



**MINUTES OF THE EXTRAORDINARY MEETING OF HADLOW DOWN PARISH COUNCIL**  
**Held in Hadlow Down Village Hall, Hadlow Down**  
**at 7.00 pm on Tuesday July 20th 2010**

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

Present: Councillors Paul James (Chairman), Graham Terry, Lucy McConachie and Michael Lunn. Also in attendance was the Clerk Helen Simpson-Wells. Apologies received from Councillor Norman Buck (WDC).

137. **PUBLIC QUESTIONS** – no public questions.

138. **APOLOGIES AND REASON FOR ABSENCE** – received from Cllr Lisa Scott, apologies also received from Cllr David Walker.

139. **DECLARATIONS OF INTEREST** – None received.

140. **REVIEW OF 2010-11 PRECEPT SPENDING** – a discussion was held on what the Parish Council (PC) has spent so far this financial year. The Chair advised that the PC need to be aware of other areas that are making cut-backs. ML advised that the Councillors need to take on more in order that it is not costing so much in the Clerks time. GT expressed concern that if the PC cut back on expenditure they would be cutting back on what they can do for the village. It was felt that the PC need to be cautious when groups come to them for financial assistance. There was a concern that WDC and ESCC may pass more down to the PC to pay for.

141. **OTHER FINANCE MATTERS** –

i. Payment of £40.63 ratified, payable to Peter Gillies £24.87 for Chandlers and £15.76 for Balcombes to be taken from the Pathfinder Grant

ii. Payment of £495.00 ratified, payable to Woodland Products from Pathfinder Grant

iii. Payment of £500.00 ratified, payable to Jason Pooley from Pathfinder Grant

iv. Speedwatch – a request has been received for a donation of £30.99 for a dictation machine that has already been purchased for Speedwatch and also for a plug-in microphone for £20. A discussion was held regarding Speedwatch. The Chair proposed that the PC pay for the cost of the microphone, this was seconded by GT and agreed by all.

*Clerk to respond to the Speedwatch team and to also confirm that proposals to the PC for payments should be made prior to expenditure being undertaken.* **Clerk**

v. VAT refund received for £1409.81 for period 2009/10

142. **EMERGENCY PLANNING** - LS has advised that no-one has volunteered to take over as Chair of the Emergency Planning Committee.

143. **WEBSITE** – research is currently being undertaken on the options available.

144. **PLAY AREA** – inspection of the play area was undertaken last week and items were highlighted which have already, or are in the process, of being rectified. Nothing was highlighted as needing to be removed. There was an accident last night with the hammock where a child was hit as it swung round. The parent has produced a report of the incident for the PC although she is not blaming anyone for it. The Chair and GT have visited the site and feel that no action is needed on the hammock. Admiration was expressed for the brilliant work that has been undertaken at the play area. More work is due to be undertaken on the zip wire area and to also ensure that it is safe when people reach the end of the wire. A member of the public has requested that a mound be placed at both ends of the wire, this was not felt necessary as parents would be lifting small children onto the seat. Protective fencing has been put up until all the work is completed. *Clerk to put an article in the Parish Magazine regarding the play area.* **Clerk**

ML highlighted that the play area will need litter picking due to more usage. Also the PC will need to allow for expenditure on inspections and maintenance of the equipment. A risk assessment file will need to be created along with a method statement for inspections and the regularity of these and a method statement for closure of a piece of equipment or of the whole play area. *Clerk to investigate.* **Clerk**

It was suggested that an annual inspection be paid for and that the PC undertake more regular inspections. They will await the report from the inspector for further guidance. LM offered to undertake the inspection for the PC possibly alternating with LS. **LS**

It was questioned whether the PC should be responsible for the inspections. GT advised that he is available to undertake a risk assessment should LS or LM be unavailable, however he felt all Councillors should be aware of what is involved. The Chair and GT have both inspected the area tonight. The Chair proposed that the PC take responsibility for the risk assessments till April 2011, *the Clerk will diarise to check whether the newly elected council, at that time, wish to continue being responsible for the risk assessments.* **Clerk**

The Clerk updated the PC on the financial position regarding the Pathfinder Grant payments.

145. **NEW VILLAGE HALL** – GT advised that the agenda for the August meeting is in draft form. The Chair expressed disappointment that the meeting was not being held until August.

146. **CLERKS UPDATE**

i. Road Naming – the Clerk has been in contact with WDC who have confirmed that no-one opposed the latest orders for Main Road and Summer Hill and that these names are now effective. Road signs are therefore due to be put in.

ii. Electronic planning – the Clerk updated the PC on the review meeting with WDC regarding electronic planning. A new planning website is due in December 2010/January 2011 when access problems should be resolved. It was agreed that the PC would only use the paper plans until electronic planning goes live. *Clerk to write to Head of Planning to request that the PC are kept informed on what is happening following recent changes.* **Clerk**

iii. Litter picking – the Clerk has been advised by WDC that they have undertaken a litter pick in some of the rural areas the PC highlighted, they will do this again however Hastingford Lane is dangerous due to the bends. The A272 will also be done in rota with other A roads. They are able to provide hi-visibility vests, gloves, bags, litter pick sticks and can collect the rubbish from a voluntary litter pick.

iv. Dog signs – the Clerk has been given signs by the dog warden, these will be put up in a couple of areas in the village.

It was highlighted that some dog walkers from the Kit Wilson Trust are not clearing up the dog's faeces when they walk the animals up by the village. *Clerk to write to Kit Wilson Trust.* **Clerk**

*Clerk to also arrange for the bus stop sign in School Lane to be cleaned.* **Clerk**

**147. UPDATE ON CLERKS HOURS AND ON HER CILCA TRAINING** – the Clerk will be taking some holiday in July and August, GT to be the phone contact, ML the email contact and PJ burials contact. The Clerk also updated the PC on her progress with her CiLCA training.

**148. TRAINING AND CONFERENCES:**

i. AirS Annual Conference Sep. 2010 – Clerk to book ML in

**149. CORRESPONDENCE RECEIVED FOR DISTRIBUTION**

i. Your County

ii. ESCC Transport and Environment update

iii. Community Safety News

**150. ITEMS TO GO ON NEXT AGENDA**

The following payments were authorised and cheques were signed, to be ratified at the next meeting:

i. Swan Timber £33.07 from Pathfinder Grant

ii. Steve Godfrey £41.83 for Balcombes from Pathfinder Grant

iii. Agrifactors £138.65 from Pathfinder Grant

iv. Peter Gillies £374.86 for itemised invoices for the Play Area to be taken from the Pathfinder Grant

**THE NEXT PARISH COUNCIL MEETING WILL be on Tuesday 3<sup>rd</sup> August 2010 at 7pm.**