



MINUTES OF THE **AGM** OF THE HADLOW DOWN PARISH COUNCIL
HELD IN THE VILLAGE HALL ON **TUESDAY MAY 6th 2008**

AT 9.15 p.m.. (Following the Annual Assembly.)

(Note – this is a draft copy to be agreed and amended, if necessary, at the next meeting)

PRESENT: Paul James, David Walker, and Graham Terry.

IN ATTENDANCE: PCSO Tam Bennett and Jean Holmwood (Clerk).

1. **ELECTION OF CHAIRMAN:** Paul James – proposed by David - seconded by Graham.
2. **ELECTION OF VICE-CHAIRMAN:** Colin James – Proposed by Paul– seconded by David.
3. **APPOINTMENT OF PLANNING AND ANY OTHER COMMITTEES:**
David Walker was proposed as **Planning Committee** Chairman by Paul – seconded by Graham.
Finance Group: - Paul, Colin and David (*but any other Councillors may attend*)
4. **APPOINT OF REPRESENTATIVE TO:**
 - a. Mayfield Charities: Fiona Bickerton had agreed to continue..
5. **APPOINTMENT OF COUNCILLORS TO VARIOUS COUNCIL TASKS OR OUTSIDE BODIES:**
It was agreed to wait to appoint representatives to the various positions until the three vacancies have been filled. Those currently representing will continue to do so until the new appointments are made.
6. **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr. Colin James and Cllr. Norman Buck (WDC)
PCSO Tam Bennett: had remained to give her report for the previous month. There had been an RTC involving a car and a deer. A 2 car RTC near Old Boot Cottage. A tree across the road. A further RTC involving a car and a dog. A report of a suspicious vehicle described as a beige and sand flat bed. Finally an RTC at the junction of the A272 and Dog Kennel Lane. It was non injury but the road was blocked. Paul thanked Tam for her attendance and she left.
7. **APPROVAL & SIGNING OF THE MINUTES OF 4th of April 2008.** The minutes had been circulated. Signed by Paul and accepted by all.
8. **MATTERS ARISING:**
 - i. Clerk's Report. ESCC – Re Waste Wood. Potholes re-appeared but have been repaired again. "This time they should be OK".
ESCC – Five Chimneys. Work should commence in 2 weeks – i.e. Gullies. Potholes will also be sorted. (Since spoken to Fiona – some work has been done but the gullies are untouched. Message left for Alan at ESCC to contact me).
Lynx House – Email received from the enforcement team stating that they have a site meeting at the end of the month. The owners are out of the country. They have been told that they have to apply for planning permission. Call from a villager asking about the right of way behind the Old Forge, opposite Brackenwood. She and a couple of others are joining together to repair holes. Concerned about grassy verges and fingerposts. Is it one we are dealing with? She would like some advice. *The Clerk will make contact.*
The Clerk reported that the Clerks' meeting about procurement was interesting. Further report to follow, but another meeting has been organised when they will invite Kelvin from WDC planning along to answer questions on planning matters.
Contact has been made with Eddie Westfield about the updating of the emergency plan database. *Further discussion at next meeting.*
Peter has stated that he will not be updating the website any more as there appears to be no interest in it. Clerk has made contact with 2 other possible suppliers to start our own site. It was suggested to make contact with Sys-Pro who had offered their help last year when they moved into the village. *The Clerk will make contact.*
Stonehurst Lane road sign – was reported on March 15th to ESCC. It seems the first message was ignored. On chasing it up, they decided it was WDC's responsibility. They have it in their May works list to replace.
Green Lanes. – the book entitled "Natural Environmental and Rural Communities Act 2006" has been purchased. Awaiting delivery. Following many emails passing between Councillors, where do we want to go next? It was agreed that we would wait for the book to arrive.
ESCC are pursuing the bridle path problem
 - ii. Scull Wood. Ongoing matter with horses. Graham had written a letter which had been seen by all, to send to various individuals at ESCC and WDC. *It was agreed that the Clerk should send it as a matter of urgency. (A copy can be obtained from the Clerk).*
 - iii. Thankyou had been received from the Sussex Air Ambulance Appeal for our donation.
 - iv. Update on Green Lanes and the Natural Environment and Rural Communities Act 2006. (See comments in the Clerk's report).
9. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
As Councillors had made their reports at the Annual Assembly it was agreed that further was not necessary. However David reported that the byway from Hut Lane to Five Chimneys, which is not a bridle way, was being used by horses.
10. **BANK RECONCILIATION:** Both the end of March and the end of April reconciliations were presented and checked. Agreed that the figures were correct and they were signed.
11. **OTHER FINANCIAL MATTERS:**
 - i. BT – Direct Debit mandate for paying telephone bill. Signed by Paul and David. *The Clerk will deal.*
 - ii. WDC – notification of precept payment - £8,695.50. *Noted.*

- iii. Appointment of internal auditor. The Clerk had made contact with John Roberts, a recommended internal auditor. The Council asked for details of his previous experience to be obtained before agreeing to use his services.
- 12. ACCOUNTS FOR PAYMENT:**
- i. David Peacock - £58.75 – poster printing.
 - ii. WDC - £123.73 – Litter bin emptying
 - iii. WDC - £61.86 – Dog bin emptying.
 - iv. Jean Holmwood – Salary £576.59 and expenses £73.48. Total £650.07.
- 13. CLERK'S MATTERS:** To be recorded – the Clerk had taken one week's holiday in April, making a total of 2 weeks in this leave year..
- 14. TRAINING:**
SALC – list of forthcoming training days/weekends, including Chairman's training. The Chairman is unable to make the training day in June, but hopes to attend the one later in the year.
- 15. OTHER MATTERS** (To be advised to the Clerk in advance of the meeting)
- i. From the Clerk - Update on the appointment of new Councillors. The official notification from WDC had been put up on the notice board on the previous Friday, giving 14 days for interested parties to apply. The Clerk had received 3 letters of interest direct to the Council. She was asked to write to the 3 applicants to ask them to put forward what they thought they could offer the Council. All applicants will be seen before the next monthly meeting and, hopefully, co-opted at that meeting.
 - ii. From Graham – Risk assessment. *Refer to next monthly meeting.*
- 16. CORRESPONDENCE/ITEMS FOR DISCUSSION**
- i. WDC – details of small increase in charges for litter and dog bin emptying. *Noted.*
 - ii. South East England regional housing strategy 2008-2011. *Available to view.*
 - iii. Action in Rural Sussex newsletter. *Noted and passed to Graham.*
 - iv. WDC – Consultation regarding street trading. *Not applicable to Hadlow Down.*
 - v. NALC – details of national conference. *Noted.*
 - vi. ESCC – changes to their planning system. Questionnaire. *Passed to David.*
- 17. ITEMS RECEIVED BY EMAIL AVAILABLE TO VIEW OR FORWARD.**
- i. PCT newsletter.

The meeting closed at 10.05 p.m.

The next meeting of the Parish Council will be held on Tuesday June 3rd 7.30 pm