that ecological and environmental surveys would need to be undertaken, that there would be large lorry movement and that water run-off from the new soil would need to be considered. *SR to check the lease with the PC.* The Clerk reiterated that the PC own the Playing Field so they need to be conscious of their responsibilities.

SR

Standing orders were suspended

BL advised that ecological and environmental surveys weren't required just a geotex survey for which he has received quotes of £2000 - £6000 and he is trying to obtain grants to cover this cost. A geotex survey has already being undertaken on the available topsoil. The PC questioned whether the topsoil would solve the drainage problem, BL confirmed that the geotex survey would answer this question. The soil would go in the football pitch area rather than covering the whole field.

Standing orders were reinstated

GT to raise with the Playing Field Committee and the Clerk will speak to planning department. **GT/Clerk**

109. COUNCILLORS RESPONSIBILITIES – allocation of responsibilities carried forward to the next meeting. SR to report on planning for the August meeting. The Clerk highlighted that a decision cannot be delegated to an individual Councillor although it can be delegated to the Clerk. The Clerk will email all consultations to Councillors prior to meetings.

110. FEEDBACK FROM CLERKS REVIEW - SR updated the PC on the Clerks review. It was raised that the Councillors should pick up more of the work rather than the Clerk, to be discussed at the next meeting.

111. BUS SHELTER – DW presented the design for the bus shelter and confirmed the quote of £1260, agreed by

all. *The Clerk will contact planning department regarding the Certificate of Permitted Development.* It was agreed that the order for the shelter wouldn't be made until the Certificate has been granted. It has also been suggested to the Clerk that a shelter be built at the Playing Field for the youth, to be discussed at the next meeting.

Clerk

112. RISK ASSESSMENTS – GT offered to do the quarterly risk assessments, *Clerk to email to GT* **Clerk/GT**

113. REGISTER OF INTERESTS - the new registers have been emailed out to Councillors who have to complete and return the registers to the Clerk by 20th July. **ML/GT/DW/NJ**

114. CO-OPTION PROCEDURE – all agreed to the procedure subject to the amendment at point 5.

115. OAK TREE PLAQUE – GT gave information on the wording for the plaque, cost and wording agreed by all. GT to arrange for a small oak post for the plaque. GT updated on the progress of the tree and the childrens ' involvement.

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

Cllr. Damon Wellman – Highways, Footpaths and Rights of Way – DW raised about the problem with getting gullies unblocked. To be raised at the SLR meeting. DW has emailed Ian Johnson at Highways regarding the work that was due to be undertaken in School Lane, *will chase as all tasks were due to be completed by the beginning of July.*

DW

DW to contact the High Weald Bridleways Group to see if they can do some work on bridlepaths 36 and 15 as they are currently unsafe for horses.

DW

SR asked all Councillors to consider ideas for expenditure for this financial year, to be discussed at the next meeting.

ALL

117. CLERK'S MATTERS:

i. Hours were agreed and signed.

ii. The Clerk gave information on the computer backup systems she has investigated, many Clerks recommend Dropbox which the internal auditor also recommended and is free. *The Clerk will investigate the security of this system.* **Clerk**

iii. The Clerk has been contacted regarding the land behind Standen Mews, this matter has been referred to WDC.

iv. The Clerk was contacted regarding overgrown verges, these are cut twice a year by ESCC, the next cut is due in August. *She will request that either end of Five Chimneys Lane be cut urgently as these are considered dangerous.* A discussion was held on the legal responsibilities of ESCC regarding verges, ditches and hedges, *the Clerk will raise with Highways department and the SLCC advisor.* **Clerk**

v. The Clerk has received a request to put kerbing around a grave, agreed by all.

118. ACCOUNTS FOR PAYMENT: The following were agreed by all and cheques were signed:

i. Helen Simpson-Wells. Salary £840.81 includes £31.50 for mileage and £1.89 for expenses, £620 already paid by standing order, therefore cheque raised for £220.81.

ii. Society of Local Council Clerks £29.00 – Cemetery training DVD

iii. HM Revenue and Customs - £322.80 Tax and National Insurance

119. CORRESPONDENCE REQUIRING A RESPONSE:

i. Neighbourhood Planning Questionnaire – the PC went through the questionnaire and agreed the response.

ii. Consultation on Tenancy Strategy – it was not felt necessary to respond to this consultation.

120. CORRESPONDENCE RECEIVED FOR DISTRIBUTION:

i. Buxted Community Voice

ii. Local Council Review magazine

121. ITEMS TO GO ON NEXT AGENDA:

i. Council tax benefits and the effect on the precept

ii. Modifications to the Core Strategy Development Plan Document – Presumption in Favour of Sustainable Development.

iii. Items for youth.

The meeting closed at 9:05pm

**THE NEXT PARISH COUNCIL MEETING will be
on 7th AUGUST at 7pm.**