



MINUTES OF THE MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7.15pm on Tuesday June 12th 2012.

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

Present: Councillors Graham Terry (GT) (Chair of meeting), Rona Hellewell (RH) and Michael Lunn (ML). Also in attendance was the Clerk Helen Simpson-Wells (HSW).

Apologies were received from Cllrs. Norman Buck and Ken Ogden (WDC) and after the meeting from Cllr. Tony Reid (ESCC).

- 58. PUBLIC QUESTIONS** – the owners of Quinces gave information on their application and offered to answer any questions the Parish Council (PC) had on the application. The owner of Willow Herb Cottage also offered to answer any questions the PC had on her application. Representatives from Tinkers Park advised that they were there to assist with any questions the PC had regarding point 72.
- 59. REPORT FROM PCSO MARK CARTER.**- nothing received in his absence.
- 60. APOLOGIES AND REASON FOR ABSENCE** – apologies received from Sandra Richards (SR) and Damon Wellman (DW) these were accepted.
- 61. DECLARATIONS OF INTEREST** - no declarations of interest were received.
- 62. MINUTES OF THE PREVIOUS MEETING** held on 1st May 2012 were agreed and signed as a true record.
- 63. MATTERS ARISING (from previous meetings):**
- i. *RH and ML to forward their reports to GT for the Annual Report.* RH/ML
 - ii. Article for newsletter on 101 non-emergency number - c/f SR
 - iii. Clerks report: was sent to Councillors with the agenda updating them on her action points, this included:
 - a. Clerks meeting with the Village Maintenance Team, she has complained that only 2 fingerposts were stripped back and repainted, the remainder should now be done in November.
 - b. Clerks meeting with the Internal Auditor following which she will look at reducing the number of reports produced at the end of the financial year. He also advised that if the PC get a loan for the new Community Centre, separate records will need to be kept and there will need to be a suitably qualified person to agree payment of invoices and to manage the work to ensure that costs don't overrun.
- 64. PLANNING APPLICATIONS:**
- i. **WD/2012/0862/F – WILLOW HERB COTTAGE, HOWBOURNE LANE, TN22 4QD** – Single storey extension – The Parish Council fully support the application.
 - ii. **WD/2012/1079/F – QUINCES, WILDERNESS LANE TN22 4HT** – Two storey extension and new double garage – The Parish Council fully support the application.
- PLANNING MATTERS**
- i. ML updated the meeting on the impact of the 7km zone of influence for the Ashdown Forest. The WDC portfolio holder used the European Directive in order that less housing needed to be built under the Core Strategy in the Wealden area. The Planning Inspector has upheld this. The decision to use the European Directive has not been ratified by full cabinet and discussions are ongoing. Planning Officers are now incorporating the Ashdown Forest Special Protection Area into planning decisions and are refusing a number of applications because of this. Any major applications within 15km of the Forest are being rejected. The Environmental and Community Scrutiny Committee at WDC are calling in the decision.
 - ii. **WD/2012/0746/F – THE OASTS, BROADREED FARM, CRIERS LANE, MAYFIELD** – conversion of garage and store to provide ancillary accommodation – withdrawn.
- 65. REPORTS FROM CLLR. TONY REID, ESCC & CLLRS. KEN OGDEN and NORMAN BUCK WDC** – no reports

received in their absence.

- 66. BANK RECONCILIATION:** –for 25th May 2012 carried forward due to awaiting outcome of query raised with the bank.
- 67. OTHER FINANCE MATTERS –**
- i. Precept and VAT reclaim payments have been received.
 - ii. GT confirmed that he had spoken to Ian Davison, who will need the original documentation for the Village Hall land however in the meantime *GT has photographed the paperwork and when he sends it to Ian he will request a quote* for the registration work. **GT**
 - iii. GT confirmed that the company who have been providing jubilee plaques were not able to alter the wording, he will obtain other quotes.
 - iv. The Annual Return was agreed and signed by GT. The end of year and April bank reconciliations had been agreed by GT and SR at the Clerks review, as agreed at the May meeting.
 - v. The Clerk gave information on PARISH ONLINE, it was agreed to sign-up for the service.
 - vi. The Clerk gave information on the Consultation on the appointment of the external auditor for 2012/13. The PC agreed to the appointment of Littlejohn LLP.
- 68. NEW COUNCILLORS & COUNCILLORS RESPONSIBILITIES** – the Clerk confirmed that the recent PC vacancy had been advertised and Electoral Services had not received any requests for an election. A number of villagers have expressed an interest in becoming Councillors and the Clerk updated the PC on the process involved.
DW has agreed to take over responsibility for Highways, Footpaths, Rights of Way and SLR meetings from SR.
- 69. FINGERPOSTS** – Highways have agreed to replace or mend the 2 leaning fingerposts. GT has prioritized the fingerposts that need replacing. *Clerk to obtain quotes for the fingerposts on the A272 at the end of Five Chimneys Lane, Wilderness Lane and Wheelers Lane.* **Clerk**
- 70. SCHOOL LANE** – the Clerk raised about the possibility of the PC looking into renting the land opposite the school for additional parking for the village. GT updated on the PC's meeting with Highways regarding School Lane, ESCC will need to undertake a further consultation regarding extending the double yellow lines, it was decided that until this had been undertaken not to take any further action on looking into the possibility of renting the land for parking. The zig zag lines outside the school were due to be extended however these have been delayed due to the wet weather. Highways will be monitoring the speed within School Lane.
- 71. BUS SHELTER** – ML confirmed that if the shelter was a temporary structure planning permission wouldn't be required. If it wasn't temporary a basic plan would need to be submitted. To be discussed further at the July meeting.
- 72. TINKERS PARK** – the Clerk advised that concern had been expressed by a member of the public over items of machinery etc at Tinkers Park, she has investigated the conditions of the planning application and confirmed that there is an area at the site allocated for open storage.

GT suspended standing orders.

The representative from Tinkers Park confirmed that there was still a trailer from the rally that needed to be moved back into the agreed open storage area, there had been a possibility of the Village Fayre being held at Tinkers Park and they had therefore kept the trailer out of the way, however they would now be moving it back into the allocated open storage area.

The Parish Council felt that if Tinkers Park are abiding by the planning conditions there wasn't a problem with the site.

Standing orders reinstated.

Tinkers Park were congratulated on a very well run rally and on the new sheds.

- 73. NEW COMMUNITY CENTRE** – GT advised that the committee were concerned about the Ashdown Forest 7km zone however they would be continuing with their efforts to get a new Community Centre. The Clerk advised that Janet Tourell had been unable to find evidence of a leasehold for the Village Hall, it was agreed to wait to see the outcome of the work to be undertaken by the Solicitor.
- 74. CODE OF CONDUCT** – c/f to be agreed at the extraordinary meeting to be held on 26th June 2012
- 75. BURIAL GROUND AND PLAY AREA CONTRACTS** – the Clerk explained about the problems with the Playing Field (PF) grass not being cut. The PF committee have arranged for some urgents cuts to be undertaken which they will be paying for. It is unknown who will be paying for the regular cuts although the Clerk has advised a committee member that if the PC are required to pay for it that the contract will need to go out for tender. As the PC haven't precepted for this potential cost it would probably need to come out of reserves. The Burial Ground and Play Area contractor was due to cut the PF however they have resigned. The Clerk has written requesting quotes for the maintenance contract for the Burial Ground and the Play Area by 20th

June. Contract to be agreed at the 26th June meeting. GT advised that the Burial Ground is overgrown and needs some immediate attention. He has met a contractor who will undertake the immediate work, it was proposed and agreed that the *Clerk instruct Compact Cutting to do the urgent work.* **Clerk**

76. CO-OPTION POLICY – c/f to be agreed at the extraordinary meeting to be held on 26th June 2012.

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

- i. Cllr. Rona Hellewell – Emergency Planning – RH asked if the Emergency Planning Committee was part of the PC, it was felt that it was a sub-committee. The Committee has insurance through WDC up to age 70, concern has been expressed that there is a cut-off age, it was suggested that RH raise with WDC as following the Equality Act this may have changed. RH confirmed that once the radio breaks it won't be replaced by WDC. A survey will be put on the website and some house calling undertaken to complete the surveys.
- ii. Cllr. Graham Terry – Summer Fayre committee – GT confirmed that the Fayre had been postponed till the Autumn due to the current weather conditions.

78. CLERK'S MATTERS:

- i. Clerks hours checked agreed and signed.
- ii. RH agreed to take the spare keys for the noticeboards, *she will speak to David Walker to see if he would be able to varnish them.* **RH**
- iii. The Clerk advised that as she is now also working for Arlington PC there will be some overlap of work. Arlington have agreed to pay for the Clerks training and the time spent on this, ½ of the internet charge and ½ of SLCC membership, agreed by the PC. The Clerk highlighted that as all the telephone lines are currently being used into her house she is awaiting a quote from BT to lay an extra cable for Arlington PC to have their own line, however if this cost is excessive whether the PC would be willing to share the line with Arlington, some concern was expressed by Councillors, it was agreed for the Clerk to get a quote from BT and if necessary raise this with the PC again. It was agreed that the PC should still precept for full costs for the Clerk in case she resigns.
- iv. GT updated the PC on the Clerk's recent review. It has been agreed that a full appraisal will be held every September and a 6 month review in March, these will be undertaken by the Chair + 1 other Councillor who will alternate. The Clerk was thanked for her work. The updated contract and job specification were signed by GT.
- v. The Clerk updated the PC on the information she had received from Ringmer PC regarding the cost of a Neighbourhood Plan.
- vi. The Clerk had been contacted by a resident regarding the new houses behind The Old Store, the Clerk had spoken to Building Control who confirmed that the soakaway had been installed.
- vii. The Clerk had been contacted regarding the electric fencing on footpath 38, this has been raised with the Rights of Way team who will be writing to the owner to request more warning signage. She has also been advised that the Bridlepath sign is in the hedge and has reported this to the team.
- viii. The Clerk was contacted by the Courier regarding an accident at the top of Tinkers Lane, she spoke to DW who confirmed that the telegraph pole affects visibility and there is also a problem with the speed of traffic. It was not felt that the PC could do anything to improve this junction.

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

- i. Helen Simpson-Wells. Salary £837.01 includes £4.50 for mileage and £10 expenses, £620 already paid by standing order, therefore cheque raised for £217.01.
- ii. Land Registry £5 – search of land registry for burial ground paid under power given in Local Government (Miscellaneous Provisions) Act 1976 s.19
- iii. David Walker £31.42 Councillor's and Chairman's allowance
- iv. Viking £98.42 stationery
- v. Suffolk Acre Services £470.67 insurance (previous cheque cancelled as didn't include increase in assets value).
- vi. Printmonger Media £65.00 newsletter
- vii. BT £146.85, paid by direct debit

80. CORRESPONDENCE RECEIVED REQUIRING A RESPONSE:

- i. Specific consultation body communication – response agreed, *Clerk to respond.* **Clerk**

81. CORRESPONDENCE RECEIVED FOR DISTRIBUTION:

- i. Friends of East Sussex Record Office news; ii. Clerks and Councils Direct magazine

82. ITEMS TO GO ON NEXT AGENDA

- i. *ML agreed to do the quarterly risk assessments.* **ML**

The meeting closed at 8:35pm

THE NEXT PARISH COUNCIL MEETING will be an extraordinary meeting on 26th JUNE at 7pm.