



MINUTES OF THE MEETING OF HADLOW DOWN PARISH COUNCIL

Held in the School Hall, Hadlow Down

at 7 pm on Tuesday March 3rd 2009

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

Present: Councillors Paul James (Chairman), Lucy McConachie, David Walker, Graham Terry, Tony Bonnicks, Michael Lunn, Tony Reid and Ken Ogden. Also in attendance were Clerk Helen Simpson-Wells and John Roberts.

1. **PUBLIC QUESTION TIME** – raised that black water pouring down Five Chimney's Lane from the pond at Tulleys, needs clearing out. *Clerk to speak to council to see what can be done.* **Clerk**
2. **PCSO KATIE BREEDS** – report received:
 - * Attempted Burglary, School Lane, Hadlow Down - 22/02/09 - This happened overnight and no entry was gained to the property although some garden furniture has been stolen.
 - * Stolen Diesel, Shepherds Hill - 24/02/09 - A white transit van was seen in the area at the time of the incident, approx 1:20pm. Sussex Police are asking that any suspect vehicles are reported to the police. Due to a number of burglaries in the Buxted area, as well as other parts of Wealden, we are still asking that everyone remains vigilant when it comes to suspicious vehicles and doorstep callers. If you see anything which you aren't happy with, please take as many details as possible and call the police.Clerk advised that Wealden now have their full quota of a PCSO, shared PC and Sergeant representative for each District ward. Each PCSO has their own web page on <http://www.sussex.police.uk/index.asp>
3. **PRESENTATION BY JOHN ROBERTS ON THE INTERNAL AUDIT** – John gave some background information on his working life and what work he does for the internal audit. He advised that he tests systems and procedures and ensures that Standing Orders are being complied with.
John left the meeting at 7:25
4. **APOLOGIES AND REASON FOR ABSENCE** – received from Councillor Colin James and PCSO Katie Breeds.
5. **DECLARATION OF INTEREST** – David, Paul, Lucy, Graham and Tony declared a personal interest in point 8 Cooper's Farm, Michael declared a prejudicial interest for this point. Graham and Michael declared a personal interest in Lynx House and Graham has a personal interest in 7f.
6. **MINUTES OF THE PREVIOUS MEETING** held on 3rd February were agreed and signed as a true copy.
7. **MATTERS ARISING (from prev. mtgs)**
 - i. Stile on Hall Lane – stile has been checked, loose fence post.
 - ii. Visit to St Mark's School – Paul has spoken to headteacher regarding a follow up visit, Tony to lead on this.
Dog fouling signs, would need to identify sites and advise dog warden, decided to give priority to litter signs, *Graham to visit ESCC sign shop.* **GT**
 - iii. Sustainable lights – Clerk has spoken to churchwarden, interested in seeing a sample + possibility of also using at Buxted church. ESCC looking into the use of the lights. *Michael to liaise with Mike Ford* **ML**
 - iv. Communities in Control – response will be sent off soon
 - v. A272 Footpaths – Have been dug away and excess soil removed
 - vi. Environment Agency Newsletter – Nothing to report
 - vii. Road Safety Compliance Consultation – Been reviewed. Operation Crackdown in operation where members of the public can report bad driving on www.operationcrackdown.org
 - viii. Satisfaction with the Standards Board – questionnaires completed and returned
 - ix. Clerks Report:
 - a. Green Lane – Stockland Lane ESCC aware of the problems & monitoring it, may need to extend the channel to go down the road
 - b. Bridle Path Brick Kiln Lane – landowner been given 28 days to remove the gate if not notice will be served
 - c. Sign posts – see 7ii
 - d. Footpath sign end of Hall Lane – been repaired. Rights of Way have done a survey of Hadlow Down. They will do a quarterly report for Clerk of work that has been done and what needs doing in our area
 - e. Drains and road damage on A272 by Waste Wood entrance – *Clerk chasing Highways* **Clerk**
 - f. Hedge cutting top of School Lane – Clerk chased ESCC they have advised owner that it needs to be cut back 1.5m
 - g. Flooding top of Tinkers Lane on A272 – Drains have been cleared
 - h. Printer – Clerk has been given contact name in order to receive discounts on printers, 4 quotes received, suggested that overall it would be cheaper to get a laser printer, *Clerk to get quotes* **Clerk**
Drain outside New Inn on the corner of Hut Lane is blocked, also drain at Waghorns on the corner of Stocklands Lane near the finger post is also blocked. *Clerk to report to Highways.* **Clerk**
 - i. Finger post costs – have written to council, *will chase them* **Clerk**
 - j. Wilderness Lane reclaiming ditch and rebuilding verge – originally done for 200m, however not section Parish Council reported, Highways will visit, however won't be able to remedy until after March 09.

- k. Ltr to PFC re gate post – Advised will make the post safe in the short term, hoping to receive a grant and will then do a permanent fix to the post at the same time as everything else is done
- l. Dead trees in Five Chimneys Lane – ESCC forestry officer has visited said that trees are all private however he would suggest that Parish Council write to the owner requesting that as part of their duty of care they remove the trees. *Michael to investigate.* **ML**
- m. Village Hall, electrical costs & use of hall – letter was sent to VHMC, secretary will be writing a response.
- n. Local Strategic Partnerships & Sustainable Community Strategy – passed to Councillors prior to meeting. Requested that they be discussed at the next meeting. **Clerk**
- o. Sussex Stationery Contract & IT auction – due to be added as 12th council on the stationery contract, items are cheaper, awaiting details. IT auction see 7h.
- p. Members allowance scheme – WDC don't keep records of councils who have adopted, proposed to be adopted at next meeting. **Clerk**
- q. 12.2 of Code of Conduct – Adopted 3/7/07
- r. Public liability insurance – for £5 million, however this is per claim not per event
- s. Dog Kennel Lane – *Clerk chasing ESCC* **Clerk**
- t. IT for planning. Also Planning Portal's – will need a pc/laptop with a good specification and broadband connection, also need to be able to view Adobe Acrobat reader. *Will need quotes for a projector.* Contact details for discounted goods sent to David. *David to raise at planning conference date when it will go live and we will therefore need to have all the necessary equipment.* **Clerk/DW**
- u. Bollards – contractor ordered the bollards recently, hope to be in by the end of this financial year.
- v. Scull Wood – Clerk has written to ESCC requesting the annual report and costs that they haven't yet sent to us.
- w. Criers Lane – Clerk has reported problem with road to Highways

8. **PLANNING MEETINGS:**

Planning applications were heard at the meeting on 3rd February. Minutes are circulated to Councillors, and posted on the village notice boards and can be provided to anyone who may be interested via the Clerk.

APPLICATIONS:

WD/2009/0267/F – COOPERS FARM, FIVE CHIMNEYS LANE, TN22 4DX – Temporary extension to temporary dwelling until 11 Dec. 2011 to provide boiler and plant room and associated dry wood storage – Michael advised that building control had informed him that the boiler needed a separate building. Michael left the meeting.

The Parish Council has fully supported this project throughout and agrees to this application.

Michael returned to the meeting.

GRANTED PLANNING PERMISSION:

WD/2008/2925/F – FIVE CHIMNEYS FARM, CURTAINS HILL TN22 4DU – Siting of an agricultural workers temporary dwelling in connection with the free range egg laying enterprise.

WD/2008/1886/F – LAND NORTH OF SOUTH VIEW, WILDERNESS LANE – Removal of mobile home, demolition of further mobile home and redundant rural buildings and erection of a single-storey dwelling and garage.

WD/2008/2858/F – TREETOPS, WILDERNESS LANE TN22 4HU – Proposed extension and remodelling of existing house

WD/2008/2855/F – LYNX HOUSE, SCHOOL LANE TN22 4JE – Stable for horses and outdoor manege area

REFUSED PLANNING PERMISSION:

WD/2008/2967/F – OAKWAYS, WHEELERS LANE TN22 4HR – Demolition of 3 wooden stables and erection of four replacement stables; plus foaling stables/tack room and rest room; hay barn and provision of new internal track.

WD/2008/2782/F – THE OAST HOUSE, SHEPHERDS HILL, BUXTED TN22 4PX – Demolition of front porch, rear conservatory and rear utility and replacement with single storey extension and new front porch and wc

REVIEW OF DECISIONS MADE BY WDC – LYNX HOUSE - application refused 21/7/08, granted 12/1/09 by the same case officer, *Clerk to write to Head of Planning and Building Control asking for explanation.* Ken to also investigate. **Clerk**

9. **REPORT FROM CLLR. TONY REID, EAST SUSSEX COUNTY COUNCIL:**

Cllr. Reid advised that the budget has been approved, increase of 3.5%, gave details of spending. Want communities to highlight what is important to them. If deer's are involved in a road accident, report can be made to the police and they will contact the on-call warden. Tony attended one Parish Council meeting where they are reducing the amount of grants given out in order to keep their outgoings low.

Graham advised that the Parish Council haven't yet received any reports regarding Scull Wood, Tony suggested that we chase them, Clerk has already done this

Cllr. Ogden advised that WDC opposed the plan for 11,000 new houses. Also updated on the planning permission for the property in Pevensey for the disabled ex-serviceman.

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

- i. Burial Ground, Youth Council (to be formed) – Cllr. Tony Bonnick –contacted British Youth Council who

suggested to get the youth to invest in the Youth Council rather than put something in the Parish Magazine, needs to be run by the youth for the youth. Work in progress.

- ii. Rights of Way, Highways and Footpaths – Cllr. David Walker. Ambulance parked outside Marlowe House on double yellows for ½ day, caused serious problems for other road users. *Clerk to send letter to Marlowe House highlighting the dangers and requesting that they review their procedures for those using the ambulance, in the hope that it can park on site, request response in return.* **Clerk**
- iii. Neighbourhood Watch, Emergency Planning, New Village Hall Working Party and Playing Field Committee – Cllr. Graham Terry. – EP lots of responses received to questionnaires. PFC have applied for a grant, have asked that Parish Council take on the annual RoSPA check of equipment if it is granted. If the Parish Council is going to take on responsibility for the project they will need to be brought in at the next application stage. NVHWP moving on to the next stage of research.
- iv. Village Hall Management Committee Wealden Association of Local Councils and Safer Wealden Partnership – Cllr. Colin James – sent a report of the WDALC meeting. Bridleway from Dog Kennel Lane now more difficult for people to go up. *Clerk to look up non-emergency no. for police and put in next minutes.* **Clerk**
- v. Community Strategies, Sustainable Development and Environment Matters – Cllr. Michael Lunn – A number of people have responded to the litter article. CS - *will do an article for the next Parish Magazine and do a formal announcement at the Parish Assembly.* **ML**
- vi. Easylink – Cllr. Lucy McConachie – attending the Easylink meeting. Contacted Cllr. Derek Barlowe re the volunteer driving scheme and *will be putting an article in the Parish Magazine. Will write to advise agree to tenders for bus service.* **LM**
- vii. Tree Warden - Jo Dummer (former Councillor) – Book delivered to Jo, she is hoping to attend some of the events/courses.

Ken & Tony R left the meeting at 8:55

11. BANK RECONCILIATION: – The bank reconciliation up to 24th February was checked and signed as correct.

12. OTHER FINANCE MATTERS:

- i. Village Hall Accounts - reviewed
- ii. Victim Support – application for a grant – not given
- iii. £200 donation for Youth Club or similar – village youth club is no longer running and there is £200 remaining which they would like to be left with the Parish Council. *Clerk to contact Lisa Scott and discuss putting 2 councillors as signatories of present account.* **Clerk**

13. ACCOUNTS FOR PAYMENT - The following were agreed by all and cheques raised:

- i. Helen Simpson-Wells. Salary £600.00 includes £14.40 for mileage and 12 training hours. £460 already paid by standing order therefore cheque raised for £140.00.
- ii. Sussex County Playing Fields Association £15
- iii. Heathfield & Waldron Parish Council £20 for training – already agreed and cheque been raised.
- iv. Madasafish £12.10 – already paid by direct debit
- v. Information Commissioner £35 – registration

14. CLERK'S MATTERS:

- i. Hours checked agreed and signed. Increase in hours by 4 per month proposed and agreed. Clerk is working more hours than she is paid for and not having the time to clear all the work. *Clerk to review agenda and see how it can be shortened.* **Clerk**
- ii. Strengthening Local Relationships – *Clerk to contact Highways with dates to hold a strengthening local relationships meeting, to be held ¼ly, Graham/Michael would attend with clerk.* **Clerk**
- iii. Domain – trying to add a domain, *Clerk will update councillors when provider has sorted out problems.* **Clerk**
- iv. Report of dogs in road, jumping up and nipping member of the public – Dog warden was informed and visited dog owner and issued a dangerous dogs letter.
- v. Online HM Rev. & Customs annual return – by making an on-line return Parish Council will receive a credit for £75.
- vi. Speedwatch – residents can be trained to do Speedwatch however they would not be allowed to perform this until the 30mph has been in place for 1 year, this is to allow the police to monitor the effectiveness of the reduced speed. Meeting at Buxted 4th March, *Graham to raise with the police.* **GT**
- vii. Power to promote well-being of the area: Statutory guidance for local councils – passed to Councillors prior to meeting – Need to have 2/3rds of elected councillors to go for CiLCA however this is taken from the date of the last election on 3rd May 2007 when 100% of councillors were voted in.
- viii. Use of school for meetings – identified that the Parish Council can by law have free use of any suitable room in a school although they have to give reasonable notice of the meeting. Clerk has written to headteacher.
- ix. Scocus Farm – Highways have been advised that the track onto the road is not made up and the business is now open, this results on mud on the A267, also dangerous with cars turning in and out. Highways will speak to the owners and also to traffic to see if permanent warning signs can be put up. *Clerk to write to Highways advising that as there is a commercial enterprise, there is an obligation to finish construction of the*

- road, this is subject to highways regulations.* **Clerk**
- x. Parking at St Marks School – resident wrote in regarding problems at school pick up and drop off time, clerk has requested double yellow lines be extended and that the zigzags be repainted. *Will chase ESCC.* **Clerk**
 - xi. Housing Needs Survey – presentation not required
 - xii. Update on road conditions from ESCC – Director of Transport & Environment at ESCC has written confirming they have adequate supplies of salt and dealing with increasing number of potholes.
 - xiii. Compliance of smoke free venues – WDC will be conducting a follow up survey of compliance. VHS need to display A5 ‘no smoking’ signs and it is ideal to have something in hire agreements regarding no smoking.
- 15. TRAINING:**
- i. Councillor briefing and update April 09 Battle prices vary from £86.25 - £201.25, *Clerk to email details to Graham.* **Clerk**
 - ii. Internal Audit Update April 09 Battle £34.50 – no-one attending
 - iii. Planning Conference March 09 – *Clerk to forward agendas to David and Michael* **Clerk**
 - iv. Time Management Workshop March 09 – no-one attending
 - v. Homelessness Stakeholders Event March 09 – no-one attending
 - vi. SLCC Sussex Branch AGM March Littlehampton – Clerk not attending
 - vii. Legal & Finance Update March Tenterden – no-one attending
 - viii. Planning Information Day, March Lenham Kent – no-one attending
 - ix. Emergency First Aid – Uckfield, details sent to Councillors prior to meeting – David to attend
- 16. RISK ASSESSMENT** – *Paul to chase re filling in ditch* **PJ**
- 17. WEBSITE** – Lucy has provided a profile *all other Councillors and Clerk need to provide one to Graham of max. of 50 words.* Clerk has forwarded minutes to Eddie. **ALL (except LM) & Clerk**
- 18. BURIAL GROUND TENDER & FEES** – 3 tenders returned, *clerk to contact all 3 to see if they visited the site and to advise that we need to see a copy of their public liability insurance.* **Clerk**
- 19. EVENING FOR COUNCILLORS FROM OTHER LOCAL COUNCILS** – suggested to invite other local councillors and stakeholders i.e. Highways and Planning to a networking evening at the Village Hall. *c/f to next meeting.*
- 20. AGM & PARISH ASSEMBLY** – Article appeared in the Parish Magazine. *Paul to arrange signs. Clerk to do article for Parish Magazine advertising the AGM and reminder regarding the Parish Assembly.* **Clerk/PJ**
- 21. DEEDS** – *Clerk to check location of the deeds for the playing field, burial ground and land village hall stands on.* **Clerk**
- 22. ATTENDANCE RECORDS** – previously been raised by a resident as to why attendance records aren’t published, decided that as attendance is recorded in the minutes not necessary to publish as a separate item.
- 23. VISIT BY CHAIRMAN OF WDC** – Colin, Paul and Graham to meet her at the Village Hall, drive round the village, visit the school and then the Playing Field. *Graham to prepare agenda and forward to chairman’s office* **GT**
- 24. CORRESPONDENCE RECEIVED NEEDING A RESPONSE:**
- i. Review of supported local bus services – passed to Lucy prior to mtg, see point 10vi
 - ii. Strategic Housing Land Availability Assessment – doesn’t affect Hadlow Down Parish Council as no land owned by PC that could take 6 properties.
 - iii. Rural Services Network – want Hadlow Down Parish Council to join – passed to Paul to review. **PJ**
 - iv. The Recession – can Wealden help? – would like feedback on their initiatives – no action taken.
 - v. East Sussex Local Site and National Indicator 197 – passed to Michael **ML.**
- 25. CORRESPONDENCE RECEIVED FOR DISTRIBUTION** – Councillors reviewed items
- 26. ITEMS TO GO ON NEXT AGENDA**
- i. Correspondence regarding speed restriction – *to be forwarded to Highways* **Clerk**
 - ii. SALC training £51.75 for networking day
 - iii. Uckfield Railway Line Parishes Committee – Graham due to attend
 - iv. Hardly Beacon, Wilderness Lane tree application – *Copy to also be given to Jo* **Clerk**
 - v. Transport Seminar March Uckfield – passed to Lucy
 - vi. Town & Parish Standard
 - vii. Job Centre leaflet and posters – to be displayed at Parish Assembly
 - viii. Wealden Support Partnership Networking Event March 09 – no-one attending

Meeting closed 10:05pm

THE NEXT PARISH COUNCIL MEETING WILL BE on Tuesday 7th April 2009 at 7.00 P.M

Signed..... Date.....