



MINUTES OF THE ANNUAL MEETING OF Hadlow Down Parish Council  
held in Hadlow Down Village Hall, Hadlow Down  
at 7pm on Tuesday May 1st 2012.

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

Present: Councillors David Walker (DW) (Chairman for point 32)), Sandra Richards (SR), Damon Wellman (DWe), Rona Hellewell (RH) and Graham Terry (GT). Also in attendance was the Clerk Helen Simpson-Wells (HSW). Apologies were received from Councillors Tony Reid (ESCC) (TR) and Ken Ogden (WDC) (KO).

- 32. ELECTION OF CHAIRMAN** – DW handed in his resignation as a Councillor. GT nominated and RH seconded SR as chairwoman, agreed by all. The PC thanked DW for all his work on the Parish Council (PC). It was agreed that SR become a bank signatory. SR took over the chairing of the meeting and DW left.
- 33. ELECTION OF VICE-CHAIRMAN** – RH proposed and DWe seconded GT as vice-chairman, agreed by all.
- 34. COUNCILLORS' ALLOWANCES AND EXPENSES** – The Clerk confirmed that the Parish Remuneration Panel had agreed not to increase Councillors allowances. The PC agreed that Councillors would claim their permissible expenses however no Councillors wished to claim their allowance
- 35. TO APPOINT REPRESENTATIVE TO:**  
(a) Mayfield Charities – Fiona Bickerton has already agreed to continue as the representative.
- 36. ALLOCATION OF ROLES** – the Councillors agreed to take on the following roles:  
Sandra Richards - Rights of Ways, Highways & Footpaths, Strengthening Local Relationships (Highways), Public Transport and Newsletter.  
Graham Terry – Strengthening Local Relationships (Highways), Burial Ground, Village Hall, Playing Field and New Community Hall.  
Rona Hellewell – Planning and Emergency Planning  
Damon Wellman - Neighbourhood Policing Rural Panel, Joint Action Group and Neighbourhood Watch.  
DWe may also take over the Highways responsibility at a later date.  
In his absence the following responsibilities were agreed for Michael Lunn - Sustainable Development and Environment Issues, Wealden District Association of Local Councils and Community Strategies  
David Walker has agreed to continue as the Tree Warden and Lisa Scott as the youth representative.  
If new Councillors join the PC they will take on some responsibilities that have already been allocated.
- 37. REGISTER OF INTERESTS** - Councillors confirmed that their register of interests' did not need updating.
- 38. PUBLIC QUESTIONS** - a member of the public expressed her thanks to DW for all his work as a Councillor. Concern was raised over the road surface in Wilderness Lane, part has gone into the ditch, *Clerk to contact Highways steward to investigate*. Concern was also expressed regarding the hedge at the top of School Lane as it is reducing visibility, *Clerk to ascertain if it can be cut back and if so to write to the homeowner.*  
**Clerk**
- 39. REPORT FROM PCSO MARK CARTER** – no report received in Marks absence. Deer incident highlighted near Dog Kennel Lane. Clerk is reporting any deer collisions to the Deer Initiative Scheme and to the deer warden.
- 40. APOLOGIES AND REASON FOR ABSENCE** – ML had apologized that he would be late.
- 41. DECLARATION OF INTEREST** – the following declarations of interest were received: GT personal point 55viii, SR personal points 55ii and 43i.
- 42. MINUTES OF THE MEETINGS** held on 3<sup>rd</sup> and 17<sup>th</sup> April 2012 were agreed and signed as a true record (previously circulated).
- 43. MATTERS ARISING (from previous meetings):**

- i. RH confirmed that she could see no reason for objecting to the development that had been undertaken at Oakways RH
- ii. Annual Report – *GT updated the PC on what information he required from them by 14<sup>th</sup> May.* ALL
- iv. Land opposite the school – c/f SR
- v. Legal paperwork for Village Hall – GT went through the conveyance book and other paperwork that he had obtained from the archive office. These show that the hut was given to the PC.

ML joined the meeting at 7:30pm

Formal quote for registration work to be obtained from Ian Davison by GT GT

Concern was expressed that the book needed to be copied however due to its age this needed to be done by someone experienced in copying old documents. *It was agreed for GT to take the paperwork to the solicitors and to request that they take 2 copies of the book.* GT

- vi. Tunnel at play area – GT advised that the Playing Field committee have investigated the damaged tunnel, they will be giving it extra support to strengthen it.
- iii. Recycling bins – ML advised that it has been suggested that WDC will charge for green waste, this is now subject to further discussion at WDC, if there was going to be a charge it could have extended the range of items being collected.
- vii. Clerks Report: was sent to Councillors with the agenda updating them on her action points, this included:
  - a. Highways steward has been contacted, he has marked potholes that require work.
  - b. Passenger Transport Services have investigated the PC's complaint of the danger to road users and passengers of them dropping off at the School Lane junction. They have advised that the junction has been used for a while and is closer to where the majority of pupils live. The Road Safety Team have visited the site and consider it safe. It was agreed that *the Clerk should write to Passenger Transport expressing the PC's disappointment at their comments and continued concern over safety.* Clerk

**44. PLANNING APPLICATIONS:**

- i. **WD/2012/0746/F THE OASTS, BROADREED FARM, CRIERS LANE TN20 6LG** – conversion of garage and store to provide ancillary accommodation - The PC support the application, agreed by all.

**PLANNING MATTERS:**

- i. **WD/2012/0534/F SOUTHVIEW, WILDERNESS LANE** – conversion of garage to provide holiday accommodation – withdrawn.
- ii. **WD/2012/0527/LB & 0526/F DUDES LAND FARM HOUSE, HEATHFIELD ROAD** - erection of a single storey utility outbuilding with lightweight link to the rear of the main building - approved
- iii. The Clerk has received correspondence from WDC confirming that they have investigated the sale of cars at the layby near Five Chimneys Cottage and they will no longer be sold there. They also updated the PC on the occupation of the mobile unit.

**45. REPORTS FROM CLLR. TONY REID, ESCC & CLLRs. KEN OGDEN and NORMAN BUCK WDC** - no reports in their absence.

**46. BANK RECONCILIATIONS:** – a discussion was held on the signing of the bank reconciliation. It was agreed that in future the reconciliation would be emailed to all Councillors prior to the meeting and that 2 signatories would sign it. It was agreed that *GT and SR would meet with HSW to go through the reconciliations* for the end of the financial year and for the one dated April 2012 and that they could then sign them off. GT/SR/Clerk

**47. OTHER FINANCE MATTERS –**

- i. The Clerk updated the PC on the H&SE guidelines regarding PAT testing, it was agreed for the *Clerk to arrange for the extension lead to be tested.* Clerk
- ii. The PC reviewed the Statement of Internal Controls, *Clerk to update.* Clerk
- iii. The PC reviewed the Finance risk assessment, *Clerk to amend.* Clerk
- iv. The PC checked the Review of Effectiveness of Internal Audit, it was agreed for the Clerk to check with the Internal Auditor whether further controls were required if the PC had to handle more money due to the Community Centre project.
- v. The PC agreed for *SR and GT to meet with the Clerk to go through the end of year paperwork and sign it* at that time. GT/SR/Clerk
- vi. It was agreed that the *Clerk could purchase the Cemetery Management & Administration for Local Council Clerk CD.* Clerk

**48. PLAYING FIELD DRAINAGE** – questions were asked about the drainage for the Playing Field and whether mole ploughing in a herringbone pattern and then backfilling with sand had been considered. GT confirmed that options were still being considered and that they are currently also looking at problems with the gate and where there is missing wood on the pavilion.

49. **NEW COMMUNITY CENTRE** – GT updated the PC on the last meeting and on their visits to other village halls. Sub-committees are concentrating on their work and the funding group has applied for some funding. Janet Tourell will send the reports on the halls to the PC.
50. **NEW COUNCILLOR** – a discussion was held on recruiting people to become Councillors, *SR and RH to approach people. Clerk to contact WDC regarding the new vacancy in order that this can be advertised.*  
RH/SR/Clerk
51. **NEIGHBOURHOOD PLAN** – the Clerk updated the PC on the information given at the Clerks meeting at WDC, the general consensus was that Neighbourhood Plans are expensive, it is a long process and they need to agree with the Core Strategy, which recommends removal of the development boundary for the village. GT attended a Localism conference and disagreed that Neighbourhood Plans are expensive, he also felt that they were necessary in order for Towns and Parishes to achieve anything at WDC. The Clerk advised that the PC could look at reviewing the site allocation for the village as to whether they could contradict it, however they would need to be able to counteract WDC's evidence database. NALC are looking into the migration of community plans into Neighbourhood Plans. *ML to contact Kelvin Williams and the Clerk to contact the Ringmer Clerk/Chair to ascertain the expected costs.* It was also felt that a lot of work would be involved and questions were asked as to whether it was felt that people in the village would be interested in assisting with this.  
ML/Clerk
52. **BUSES** – the new bus stops have now been put up and the times should soon be attached to them. ESCC are proposing a new summer timetable which would reduce the service to 2 buses each day rather than 3, however they would then go as far as Dog Kennel Lane. It was felt that there needed to be more publicity of the current bus times and where the stops are. An article has gone on the website, *Clerk to also copy for the Parish Magazine.*  
Clerk  
It was agreed for *DWe to approach Wilderness Wood regarding the bus shelter and ML to complete the planning application. DWe and ML to inform PC of the proposed costs involved.*  
ML/DWe
53. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**  
Cllr. Rona Hellewell – Emergency Planning – RH confirmed that they will be having a meeting in May.  
Cllr. Damon Wellman – Joint Action Group, Neighbourhood Watch – DWe confirmed that he had attended the recent JAG meeting where it was highlighted that people weren't aware of the 101 non-emergency number, *SR to put article in the newsletter.*  
SR  
Cllr. Graham Terry – Village Hall, Playing Field, Burial Ground – GT confirmed that the woodworm treatment had been undertaken at the Village Hall and that the Charity Commission website has been updated. Janet Tourell confirmed that the VH committee had got no further with locating legal documentation, they were continuing their efforts. The Playing Field committee had checked the equipment at the play area and there were a small number of items that they would be repairing. They are also looking at employing someone to regularly clean the pavilion.  
The planting of the oak tree at the Burial Ground with the school children was very successful, it was agreed for *GT to look into quotes for a plaque.*  
GT  
Cllr. Sandra Richards – Highways, Footpaths and Rights of Way – SR confirmed that a pre-consultation meeting is being held at the end of May with Highways regarding extending the double yellow lines, they will also be discussing the other work due to be done in School Lane. *SR to confirm date and time of meeting to DWe.* SR updated the PC on the work undertaken with footpaths.  
SR  
The Clerk raised that at the Village Hall committee meeting it had been requested that the lockable cupboard in the committee room be used for storage by the tap class. The cupboard was previously offered to the PC for storage, it was felt that this was no longer required. *Clerk to inform VH committee.*  
Clerk
54. **CLERK'S MATTERS:**
- i. Hours were checked, agreed and signed.
  - ii. The Clerk gave out information on localized Council Tax Support from the Clerks meeting at WDC. A presentation had been made at the meeting on planning changes and there could be devolved local decision making, however it hasn't yet been decided who would pay the costs if a decision made by the PC went to appeal
  - iii. The Clerk confirmed that to be able to use the General Power of Competence the PC needs to have the electoral mandate, which they have, and the Clerk needs to pass a further section of CiLCA.
  - iv. The Clerk confirmed that the Village Maintenance Team are in the village from 30<sup>th</sup> April and that she will be meeting with them on 4<sup>th</sup> May. The PC asked that she ensure that the pavements are swept and that the edging is done.
  - v. The Clerk advised that in the last WDALC minutes they suggested that the BT green boxes be put on the Parishes asset list, *Clerk to organise.*  
Clerk

- 55. ACCOUNTS FOR PAYMENT:** The following were agreed by all and cheques were signed:
- i. Helen Simpson-Wells. Salary £869.54 includes £27.45 for mileage and £34.47 for expenses, £620 already paid by standing order, therefore cheque raised for £249.54.
  - ii. Citizens Advice Bureau £150 under Local Government Act 1972 s.142(2A)
  - iii. Sussex Air Ambulance £200 under Local Government Act 1972 s.137
  - iv. Hadlow Down Parish Magazine £250 under Local Government Act 1972 s.142 (2)
  - v. Suffolk ACRE Services £463.88 insurance
  - vi. Simon P. Goacher £98.37 payroll services
  - vii. JFDI Groundcare Services £121 maintenance of the play area and burial ground
  - viii. Graham Terry £33.00 expenses for archive office visit. It was noted that due to only 2 signatories being at the meeting GT had to sign this cheque, agreed by all.
  - ix. Wealden District Council £301.32 dog and litter bin emptying
- 56. CORRESPONDENCE RECEIVED NEEDING A RESPONSE:**
- i. Consultation upon the proposed modifications to the Core Strategy Development Plan Document – it was felt that it was not necessary to respond as the modifications didn't relate to Hadlow Down.
  - ii. National Planning Policy Framework – agreed not to respond.
- 57. ITEMS TO GO ON NEXT AGENDA:**
- i. Sharing of tasks and costs with Arlington PC due to the Clerk also taking on role of their Clerk.

The meeting closed at 9:10pm

**THE NEXT PARISH COUNCIL MEETING will be  
on 12th JUNE at 7pm.**