



MINUTES OF THE ANNUAL MEETING of Hadlow Down Parish Council  
held in the committee room at Hadlow Down Village Hall, Hadlow Down  
at 7pm on Tuesday 6<sup>th</sup> May 2014.

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

Present: Councillors Sandra Richards (SR) (Chair), Clare Emsden (CE), Graham Terry (GT), Michael Lunn (ML), Damon Wellman (DW), Nathan James (NJ) and the Clerk Helen Simpson-Wells.  
Apologies were received from Cllrs. Roy Galley (RG) (ESCC) and Ken Ogden (KO) (WDC)

28. **ELECTION OF CHAIRMAN** – DW nominated SR as chair, seconded by all Councillors, SR signed the declaration of office. SR was thanked for all her work as chair.
29. **ELECTION OF VICE-CHAIRMAN** – SR nominated GT, seconded by DW and agreed by all.
30. **COUNCILLORS' ALLOWANCES AND EXPENSES** – none of the Councillors wanted to claim the allowance to which they are entitled. It was agreed that they could claim mileage expenses for i.e. training courses.
31. **TO APPOINT REPRESENTATIVE TO:**  
(a) Mayfield Trust – Fiona Bickerton has agreed to continue as the representative.
32. **ALLOCATION OF ROLES** –  
Councillors agreed to take on the following roles:  
Clare Emsden - Rights of Ways, Highways & Footpaths and Strengthening Local Relationships (Highways)  
Graham Terry - Strengthening Local Relationships (Highways), Burial Ground, Village Hall, New Community Centre and Newsletter  
Damon Wellman – Planning, Neighbourhood Policing Rural Panel, Joint Action Group and Neighbourhood Watch  
Michael Lunn - Sustainable Development and Environment Issues and Wealden District Association of Local Councils  
Nathan James - Playing Field, Tree Warden, Emergency Planning and Youth  
Sandra Richards - Community Plan and Public Transport  
*The Clerk will send NJ a definition of the tree warden role.* **Clerk**  
SR agreed to attend WDALC meetings if ML is unavailable.
33. **REGISTER OF INTERESTS** - no amendments were required to the register of interests.
34. **PUBLIC QUESTIONS** – none received.
35. **APOLOGIES AND REASON FOR ABSENCE** – none received.
36. **DECLARATION OF INTEREST** – ML declared a disclosable pecuniary interest in item 40a.iii. CE declared a disclosable pecuniary interest in item 44.
37. **CRIME REPORT** – no report received. A Councillor advised that a number of people had reported suspicious activity.
38. **MINUTES OF THE MEETING** held on 1<sup>st</sup> April 2014 were agreed and signed as a true record (previously circulated).
39. **MATTERS ARISING (from previous meetings):**  
i. NJ apologized that he had been unable to attend the last Playing Field Committee meeting so he hadn't been able to raise about mole ploughing of the playing field. A Councillor advised that he understood that the committee had been speaking to a member of staff at WDC regarding the drainage of the playing field.  
ii. The incident with the dog had been reported to WDC, *SR will speak to the resident to see if it has been followed up and if no action has been taken, DW will contact WDC.* **SR/DW**

- iii. Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
  - a. Contacting Highways regarding the outstanding work in Wilderness Lane, obtaining confirmation that the annual maintenance of the gullies will be undertaken in July/August, requesting that the dirty signs be cleaned especially on the A272, requesting that the sidings be cut back in School Lane and Main Road, that the grass verge be cut near Tinkers Park prior to the rally and that the drainage problems in Dog Kennel Lane and Criers Lane be investigated. The gullies in Waghorns Lane and Five Chimneys' Lane were due to have been cleaned as part of the cyclical program and should now be done in a weeks time. The section of the A272 between Tinkers Lane and the junction with the A267 is on the draft 2 year surfacing program, the Clerk has highlighted that Criers Lane needs resurfacing earlier than 2015/16 and that Brick Kiln Lane should also be on the list. Highways have requested that BT move the telegraph pole, to the east of the junction of Tinkers Lane and Main Road further back from the road, the Clerk has advised that this will make visibility worse when exiting Tinkers Lane and has requested that it be positioned on the opposite side of the road, Highways are raising this with BT.

*The Clerk will write to Highways again regarding Wilderness Lane and will copy in Roger Williams.*

**Clerk**

- b. The Clerk updated the Parish Council (PC) on the advice she had been given regarding hard-drives, it was agreed that she would purchase 2 hard-drives of 1tb each. She confirmed that the back-ups would need to be undertaken weekly and a copy kept off-site.

**40a. PLANNING APPLICATIONS:**

*It was agreed that the Clerk would contact WDC regarding the replacement or repair of the projector. Clerk*

- i. **WD/2014/0814/F - ST MARK'S C OF E PRIMARY SCHOOL, SCHOOL LANE** – the relocation of 2 no. air conditioning units and the addition of a draught lobby to the access doors to the playground – The Parish Council support the application.
- ii. **WD/2014/0773/LB - STOCKYARDS FARM, STONEHURST LANE, TN20 6LL** – internal and external alterations – The Parish Council support the application.

Cllr. Michael Lunn left the meeting.

- iii. **WD/2014/0537/FT – COOPERS FARM, FIVE CHIMNEYS LANE, TN22 4DX** – retention of a mobile home and lean-to extension for 2 year period – The Parish Council support the application.

Cllr. Michael Lunn rejoined the meeting.

**40b. PLANNING MATTERS:**

- i. A Councillor confirmed that the banner at Marlowe House had been removed. Planning enforcement will be issuing a notice to the owner of the new gateway onto the field off of Main Road. The Clerk updated the PC on a letter from WDC regarding breaches of planning contraventions/planning conditions which, encouraged residents and the PC to report any breaches to planning department.
- ii. The Clerk had received correspondence regarding Cart Lodge. She has contacted planning enforcement regarding it and they are currently investigating and have posted a letter on the gate.

**41. REPORT FROM CLLR. KEN OGDEN WDC** – in his absence KO had advised that the 3 organisations that had applied for funding from the WDC Community Fund would each receive £658 each, the Clerk will update them.

**42. BANK RECONCILIATIONS:** –for the 31<sup>st</sup> March and 25<sup>th</sup> April 2014 were agreed and signed.

**43. OTHER FINANCE MATTERS –**

- i. 1<sup>st</sup> aid training for the Emergency Plan committee - NJ advised that he had looked into various courses and would be recommending a 1 day course, he will ask about attendees at the next committee meeting.
- ii. To approve the annual accounts – a Councillor had asked for an explanation of the reserves transfers, *the Clerk will provide the information in order that the accounts can be signed off at the next meeting.*

**Clerk**

- iii. Insurance – the Clerk had obtained 3 quotes for the insurance, it was agreed to go with the AON 3 year deal. The Clerk confirmed that any items identified in the play area inspection will need to be rectified within 60 days of the date of the report.

- iv. The statement of internal controls was approved apart from a typo which the *Clerk will correct.* **Clerk**

Cllr. Clare Emsden left the meeting

**44. DISTURBANCE FROM MOTOR BIKES** – the PC had received correspondence from a resident regarding motorbikes on land at Five Chimneys Farm, the PC viewed photos showing the way the land had changed since 2004. Some residents have reported the problem to Enviromental Health. It was agreed that *the Clerk would write to planning enforcement regarding the modification of the land and to Enviromental*

*Health requesting that an abatement notice be served.*

**Clerk**

Residents can complain direct to Enviromental Health. *The Clerk will also contact Buxted PC to see if they have also received complaints.*

**Clerk**

Cllr. Clare Emsden rejoined the meeting.

- 45. AFFORDABLE HOUSING** – due to the 7km Ashdown Forest zone it is not possible to put forward exception sites for affordable housing. *ML agreed to find out how many local people were on the housing list ML.* The Clerk stressed the importance of local people registering for housing in Hadlow Down otherwise it would appear that there wasn't a need in the village. A discussion was held on the priority of local people for housing, the Parish Council were asked whether they wanted to encourage affordable housing. Some Councillors confirmed that they would like to have 2-3 affordable homes built and the Chair confirmed that under their Community Plan they were still looking at 1-2 new houses per year, in line with historical growth rates.
- 46. PARISH ASSEMBLY** – a review was held on the Parish Assembly, it was felt that the invitations to new residents went well. It was agreed for the Clerk *to invite the Sussex Police and Crime Commissioner to attend the next Parish Assembly.*
- 47. BURIAL GROUND AND PLAY AREA TENDERS** – the tenders were agreed, to be offered as 2 year contracts. The Clerk asked that as the play area was moving to a seasonal contract that if anyone was passing if they could pick up litter.
- 48. SUPERFAST BROADBAND CELEBRATION** – the Clerk had received correspondence regarding the broadband event. *It was agreed that she should write to Eddie Westfield to thank him for his work on obtaining superfast broadband for the village*
- Clerk**  
The PC also wanted to record their thanks for the work undertaken by the School and the Villagers who helped with the catering for the event
- 49. DEFIBRILLATORS** – the Clerk advised of another PC that had been offered 2 defibrillators by South East Ambulance service for their 2 villages. SeCambs would pay for the ongoing maintenance and the repair or replacement of any damaged/broken defibrillators. The PC just needed to provide the cabinets for the defibrillators and undertake monthly checks of the defibrillators. The Clerk has asked whether SeCambs can provide a similar arrangement for Hadlow Down and has been advised that they can't at present, however they can review this at the end of July. A discussion was held on whether the village should have a defibrillator and how it's location could be advertised. *The Clerk will diarise to write to SeCambs at the end of July.*
- Clerk**
- 50. VEGETATION IN WAGHORNS LANE** – the Clerk advised that Highways only wrote to 2 landowners in School Lane regarding the overgrown vegetation and did not write to the owner of the land adjoining Waghorns Lane, The Highways Steward will visit the site and if he feels that a notice should be issued will arrange for one to be sent.
- 51. RISK ASSESSMENTS** - GT had undertaken the quarterly risk assessments and the annual review of the forms. The items highlighted at the play area have been rectified by the Playing Field committee. He had included the bench seat by the bus stop in the risk assessment, *it was agreed that the Clerk would write to the Chair of the Playing Field Committee to see whether they would like the PC to take over responsibility for this seat and insure it and do risk assessment inspections of it.*
- Clerk**  
It was proposed and agreed that the Clerk *contact WDC to see if they can move the bin forward next to the bus shelter so that it is more accessible.*
- Clerk**  
*It was agreed that the Clerk would include a letter with the Burial Ground tender requesting a quote for the removal of roots and holly from the earth above the wall at the Burial Ground and the resetting of the stones.*
- Clerk**
- 52. BBQ** – a discussion was held on who should be invited to the BBQ and whether it should be held. It was agreed not to have a bbq.
- 53. HUT LANE DRAINAGE** – NJ confirmed that he had checked the sumps on the Hut Lane drainage and will be clearing them. He advised that they needed doing twice a year. *Clerk to diarise for April and October.*
- Clerk**
- 54. NEW COMMUNITY CENTRE** – WDC have agreed the permitted development applications for the Village Hall and the Playing Field Pavilion. The PC have been copied in on emails regarding the Community Centre webpage on the village website. The PC previously agreed to pay a monthly fee to the provider of the website, they weren't however invoiced in 2013. There were also some items under section 6 of the Community Centre minutes of 4<sup>th</sup> April that the Chair had to write to clarify, corrections should appear in their next minutes.
- 55. WORLD WAR ONE COMMEMORATION IN HADLOW DOWN** – the Clerk had received a request for support and the involvement of the PC in events to mark the First World War, this included the planting of poppy

seeds, the laying of wreaths and a church service. Concern was expressed that the emphasis should be on those who lost their lives rather than on marking the start of the war. The PC agreed that they would provide some financial support for the events.

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

- i. Cllr. Clare Emsden advised that she had received the specification for the work on byway 24, *she will send a copy to DW.* CE  
She also confirmed that she had received a copy of the Rights of Way report.
- ii. Cllr. Sandra Richards asked that CE meet with the new Highways steward and show him around the village, the Clerk advised that she has already offered this to Highways. It was agreed for the Clerk to attend the Community Self-Serve event in June.
- iii. Cllr. Nathan James advised that the Playing Field committee are sorting out the site of the fire from the bonfire night. They have also installed a new pathway.  
The recent Emergency Plan meeting was postponed due to illness, at the previous one they agreed to obtain a list of those organisations in the village that had a first aid kit..
- iv. Cllr. Damon Wellman highlighted the problem with the BT pole on Main Road near the junction with Tinkers Lane. He confirmed that one of the Give Way signs at the top of Tinkers Lane had fallen over and the other was very rusty, *the Clerk will report to Highways.* Clerk  
It was highlighted that the word 'Uckfield' was missing from the fingerpost at the Wilderness Lane's junction. *Clerk to report to Highways.* Clerk  
DW advised that a suspicious vehicle was reported to him, he reported this to the police. He also advised that the whistle was blown on a vehicle leaving Tinkers Park at 6.15am on Saturday.
- v. Cllr. Michael Lunn advised that the 1<sup>st</sup> village sign entering the village from the west needs cleaning and the vegetation around it clearing. *The Clerk will report it to Highways.* Clerk
- vi. Cllr. Graham Terry advised that a full clean of the Village Hall has been done. He is in the process of producing the Annual Report for the PC and this should go out with the July Parish Magazine.
- vii. The Clerk advised that Highways have informed her that the ditching and grips will be done on a needs basis, she asked that *Councillors report any that need clearing to her in order that she can raise a fault report.* ALL/Clerk

**57. CLERK'S MATTERS:**

- i. The Clerks hours for April were checked agreed and signed.
- ii. The amendment to the standing orders was approved
- iii. The Clerk confirmed that the Land Registry had updated the Village Hall land registration to an absolute title.
- iv. Annual Salary review – the Clerk confirmed that the government had offered a 1% pay increase but this had been rejected by the union.

**58. ACCOUNTS FOR PAYMENT - the following payments were agreed and cheques were signed:**

- i. Helen Simpson-Wells. Salary £815.42 includes £27.00 for mileage and £56.12 for expenses, £620 already paid by standing order, therefore cheque raised for £195.42.
  - ii. AJW Grounds Maintenance Services £160.00 play area maintenance. The Clerk advised that £80 of this replaced cheque no. 1265 which had now expired and hadn't been cashed.
  - iii. Simon P. Goacher £103.33 payroll services
  - iv. Citizens Advice Bureau £100 paid by the power given in Local Government Act 1972 s.142(2A)
  - v. Sussex Air Ambulance £150 paid by the power given in Local Government Act 1972 s.137
  - vi. Sound Architect/ENGage £100 TN22 Club grant paid by the power given in Local Government Act 1972 s.137
  - vii. Wealden District Council £142.56 dog bin emptying
  - viii. Hadlow Down Parish Magazine £250 under Local Government Act 1972 s.142 (2)
- The following payment raised for £39.64 to Helen Simpson-Wells relates to mileage and expenses that weren't paid in March 2014, decision to be ratified at the next meeting.

**59. ITEMS TO GO ON NEXT AGENDA:**

- i. Checking of gullies – the Clerk has received a list of the gullies which will need to be divided out for inspection, she advised that it would not be safe to check all of these and that a risk assessment would need to be produced and yellow vests provided.

**60. ENTRANCE TO PLAYING FIELD – discussed in closed session.**

The meeting closed at 9:30pm