



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 6th June 2017.

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

69. PUBLIC QUESTIONS – a member of the public asked when the Parish Council (PC) had passed a resolution to agree to 3 x 2 bedroom houses on the Village Hall site. The Chair confirmed that the PC had not agreed to this and that they weren't aware that this was being quoted on the Hadlow Down Community Centre (HDCC) website.

A member of the public queried minute 52 from the 2nd May 2017 minutes and advised that the minutes from the recent HDCC hadn't been published on their website. A discussion was held on this.

A member of the public queried whether the new lease had been signed for the play area.

Cllr. Michael Lunn (ML) joined the meeting at 7:05pm

The Clerk confirmed that the lease had been signed however it was required to be sent to the Diocesan solicitor and the Clerk continued to request a response from them. The member of the public raised about who was responsible for the play area and that the tunnel was still shut.

Cllr. Iain Turner (IT) joined the meeting at 7:08pm

ML confirmed that he understood that the minutes from the recent HDCC meeting had been published and that housing on the village hall site had not been discussed at their meeting. *The Chair will investigate.* **SR**

70. APOLOGIES AND REASON FOR ABSENCE – none received.

71. DECLARATIONS OF INTEREST – none declared.

72. MINUTES OF THE MEETINGS held on 2nd and 22nd May 2017 were agreed and signed as a true record (previously circulated).

73. MATTERS ARISING (from previous meetings):

i. Assets of Community Value – *c/f*

ML

ii. Paws on Watch – see minute item 75.

iii. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:

a. The Clerk has arranged for the WDC ICT support team to visit her office.

b. The Clerk has reported to ESCC Highways the signs on the A272 that are being obliterated by overgrowing hedgerow, they do not feel that they are at the level to be a safety issue.

c. The Clerk has responded to the Chair of the Playing Field Committee regarding the dog fouling problem and has obtained signage from WDC. The WDC Street Scene team have visited and couldn't see a problem in School or Wilderness Lanes. The Clerk is currently investigating Public Space Protection Orders.

d. Response has been made to the Gatwick runway consultation.

e. The Highways steward has inspected the overhanging tree near the junction of the A267/A272 and has observed HGVs going under it. He will bring it to the attention of the Forestry Officer to consider if further works are required. A Councillor advised that he considered the tree to be a serious risk, it was agreed for the Clerk to send a copy of the email from Highways to Cllr Standley in order that he can raise it with ESCC Highways.

Clerk

74. PLANNING:

i. **PLANNING APPLICATIONS:**

a. **WD/2017/0792/F – SHEPHERDS HILL HOUSE, SHEPHERDS HILL, BUXTED TN22 4PX** – Proposed replacement outbuilding – The Parish Council support the application and feel that it will have no adverse impact on the surrounding area. (6/0)

Cllr. Toby Illingworth (TI) joined the meeting at 7:28pm

- b. **WD/2017/0913/F – STONE MILL, DEWLANDS HILL, ROTHERFIELD TN6 3RU** – Re-use of ancillary class 3 residential annexe for separate class C3 use.

The Chair allowed a member of the public to make a comment on the application.

It was agreed for the PC to respond to this application which falls under Rotherfield PC's area, however as it is so close to the boundary, Hadlow Down PC have been invited to comment – The Parish Council object to the application as they feel it is against policy AF1 due to increased traffic movements and the impact this will have on the Ashdown Forest. (0/4 + 2 abstentions)

ii. PLANNING MATTERS:

- a. A Councillor advised that she had spoken to the Clerk regarding changes to the way planning applications are considered by the PC. The Clerk had drawn up a checklist and amendments were agreed to this. *ML will provide the Clerk with a list of policies to be added to the checklist.* **ML**
It was agreed to trial the checklist for a 3 month period. *The Clerk will also obtain a copy of the planning presentation given by WDC.* **Clerk**

75. REPORTS FROM CLLR. BOB STANDLEY, ESCC & CLLRS. TOBY ILLINGWORTH/MICHAEL LUNN WDC –

Cllr Standley advised that he was looking forward to representing Hadlow Down. He has been appointed to cabinet as Lead Member for Education and Inclusion, Special Educational Needs and Disability. ESCC are still facing the same challenges as previously.

Cllr. Illingworth advised that he had spoken to WDC officers regarding the Paws on Watch scheme and handed out items relating to this. A discussion was held on how this could be promoted, one suggestion was at the dog show at the Village Fayre. The Clerk asked if WDC are doing Public Space Protection Orders, BS advised that he wasn't aware of any. A discussion was held on dog fouling at the playing field and how to resolve the problem. Consideration was given to banning dogs, to issuing a leaflet to all villagers and for dogs to be on leads when a match/event is being held. *BS will send the Clerk the wording on the sign at Wadhurst Recreation Ground.* To be discussed further at the next meeting. **BS**

Cllr Lunn had nothing further to add to Cllr Illingworth's report.

76. BANK RECONCILIATION: – dated 26 May 2017 was agreed and signed.

77. OTHER FINANCE MATTERS :

- i. The PC approved the amendments to the 2016/17 receipts and payments spreadsheet.
- ii. Annual Return:
 - a. The PC considered, approved and signed the Annual Governance Statement
 - b. The PC considered the Accounting Statements.
 - c. The PC approved the Accounting Statements.
 - d. The PC signed and dated the Accounting Statements.
- iii. The PC approved the remaining items of the annual accounts.
- iv. Internal audit report – Councillors approved the report and were pleased with its content and that no items of concern had been raised.
- v. The payments for £280 Came and Company for insurance which is on a 3 year long term agreement, £388.99 Hadlow Down Playing Field for cooker and hood from the Celebrate grant and £137.56 Europlants for burial ground maintenance that were paid at the last meeting were ratified at this meeting.
- vi. The PC considered the quotes that had been received for the PC logo and decided which contractor to appoint.
- vii. The Clerk confirmed that the next loan payment was due to be paid.
- viii. The PC approved the review of effectiveness of internal audit .

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

- i. Cllr. Wellman advised that he had been contacted by a resident requesting a site visit prior to her putting in a planning application. It was agreed that a site visit couldn't be undertaken till a planning application was received. *DW will send the residents details to the Clerk so that she can respond.* **DW/Clerk**
DW advised that he had investigated a report of a fallen tree on a public footpath and will move it out of the way. He also advised that the verge is very overgrown and dangerous for cars pulling out of the road for Mill View Farm, *the Clerk will report it to ESCC Highways.* **Clerk**
- ii. Cllr. Michaelson-Yeates advised that the volunteers litter-picking had been undertaken and he will be writing a thank you in the next edition of the Parish Magazine. He raised that the drain cover outside Hastingford Cottage is loose, *the Clerk will report it to ESCC Highways.* **Clerk**
JMY advised that the play area will be closed 15th – 16th June due to trees being cut down.
- iii. Cllr. Lunn advised that he had met with Inspector Wakefield and had discussed police resourcing and speeding with him. Inspector Wakefield will log with traffic division the issue of speeding motorcycles on the A272. He will also write to the Clerk with a letter of support for the provision of a speed

indicator device. Inspector Wakefield will also try and get the mobile camera device to be used near Wilderness Wood.

A Councillor raised that the police had been called on 3rd June regarding a number of vehicles causing an obstruction on the A272 near the New Inn.

A Councillor advised that there had been an emergency road closure of the A272 by network power and that the PC hadn't been warned of this. *BS confirmed that they should have been informed and will investigate.*

BS

- 79. CLLR ROY GALLEY** – the Clerk confirmed that she had already written to Cllr Galley to thank him for his efforts on behalf of villagers. It was agreed to purchase a small gift for him, *SR to arrange.* **SR**
- 80. CELEBRATE** – HB confirmed that the festival would be launched at the Village Fayre on 17th June and that the new gazebo would be used at the event. The leaflets and posters have now been produced.
- 81. DOG FOULING AT THE PLAYING FIELD** – discussed at item 75. The Clerk confirmed that Public Space Protection Orders can only be issued by WDC or ESCC and may not last for more than 3 years unless extended. A police officer or person authorized by the principal authority may issue a fixed penalty notice. The Clerk has written to WDC regarding the orders and has been advised to contact SSALC (Surrey and Sussex Association of Local Councils) and is awaiting a response from them.
- 82. BUS SHELTER** – it was agreed for *IT to purchase the required treatment, JMY and SR will arrange for it to be applied.* **JMY/SR/IT**
- 83. ANNUAL REPORT** – it was agreed for the *Clerk to contact Graham Terry to see if he is willing to do the report and to then send him the speeches.* **Clerk**
- 84. HIGHWAYS AND RIGHTS OF WAY MATTERS:**
- i. Correspondence regarding mobile vehicle activated signs – the Clerk updated the meeting on the correspondence that had been received. ML confirmed that he was awaiting correspondence from the local inspector on which speed indicator device they recommend, this will be reviewed once the information is received. No action taken at this stage.
 - ii. Update from Highways public meeting – concern was raised regarding the items on the update. It was questioned why the Highways steward couldn't cut back foliage when he is visiting a site following a report of foliage overgrowing a sign. *BS will raise this matter with ESCC Highways.* **BS**
 - iii. The Clerk had been contacted by the Chair of the Playing Field committee requesting a warning sign for vehicles approaching the playing field. It was agreed for the *Clerk to request from ESCC Highways.* **Clerk**
- 85. NEW COMMUNITY CENTRE** – ML updated the meeting on the recent HDCC committee meeting. The committee have put forward a resolution and agreed to change the status of the trust membership to comply with the Community Right to Build Order, all members of the community will have voting rights. He also explained and gave an update regarding advice given by WDC regarding Ashdown Forest Policy. ML (WDC) gave an update on the Buxted Reading Room and the proposals being put forward. He explained that the committee have appointed architects and it is intended to show the plans at the Village Fayre. He (WDC) has informed the HDCC committee on options and they are considering whether it is best to do a Community Right to Build Order or a full planning application without a s.106 on the village hall. ML confirmed that no decision has been made regarding the Village Hall site and discussions have not been held with the PC regarding what happens with the site.
- 86. CO-OPTION PROCEDURE** – was approved.
- 87. EQUAL OPPORTUNITIES POLICY** – was approved.
- 88. PARISH ASSEMBLY QUESTIONNAIRE** – the Clerk had summarized the responses which had been sent to Councillors. It was agreed to look at further when the precept is being reviewed.
- 89. CLERK'S MATTERS:**
- i. The Clerks hours were agreed and signed, including hours for Parish Projects.
 - ii. Six monthly review, finance and office risk assessments – the Chair confirmed that all of these had been undertaken.
 - iii. Health and Safety and Risk Assessment training – the Clerk updated the meeting on items raised during her recent training. She advised that Councillors count as employees and they would therefore need a Health and Safety Policy. It was questioned whether they would count as employees as they don't claim their allowance. *The Clerk will investigate.* **Clerk**
The Clerk confirmed that PAT testing would need to be undertaken of electrical equipment every 2 years.
- 90. CORRESPONDENCE RECEIVED:**
- i. East Sussex Against Scams Partnership – no response made.
 - ii. Paynes Community Scheme – no action taken.
 - iii. Friends of the Keep Archives newsletter.
 - iv. Correspondence received from Uckfield FM asking for financial support and how they can promote

inclusion of the village on the radio. A Councillor confirmed that the Festival was being advertised by the radio station. The Clerk will write to them advising that they can apply for a grant for 2018/19.

Clerk

- v. Beat the Street – Active communities initiative – no response made.
 - vi. WDC draft Housing Strategy – c/f to the next meeting.
- 91. ACCOUNTS FOR PAYMENT:** the following payments were agreed and cheques were signed:
- i. Helen Johnson. Salary £873.70 includes £18 mileage and £38.88 expenses, £750 already paid by standing order, therefore cheque raised for £123.70.
 - ii. East Sussex Pension Fund £240.20 pension.
 - iii. Mulberry & Co £200.52 internal audit.
 - iv. BT £261.38 to be paid by direct debit, £125 to be refunded on next invoice.
- Two further payments for Europlants for £137.56 for burial ground maintenance and £432 for WDC for dog and litter bin emptying were signed at this meeting and will be ratified at the next meeting.
- 92. TRAINING AND CONFERENCES:**
- i. East SALC AGM and Autumn Conference – JMY to attend.
- 93. DEFIBRILLATOR BATTERY** – the Clerk confirmed that she had checked the defibrillator prior to the meeting.
- 94. ITEMS TO GO ON NEXT AGENDA** – gateway onto A272.
- 95. CLOSED SESSION.**

The meeting closed at 9:10pm