



MINUTES OF THE ANNUAL MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday May 7th 2013.

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

Present: Councillors Sandra Richards (Chair)(SR), Damon Wellman (DW), Michael Lunn (ML), Nathan James (NJ), Clare Emsden (CE), Graham Terry (GT) and Roy Galley (RG)(ESCC). Also in attendance was the Clerk Helen Simpson-Wells (HSW).

Apologies were received from Councillor Ken Ogden (KO)(WDC).

8. **ELECTION OF CHAIRMAN** – GT nominated SR as chair, seconded by DW, agreed by all. SR signed the Return Declaration of Office. SR was thanked for her chairmanship of the Parish Council (PC) over the last 12 months.
9. **ELECTION OF VICE-CHAIRMAN** – DW nominated GT as vice-chairman, seconded by NJ, agreed by all.
10. **COUNCILLORS' ALLOWANCES AND EXPENSES** – the elected Councillors agreed not to claim their allowance in 2013/14. It was agreed by all Councillors that travel and subsistence expenses could be claimed.
11. **TO APPOINT REPRESENTATIVE TO:**
(a) Mayfield Charities – Fiona Bickerton has agreed to continue as the representative, agreed by all.
12. **ALLOCATION OF ROLES** – It was agreed that sustainable development was no longer required as an allocated role. The Clerk stressed the importance of WDALC to WDC and that ESCC were now also referring to them, this was also emphasized by one of the Councillors. It was agreed that if ML couldn't attend their meetings that another Councillor would attend in his place.
David Walker has offered to continue as Tree Warden, agreed by all, article to appear in the newsletter regarding this role.
Councillors agreed to take on the following roles:
Michael Lunn - Environment Issues, Wealden District Association of Local Councils and Community Strategies
Graham Terry - Burial Ground, Village Hall, Playing Field, New Community Centre, Newsletter and Strengthening Local Relationships.
Clare Emsden - Rights of Ways, Highways & Footpaths and Strengthening Local Relationships (Highways)
Damon Wellman - Neighbourhood Policing Rural Panel, Joint Action Group, Neighbourhood Watch and Planning if SR is unavailable, or has a disclosable pecuniary interest.
Nathan James - Emergency Planning and Youth
Sandra Richards – Planning and Public Transport
13. **REGISTER OF INTERESTS** - no amendments were required to the register of interests.
14. **PUBLIC QUESTIONS** – none received.
15. **APOLOGIES AND REASON FOR ABSENCE** – none received
16. **DECLARATION OF INTEREST** – SR declared a personal interest in point 20a.i. GT declared a disclosable pecuniary interest in point 20b.iii and NJ a personal interest in point 20b.ii
17. **CRIME REPORT** – the Clerk advised that PCSO David Davies (DD) had previously reported that there had been a number of vehicle break ins in the Wealden area, some burglaries and the threat of oil theft, Hadlow Down had been quiet. He had investigated the sheep worrying incident that was raised at the

Parish Assembly and has updated the members of the public who highlighted this item.

18. **MINUTES OF THE MEETINGS** held on 5th March and 2nd April 2013 were agreed and signed as a true record.
19. **MATTERS ARISING (from previous meetings):**
- i. Car sharing –*NJ to arrange for article to go on the website* **NJ**
 - ii. Emergency Planning database, it was agreed that *the Clerk would liaise with Eddie Westfield regarding the database.* **Clerk**
 - iii. A meeting had been held to discuss the specification for the Hut Lane electrical work. It was agreed that *the Clerk would liaise with Janet Tourell (JT)* regarding this. NJ and DW confirmed that they would be able to pull through the cabling and dig the hole that would be required. The Clerk has confirmed with JT that she is expecting that the cost for the work will be deducted from their grant for 2013/14. **Clerk**
 - iv. DW was thanked for the cover and fencing he had installed in Hut Lane. A neighbour has offered to paint the fencing. It was highlighted that one of the kerbstones had been broken by a dustcart driving over it, *the Clerk will write to WDC to request replacement of the kerbstone.* **Clerk**
17. **CRIME REPORT** – DD updated on the sheep worrying incident. There has also been an incident in Buxted where the dog was destroyed. At the Neighbourhood Quality Panel meeting they decided to concentrate on oil thefts and have targeted certain areas giving advice to residents. He asked that residents email or telephone him if they require any advice to prevent oil thefts. A Councillor highlighted speeding motorcyclists on the A272, especially on Sundays, DD will pass this concern on. DD was thanked for the patrols he has made to the area on his bicycle,
- v. Clerks Report: was sent to Councillors with the agenda updating them on her action points. It was highlighted that the junction sign east of Dog Kennel Lane needed straightening, *Clerk to raise with the Highways Steward.* **Clerk**
It was confirmed that the caravans at Tinkers Park had either been removed from the site or moved to the allocated storage area. A Councillor raised about the PC's position regarding caravans on the site, it was confirmed that the concern [point 300i 5/3/13] had been raised to the PC and they had acted upon it.
- 20a. **PLANNING APPLICATIONS:**
- i. **WD/2013/0841/LBE & 0840/FE CROWPITS BARN, CROWPITS HOUSE, WILDERNESS LANE TN22 4HB** - Extension of time of WD/2010/1009/FE & 1091/LBE conversion of Crowpits Barn to create a residential annexe to Crowpits House – The Parish Council support the applications (6/0).
- 20b. **APPROVED PLANNING APPLICATIONS:**
- i. **WD/2013/0297/FR – WILDERNESS WOOD** – Retrospective application for planning permission for pole framed shelter – the Chair went through the conditions that had been applied. Concern was expressed over an event at the weekend although it wasn't known if this was held in the shelter. The Clerk had highlighted a wedding that had been booked for July to the planning officer before the permission was given. It was suggested that if villagers have problems with events in the future that they contact the Clerk who can liaise with WDC. To be discussed further at the next meeting.
 - ii. **WD/2012/2063/F – LAND TO THE SOUTHEAST OF PIGSFOOT FARM** – post and rail fencing on boundaries of land
 - iii. **WD/2013/0310/LB – STOCKLAND OAST** – window and door renewal
- 20c. **WITHDRAWN PLANNING APPLICATIONS:**
- i. **WD/2013/0172/F and 0173/LB – WAGHORNS, WAGHORNS LANE** – single-storey kitchen extension/utility and cloakroom and first floor shower room
- 20d. **PLANNING MATTERS:**
- i. Correspondence regarding Wilderness Wood application – discussed at point 20b.i.
 - ii. WDC extensions of time – the Clerk advised that at the Parish Planning Panel meeting they agreed that, in general, extensions of time for planning applications, beyond the 21 day period would not be agreed, at the WDALC meeting concerns over this were raised and these will be fed back to the next Parish Planning Panel meeting. It was highlighted by a Councillor that the public consultation is for longer than the PC consultation. It was agreed that the Clerk, in liaison with the Chair, will decide whether a site visit is required for an application, prior to the PC meeting.
 - iii. Devolving some planning decisions to Parish Councils – the Clerk had copied Councillors in on an article regarding the WDC proposal to devolve some planning decisions to PCs. She has been informed that there will be consultation on this which will include the level of resources available.

Concern was highlighted that if the PC refused an application, which was then successfully appealed against, the PC could be liable for the appeal fees. A Councillor expressed that if the decision making is devolved then the funding should be as well.

21. **REPORTS FROM CLLR. ROY GALLEY ESCC & CLLR. KEN OGDEN WDC** – RG advised that they will be holding their first meetings this week and that it is no longer a majority council for one political party. RG was asked about potholes, he will review the process, these are top of his priority list and he will report back to the PC in a few months' time. The Clerk confirmed that Highways are behind with rectifying the high priority potholes. It was highlighted by a Councillor that the problems with the drains is caused by the contractor self-certificating.
In KO's absence the Clerk reported that he had investigated the lack of funding from WDC for the TN22 Club. The funding had been oversubscribed and grants had been given to those groups that can't claim assistance elsewhere. He will be attending the SALC AGM.
22. **BANK RECONCILIATIONS:** –for the 26th March, for the end of the financial year and for 26 April 2013, were agreed and signed.
23. **OTHER FINANCE MATTERS** –
- i. GT and the Clerk had met to discuss the burial fees, all agreed to the changes.
 - ii. The signing of the following cheques from April 2013 was ratified:
 - a) Helen Simpson-Wells. Salary £766.25 includes £18 mileage and £7.03 expenses, £620 already paid by standing order, therefore cheque raised for £146.25; b) Friends of St Mark's School £25 paid under the power given in Local Government Act 1972 s.137; c) Parish of Buxted and Hadlow Down £100 towards the cost of the village leaflet, paid under the power given in the Local Government Act 1972 s. 142 (2a); d) HM Revenue and Customs £178.15 tax and NI; e) Agrifactors (Southern) Ltd £6060.00 paid under the power given in Local Government (Miscellaneous Provisions) Act 1976 s.19; f) East Sussex ALC Ltd £207.87 SALC and NALC subscriptions; g) AJW Grounds Maintenance Services £37.50 play area maintenance and h) Simon Fitt £200 Burial Ground maintenance
 - iii. It was proposed by ML that the PC delegate to GT and SR to review the annual accounts, agree and sign them off, agreed by all. GT/SR
 - iv. The Chair has spoken to the Clerk about the carried forward figures from the end of the financial year and how these should be reported. A discussion was held on whether a provision should appear on the accounts and whether the PC should precept for a working balance and for contingencies. It was agreed by all to precept a contingencies figure.
 - v. The Clerk updated the PC on the changes to the 30 day payment rule, this may mean that some payments will need to be paid before the next meeting and then ratified at that meeting, Clerk to provide further information for the next meeting. Clerk
 - vi. Hadlow Down Youth Club – the Clerk advised that Barclays had closed the account despite there being a credit balance in it. She has written to them requesting that the account be reopened and that she is given third party access, agreed by all of the PC, letter signed by the account signatories.
24. **HUT LANE** – the Clerk had received correspondence from residents regarding the road surface at the bottom of Hut Lane, the new hedges and problems with lack of, and inconsiderate parking in the lane. It was confirmed that a resident had sorted the problem with the road surface, that another resident had offered to trim the hedges. It was felt that the parking problems should be dealt with by the VH committee and not the PC. J T has been copied in on the correspondence.
25. **BURIAL GROUND** – the Clerk updated the PC on the correspondence she had received from the vicar. She will get a quote for the 2 plots which need topping up. Clerk
26. **RISK ASSESSMENTS** - GT had reviewed the spreadsheets and undertaken the quarterly risk assessments. The Clerk reported on the office risk assessment and the finance risk assessment. It was agreed to upgrade the computer's security package. The Clerk has written to the PC's bankers to see if a better return is available for reserves and to request monthly statements for this account. Clerk
27. **NEWSLETTER AND ANNUAL REPORT** – it was agreed to produce an annual report now, GT to put together and email to Councillors. GT
28. **SLR MEETING** – copies of the minutes had been emailed to all Councillors. The Clerk and CE would be allocating responsibility for the tasks on the outstanding Highways items spreadsheet. Clerk/CE
Speeding was considered a major problem, 30mph roundels are due to be painted at the lower part of School Lane. Highways are due to do an assessment of what action can be taken to reduce speeding and the costs involved. CE confirmed that there may be funding from other organizations.

The Clerk advised that she had contacted Highways requesting that they provide a free grit bin and grit to be located near the school, they have confirmed that they no longer supply these for free – to be discussed at the next meeting.

29. **DOUBLE YELLOW LINES AND PROBLEMS IN SCHOOL LANE** – the double yellow lines were due to be painted on 8th May. Correspondence had been received regarding the large vehicles travelling past the School, *the Clerk will write to the company concerned.* ESCC had raised with a Councillor that the top of a hedge needed cutting back as this would affect commercial vehicles, *Clerk to write to homeowner.*

Clerk

The Clerk had also been contacted about the problems with parked vehicles, it was agreed that this would be discussed at the next meeting, *the Clerk will liaise with the school about a representative attending.* The Chair has already advised the school that the double yellow lines are due to be extended and has asked them to consider the parking issues.

Clerk

30. **NEW COMMUNITY CENTRE** – the Clerk advised that she had recently spoken to Ian Davison who has recommended that the PC have a building agreement with a lease at the end for the new Community Centre, although the PC shouldn't spend out on this until the plans have been agreed by WDC and the Centre is going ahead. If the PC provide any funding there will need to be collateral funding arrangements. The PC will need to agree to the plans before they go to WDC. The Clerk suggested that the PC meet with some of the committee members, meet with other Town/Parish Councils who have been in similar situations and possibly set up their own committee. It was felt that no action would be taken at present, to be discussed again in a month's time

31. **VILLAGE MAINTENANCE TEAM WORK** – the Clerk has contacted ESCC who have advised that they no longer have a Village Maintenance Team, however they have requested to be advised if the PC has work that needs doing, *the Clerk will send them a list of the normal tasks undertaken by the team.* **Clerk**

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

Cllr. Michael Lunn reported that there had been a further accident involving a deer. He had raised at the WDALC meeting about the 7km Ashdown Forest exclusion zone, this will be discussed at the WDALC Management meeting to which all councils will be invited. CE confirmed that ESCC Highways can undertake a deer survey, to be discussed at the July meeting.

33. **CLERK'S MATTERS:**

- i. The Clerks hours for March and April were agreed and signed.
- ii. The Clerk confirmed that discussions had commenced regarding a new lease for the entrance to the play area.
- iii. Two councillors signed the agreements on behalf of the PC, that had been returned for the private access to the playing field.
- iv. Fingerposts – a few residents had spoken to a Councillor about the possibility of sponsoring fingerposts to ensure they are retained . This was felt to not be required at the present time, however it would be recorded in case it is needed in the future. The Clerk confirmed that donations could be accepted under the power given in Local Government Act 1972 s.139 and paid out under s.137.
- v. It was agreed to reduce the Clerks hours to 63 per month.
- vi. The Clerk updated the PC on the changes to the Wealden Ambulance service, *she will arrange for an article to go in the newsletter.*
- vii. The Clerk confirmed that the PC had been issued with a Certificate of Existing Lawful Use or Development for the bus shelter. She has contacted Wilderness Wood to install the shelter and they will schedule in a time when this can be done.
- viii. The Clerk confirmed that Compact Cutting had been instructed to do the grass cutting at the playing field. She has received an invoice from them however it has been returned as it was incorrect.

Clerk

34. **ACCOUNTS FOR PAYMENT:** The following were agreed by all and cheques were signed:

- i. Helen Simpson-Wells. Salary £777.28 includes £13.95 for mileage and £24.67 for expenses, £620 already paid by standing order, therefore cheque raised for £157.28.
- 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. Wealden District Council £241.92 litter bin emptying
- vi. AJW Grounds Maintenance Services £75.00 play area maintenance
- vii. C. Waterhouse and Sons £135.00 grave markers
- viii. Hadlow Down Village Hall £100.00

- ix. Suffolk ACRE Services £477.65 insurance
- x. Simon P. Goacher £108.24 payroll services
- xi. Simon Fitt £200.00 burial ground maintenance

A further payment of £69.12 to WDC for dog bin emptying was also signed, to be ratified at the next meeting.

35. TRAINING AND CONFERENCES

- i. Chairman's networking day – GT asked for questions that could be raised to Nick Boles MP, Planning Minister. Devolved planning decisions was highlighted, *GT to draw up a question.* **GT**
- ii. Quotes, Contracts and Tendering course – the PC agreed to share the cost of this course with Arlington PC.
- iii. East Sussex ALC Ltd AGM – no-one to attend
- iv. AGM of the Friends of the East Sussex Record Office – information passed to GT.

36. ITEMS TO GO ON NEXT AGENDA:

- i. Wealden Community Engagement Strategy 2013 survey
- ii. Youth Shelter
- iii. Scull Wood

The meeting closed at 9:07pm

**THE NEXT PARISH COUNCIL MEETING will be
on 4th JUNE 2013 at 7pm.**