



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 1st March 2016.

Present: Councillors Sandra Richards (SR) (Chair), Damon Wellman (DW), Iain Turner (IT) and Graham Terry (GT). The Clerk Helen Simpson-Wells was in attendance.

Apologies had been received from Cllrs Roy Galley (RG)(ESCC) & Michael Lunn (ML)(WDC)

313. PUBLIC QUESTIONS – none raised.

314. APOLOGIES AND REASON FOR ABSENCE – apologies received from ML, these were accepted.

315. DECLARATIONS OF INTEREST – GT declared a personal interest in item 318a.

316. MINUTES OF THE MEETING held on 2nd February 2016 were agreed and signed as true records.

317. MATTERS ARISING (from previous meetings):

- i. Uckfield and Lewes railway line – copy of open letter – c/f ML
- ii. Parking opposite Waghorns Lane – ML had spoken to a local resident, it was agreed for *the Clerk to contact the PCSO.* Clerk
- iii. Horse faeces on the pavement – c/f ML
- iv. Place of safety response – IT had sent off the response. The School Headteacher and the Chair of the Village Hall committee have agreed for the School and Village Hall to be listed as places of safety.
- v. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. A response was made to the Chair of the Village Hall committee regarding the oak tree in Hut Lane.
 - b. BT have responded to the Clerk's letter advising that 70% of residents now get over 24meg per sec. broadband speeds and 100% of the village can achieve over 2meg per sec. A Councillor expressed concern that there was no way of checking these figures. The Clerk advised that as some residents come under other village's exchanges they may not be included in BT's statistics.
 - c. The Clerk has sent the screening letter to WDC.

318. PLANNING: .

b. APPROVED PLANNING APPLICATIONS:

WD/2015/1207/MAJ – Wilderness Wood – Revisions to application to allow hybrid application – part full application, part outline, to allow 2 phase redevelopment of no more than 13 cabins. Phase 1 for 8 cabins (inc. 3 for apprentices with communal cooking/washing facilities, 2 shower and toilet cabins, cabin to provide office. Phase 2: outline for 5 cabins. .

c. REFUSED PLANNING APPLICATIONS:

WD/2015/2287/FR – Land adjoining Five Badgers, Stonehurst Lane – Change of use of land for stationing of caravans for residential occupation as a gypsy site with associated development (alter access, hard standing, utility shed/day room) – retrospective. The Chair highlighted an article in the Sussex Express which didn't give the full story, she has referred it to ML (WDC) to raise with planning department.

319. REPORTS FROM CLLR. ROY GALLEY, ESCC & CLLRS. TOBY ILLINGWORTH/MICHAEL LUNN WDC – none received.

320. BANK RECONCILIATION: –c/f as the statement hasn't been received. The Clerk will change the statement issue date.

Cllr. Julian Michaelson-Yeates (JMY) joined the meeting at 7:10pm

321. OTHER FINANCE MATTERS :

- i. Financial report – the Clerk had sent a copy of the report and commentary to Councillors prior to the meeting. It was raised that, for legal reasons, the PC should be charging the Playing Field Association the rent of 25p per annum. It was agreed for the committee to be invoiced for £1.50 for the last 6

years and then 25p per annum thereafter. *The Clerk will write to the Chair and Treasurer.* **Clerk**
It was agreed to move £1500 from fingerposts reserves to property maintenance reserves and for the Clerk to transfer £2000 into unearmarked reserves and any remainder at the end of the financial year into a new play equipment replacement reserves fund.

318. a. PLANNING APPLICATIONS:

WD/2016/0266/F – BRICK KILN FARM, BRICK KILN LANE TN22 4EJ – Proposed stables and storage building – The Parish Council support the application. There are no close neighbours and the new access doesn't present any problems. They do however feel that careful consideration should be given to the height of the building as it was difficult for the Parish Council to assess without the measurements on the drawings. (5/0)

321. OTHER FINANCE MATTERS :

ii. Donation to Crowborough First Responders – the Clerk advised that the training session had to be postponed as the trainers train broke down. *She will find out if there is space for the attendees to join the session being given for the TN22 club.* If a separate session has to be organized it was agreed to give a donation of £25 to Crowborough First Responders. **Clerk**

iii. Review of effectiveness of internal audit was approved by the Parish Council. The Clerk advised that the current internal auditor has confirmed that she won't be able to undertake the internal audit for 2016/17.

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

i. Cllr. Sandra Richards advised that the PC have been requested to write a letter in support of a grant application for the Playing Field Association. It was agreed for the *Clerk to write the letter.* **Clerk**
SR advised that she had been sent a sample coin for the Queens 90th birthday, she has forwarded the coin and letter from the company producing them, to the school.

ii. Cllr. Graham Terry advised that he had been contacted by the cricket club to see if the PC will give them a grant, he has informed them that grants have already been allocated for 2015/16.

323. NEIGHBOURHOOD AREA – the Chair confirmed that WDC have received the application for a Neighbourhood Area, they have *requested further information which she will send to the Clerk and GT.*

Clerk/SR

Once WDC have received the information they will proceed with the Neighbourhood Application.

324. PLAYING FIELD AND PLAY AREA – the PC agreed the list of responsibilities and accountabilities, the Clerk *will copy these to the Chair of the Playing Field Committee.* The PC agreed to extend the lease to cover the area they have purchased and agreed for the *Clerk to instruct the Solicitor once she has received the plan of the area for the proposed Community Centre.* **Clerk**

The PC agreed for the PFC to take over the quarterly risk assessment of the playing field, including the play area and to send a copy of the completed form to the Clerk.

A discussion was held on the state of the play equipment. *The Clerk will contact the Chair of the Playing Field Committee* to suggest that they consider what new equipment they would like in order that if they receive notification of any grants that they are ready to apply for them. **Clerk**

325. NEW COMMUNITY CENTRE – The Chair updated the PC on a meeting they'd had with representatives from WDC regarding the possibility of a Community Right to Build Order (CRtB). WDC had highlighted that if an Environmental Impact Survey was required there couldn't be a CRtB, however the Chair confirmed that this didn't relate to community centres. The consultant is due to contact WDC to discuss. The PC's traffic survey didn't cover sufficient data and the consultant may need to produce a survey. The Hadlow Down Community Centre committee need to decide what to do about the traffic survey and what action to take next.

326. RISK ASSESSMENTS – the quarterly completed risk assessments were given to the Clerk.

327. PARISH ASSEMBLY – the *Clerk will send Councillors details on the areas they will be reporting on for their approval.* She confirmed that the PCSOs would be unable to attend. **Clerk**

328. THREE SOUTHERN COUNTIES DEVOLUTION PLAN – c/f

329. PARISH COUNCIL VACANCY – the Clerk confirmed that WDC didn't receive a response to the notice regarding a vacancy and the PC could now co-opt. She has placed an advertisement on the website and on the noticeboards, Councillors were asked to consider people who might be interested.

330. HIGHWAYS MATTERS:

i. IT provided an update from the Highways SLR (Supporting Local Relationships) meeting these included: Gulley clearing – the county only have 1 jetter and are therefore restricted on when it can be used, they are hoping to increase the number of jettors.

Signage to be amended to improve safety at junction of Stockland Lane and School Lane.

The manufacturer of the rattling manhole cover on the A272 near Little England Farm is due to visit the site with the Highways Steward as it should be impossible for it to rattle.

The accident record at the junction of the A267/A272 is no worse than other junctions so no action

will be taken.

The PC agreed to *apply to ESCC for a 50mph speed limit* from the end of the 40mph at the Buxted and Hadlow Down border to the start of the 30mph at Hadlow Down, although they were aware that ESCC had a long list of this type of request. **Clerk**

The missing directional sign near Pippins is due to be replaced, however no date yet available.

The Clerk will report the 30mph roundel that is in the ditch in School Lane. **Clerk**

IT and the Highways Steward met with residents in Riverside regarding water discharge onto their land, Highways are agreeing a strategy to resolve the problem.

Highways have confirmed that one of the gullies on the A272 opposite Tinkers Lane discharges into the field, however if the field is already flooded in this area, the water ends up going onto the road. IT and GT pushed for Highways to find a solution to this historical problem.

GT had highlighted the problem of the drop-offs from carriageways however this is a county wide problem and can't be dealt with till the weather improves.

- ii. Cleaning of signs on A272 & A267 – the Clerk requested that 2 Councillors look at the signs on the A272 and A267 and mark which ones need cleaning, she will then forward these onto Highways. *JMY agreed to check the signs.* **JMY/Clerk**

A Councillor raised about the damaged road surface on the A272 near the junction with the A267, the *Clerk will raise with Highways.* **Clerk**

331. CLERK'S MATTERS:

- i. The Clerks hours were agreed and signed.
- ii. The Clerk had received a Freedom of Information request regarding grounds maintenance, she has responded.
- iii. Employees Code of Conduct was agreed.
- iv. Procedures for handling paperwork was agreed.

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

- i. Cllr. Damon Wellman confirmed that he would be able to attend the local policing presentation. IT requested the contact for the local traffic police, *the Clerk will advise.* **Clerk**

333. ACCOUNTS FOR PAYMENT: the following payments were agreed and cheques were signed:

- i. Helen Simpson-Wells. Salary £892.59 includes £13.50 mileage and £8.98 expenses, £750 already paid by standing order, therefore cheque raised for £142.59.
- ii. Viking £119.94 stationery and postage.
- iii. Information Commissioner £35.00 data protection registration
- iv. BT £131.44 telephone and broadband, already paid by standing order.
Further cheques of £66 to SSALC for training, £375 to Wellers Law Group LLP for legal work and £180 to Festive Illumination for tree work were signed and will be ratified at the next meeting.

333. CORRESPONDENCE RECEIVED:

- i. Clean for the Queen – JMY updated the PC on his plans, this isn't being organized by the PC.
- ii. Sussex Heritage Trust Awards – no response made.
- iii. The Clerk had received correspondence from the Chair of the Village Hall committee regarding dog faeces being bagged and then hung in the hedgerow and trees near the village hall, despite there being a dog litter bin nearby, also regarding dog owners who aren't picking up after their dogs. It was agreed for the *Clerk to put an article in the Parish Magazine and try and obtain signage from WDC.*

Clerk

Concern was expressed about changes to footpath signage, *SR to investigate.*

SR

- iv. Community Led Development event – it was agreed for GT to attend.

v. Grey Matters

334. DEFIBRILLATOR BATTERY – the Clerk confirmed that she had checked the defibrillator prior to the meeting.

335. ITEMS TO GO ON NEXT AGENDA – nothing raised.

The meeting closed at 8:29pm