



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 19<sup>th</sup> May 2015.

*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), Julian Michaelson-Yeates (JMY) and the Clerk Helen Simpson-Wells.

Apologies were received from Cllr Toby Illingworth (TI)(WDC)

34. **ELECTION OF CHAIRMAN** – GT nominated SR, DW seconded and agreed by all. SR signed the declaration of office.
35. **ELECTION OF VICE-CHAIRMAN** – SR nominated GT, DW seconded and agreed by all.
36. **DECLARATIONS OF ACCEPTANCE OF OFFICE** – all Councillors signed their declarations of acceptance of office.
37. **REGISTER OF MEMBERS' INTERESTS** – all Councillors handed to the Clerk their completed register of members' interests.
38. **COUNCILLORS' ALLOWANCES AND EXPENSES** – all Councillors decided not to claim the allowance for 2015/16, they will however be able to claim the allowable expenses.
39. **TO APPOINT REPRESENTATIVE TO:**
  - (a) Mayfield Charities – Fiona Bickerton has agreed to continue as the representative.
40. **COUNCILLOR'S RESPONSIBILITIES:** the following responsibilities were agreed:
  - Cllr. Sandra Richards – Community Plan and Public Transport;
  - Cllr. Graham Terry – SLR (Strengthening Local Relationships), Burial Ground, Village Hall, New Community Centre and Newsletter;
  - Cllr. Michael Lunn – Uckfield Railway Line Parishes Committee
  - Cllr. Damon Wellman – Parish Planning Panel, Police and Neighbourhood Watch;
  - Cllr. Nathan James – Playing Field, Tree Warden and Youth;
  - Cllr. Clare Emsden – Rights of Way, Highways and SLR;
  - Cllr. Julian Michaelson-Yeates – Planning applications, Emergency Planning (GT to support) and Wealden District Association of Local Councils (WDALC).

For an East Sussex ALC representative to attend their AGM it was agreed to add this to the September agenda to see who was available. The Clerk will arrange for the emails regarding WDALC meetings to be sent to JMY.

Clerk

41. **COUNCIL'S BANKERS AND SIGNATORIES OF CHEQUES** – it was agreed to stay with the current bankers', the standing order, direct debit and signatories were reaffirmed.
42. **GENERAL POWER OF COMPETENCE** – the Parish Council (PC) now meet the criteria to be eligible to use the General Power of Competence and it was agreed to adopt it.
43. **SUMMONS** – the PC agreed for summons to meetings to be sent out electronically and Councillors signed the permission forms.
44. **RELATIONS WITH THE PRESS/MEDIA** – the PC reviewed standing order no. 45 regarding relations with the press/media and decided to keep it the same.
45. **PUBLIC QUESTIONS** – a member of the public asked about planning for Five Badgers in Stonehurst Lane. Mrs Harris confirmed that she was now the Ramblers' representative for Hadlow Down and agreed for her telephone number and email address to appear in the minutes. Tel. 01892655105, email :

[harrishome23@aol.com](mailto:harrishome23@aol.com). The Chair confirmed with Mrs Harris that she was willing to attend the community plan meetings.

46. **APOLOGIES AND REASON FOR ABSENCE** – none received.
47. **DECLARATIONS OF INTEREST** – CE and ML declared disclosable pecuniary interests in item 51d.ii. ML declared a personal interest in item 50i.
48. **CRIME REPORT** – none received.
49. **MINUTES OF THE MEETINGS** held on 7<sup>th</sup> and 21<sup>st</sup> April 2015 were agreed and signed as a true record.
50. **MATTERS ARISING (from previous meetings):**
- i. A quote for an LED speed sign had been received. The Chair had contacted Highways who have advised that they won't normally agree to an LED speed sign being installed unless the percentile over the speed limit is above a certain level. They will need details of where the PC would like the signs installed, a discussion was held on locations. *ML is looking into whether the sign is suitable for ESCC Highways. He will see if the company can do a drive through the village looking at suitable sites and give a presentation at the July PC meeting.* **ML**  
*The Clerk will contact the insurance company regarding insuring a solar LED speed sign.* **Clerk**
  - ii. Reducing speed initiatives – to send contact details to the Clerk – no action to be taken.
  - iii. Parking on the pavement, to speak to the landlord – c/f. **GT**
  - iv. Replacement of rotten fingerpost arm – NJ confirmed that the work had been done on the arm.
  - v. Fingerpost survey, CE and NJ to undertake. To also take some photographs and bring them to the June meeting. **CE/NJ**
  - vi. Back-up of email files – the Chair confirmed that she had discussed this with the Clerk and would be loading the system back-up onto a blank computer to ensure that it works. **SR**
  - vii. Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
    - a. The letter to Charles Hendry MP has been returned, it was agreed to *send it to Nus Ghani MP instead.* **Clerk**
    - b. The Highways Steward is arranging for the 30mph roundel and post to be reinstalled in School Lane.
    - c. Highways have confirmed that on 8<sup>th</sup> and 9<sup>th</sup> June the ironworks will be raised on the section of the A272 that was resurfaced.
    - d. The Clerk has sent a letter regarding parking on the pavement, the PC confirmed that this hadn't been as much of a problem in the last few weeks.
    - e. The Highways Steward has inspected Dog Kennel Lane and has advised that it has recently been jet-patched and he found nothing in need of immediate repair. They will continue to monitor the area and if it deteriorates to the extent that it becomes a safety issue they will ensure works are carried out.
    - f. The Clerk has obtained advice regarding an arboriculturist survey and will be asking for a basic tree survey to check that the trees are safe and to highlight any work that needs doing, *c/f to obtain quotes.* **Clerk**
    - g. The Chair of the Playing Field Committee has confirmed with Sport England that the timings to obtain the legal documents for the playing field isn't a problem for them. The Deed of Variation has been signed with a 37 year term and the Playing Field Committee are paying for the Deed to be lodged with the Land Registry.
51. a. **PLANNING APPLICATIONS:**
- i. **WD/2015/0832/F – HARTS COTTAGE, STONEHURST LANE TN20 6LL** – Demolition of existing garage and log store. Erection of replacement garage with ancillary accommodation attached, to include a first floor – The Parish Council object to the application for the following reasons: They feel that the proposed building will be too close to the listed house; They feel that the building will structurally be too large; That it is overdevelopment of the site especially as the applicant already has approval for a garden room (WD/2013/2022/F and WD/2013/1360/LB); The proposed building does not reflect the design of the Grade II listed house. (0/7)
  - ii. **WD/2015/0934/F – 10 STANDEN MEWS, TN22 4HG** – Single storey rear extension – The Parish Council support the application (7/0).
- b. **APPROVED APPLICATIONS:**
- i. **WD/2015/0467/F – THE OLD STORE, MAIN ROAD, TN22 4HJ** – Proposed ground and first floor extension to rear.
  - ii. **WD/2015/0553/F – ANNES, WILDERNESS LANE** – Hard surfaced tennis court and fencing.
  - iii. **WD/2015/0392/F – 2 SCHOOL LANE COTTAGES, SCHOOL LANE** – Erection of two-storey extension

to side and rear and single-storey extension to rear.

**c. WITHDRAWN APPLICATIONS:**

i. **WD/2015/0224/F – SHEPHERDS HILL HOUSE, SHEPHERDS HILL** – Proposed tennis court and establishment of extent of residential curtilage.

**d. PLANNING MATTERS:**

i. Five Badgers – The PC had received a number of complaints from members of the public. Councillors updated the PC on the developments on the site. The Clerk has contacted WDC planning enforcement who have already visited the site and have advised the occupiers that they will need to submit a planning application, although they have been advised that this is unlikely to be approved due to the Ashdown Forest 7km exclusion zone.

The Chair opened this agenda item to members of the public to comment.

A discussion was held on the work that has been undertaken on the site and that work is continuing. Concern was also expressed over the impact to the environment by changes to the site. *The Clerk will contact WDC Planning Enforcement & Environmental Health.* **Clerk**

ML and CE left the meeting during the following item

ii. Five Chimneys motorbike track – the Clerk confirmed that the owner hadn't appealed against the enforcement notice and that Planning Enforcement have confirmed that they will be visiting the site to ensure that the notice has been complied with.

ML and CE rejoined the meeting.

**52. REPORTS FROM CLLR. ROY GALLEY ESCC & CLLR MICHAEL LUNN WDC.**

Cllr. Roy Galley's report had been sent to Councillors prior to the meeting and will also appear in the Parish Magazine.

The Chair advised that during Cllr Lunn's WDC report he is a District Councillor, however at all other times during a PC meeting he is a Parish Councillor unless he advises the meeting that at a particular item he is acting/making a comment as the District Councillor. ML also clarified the situation. In his report he advised that himself and Toby Illingworth had been elected as the area's district councillors. He confirmed that he wouldn't be able to attend every meeting due to clashes with other meetings/events. He also advised that he can still be involved in discussing and voting on planning applications as he wouldn't have a vote at WDC planning committee for applications in his ward. He can raise matters at WDC on behalf of the PC and if there is a controversial planning application he can arrange for it to go before the planning committee.

The chair opened the meeting to members of the public.

Questions were asked about anonymity of comments made by the public to items on the agenda. It was confirmed that names of members of the public wouldn't appear in the minutes.

The chair closed the meeting to members of the public.

ML confirmed that the waste collection contract has been reviewed and there will be a slight change to the times of the collection.

The Planning Inspectorate has advised that the Local Plan needs to have more houses in Hailsham and that 30 houses for Crowborough should be moved to the Uckfield allocation. The proposed site allocation has now been delayed. The Clerk confirmed that WDC have issued a new consultation on the local plan. The PC requested that ML ask that documentation from WDC be more understandable and that an executive summary be issued, the new consultation is 209 pages long..

**53. BANK RECONCILIATIONS:** –for the 31<sup>st</sup> March and 24<sup>th</sup> April 2015 were agreed and signed.

**54. OTHER FINANCE MATTERS –**

- i. Insurance – the Clerk confirmed that as the insurance company had changed underwriters that the long-term agreement signed last year was no longer valid. She gave details of 3 quotes and the insurance was agreed by the PC for a 1 year term. A cheque for £265 to Broker Network Ltd was raised and will be signed at item 64 and will be ratified at the next meeting.
- ii. Annual accounts and assets register - GT and SR had met with the Clerk prior to the meeting to discuss the annual accounts, the accounts and asset register were approved and signed by the chair.
- iii. Statement of internal controls – GT suggested changes to the document, these were agreed by the PC and the *Clerk will amend the document.* **Clerk**
- iv. The payments for £108.21 to Simon P. Goacher for payroll services that was paid at the 7<sup>th</sup> April meeting & £254.52 to WDC for litter bin emptying that was paid at the 21<sup>st</sup> April meeting were ratified and agreed at this meeting .
- v. Internal audit report – a copy of the report had been sent to Councillors prior to the meeting. The PC congratulated the Clerk on a successful internal audit.
- vi. Request for a grant from the Hadlow Down Playing Field Association – the Association had written to

the PC to request assistance with the legal fees for the drainage work at the playing field. The PC agreed to contribute £1200 towards the cost, this money will be taken from property maintenance reserves.

vii. Precept payment – the Clerk confirmed that the first payment of the precept and grant had now been received..

viii. Quotes for Action in rural Sussex housing needs survey –the Clerk gave the PC details of the quotes. The PC did not agree to the cost. A discussion was held as to how much response would be received to a survey and the PC considered doing their own survey. *The Clerk will try and obtain a sample letter to accompany a survey.* **Clerk**

55. **PARISH ASSEMBLY** – it was agreed that the signage needs to be larger and that next year the PC will get posters printed similar to those used by other PCs. It was unfortunate that the meeting had clashed with another meeting in the village. The Chair will liaise with the Chair of Governors at the School prior to next year’s Parish Assembly.

56. **RISK ASSESSMENTS** - GT had undertaken the annual review of the risk assessments and had added in the drainage area for Hut Lane. GT had also completed the quarterly risk assessments. *NJ agreed to clear out the debris at the Hut Lane drainage area.* **NJ**

57. **GATWICK AIRPORT** – it was questioned whether Nus Ghani MP should be asked to continue to give her support against Gatwick Airport expansion. It was felt that villagers need to be aware of the impact changes will have on them. JMY gave the PC a presentation on changes that have been made and are proposed, the impact more flights will have to villagers and how involved the PC has so far been. At the next meeting the PC will consider whether to join The High Weald Councils Aviation Action Group. It was agreed for *JMY to draft a letter to Ms Ghani which he will then send onto the Clerk, he will also produce an article for the Parish Magazine encouraging residents to send their comments on the proposals to the Clerk for her to collate.* **Clerk/JMY**

58. **VILLAGE FAYRE** – it was confirmed that the PC’s stand had been booked, to be discussed further at the next meeting.

59. **NEW COMMUNITY CENTRE** – it was confirmed that the recent meeting had been cancelled. The Clerk has highlighted to the secretary of the committee that the wording in the minutes regarding the reclaim of VAT was incorrect

60. **DEFIBRILLATORS** – the Clerk had received correspondence regarding the location of defibrillators. The Chair confirmed that she is obtaining further information on defibrillators and it was agreed to discuss this item further at the June meeting.

61. **ENTRANCE TO PLAYING FIELD** – a copy of the transfer documents had been sent to councilors prior to the meeting, they agreed to the content subject to receipt of, and agreement of the plan. The PC agreed the proportion of the cost that will be taken out of reserves and it was agreed that the remaining £10,000 will be paid for by a loan over 10 years. The Solicitor will confirm when the PC will need to apply for the loan. It was agreed that SR & ML will sign the loan and transfer documents and that they will be witnessed by the Clerk. The Solicitor has confirmed that the overage payment would be due by anyone leasing the land who then sells it on for a use not falling within the agreed uses.

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

i. Cllr. Damon Wellman asked about noise that had been reported to him at the weekend however no Councillors were aware of a problem.

ii. Cllr. Julian Michaelson-Yeates confirmed that he and DW were attending a meeting with Gatwick Airport in June.

iii. Cllr. Clare Emsden advised that Highways have asked people to cut back their hedges, the Clerk highlighted that this should only be done during the hedgecutting season if the hedge is a danger to pedestrians or road users..

CE confirmed that Highways would be rectifying the problem with the unconnected drainage pipe on Byway 24. CE will send the Rights of Way report to Councillors.

iv. Cllr. Nathan James advised that maintenance work had been undertaken at the playing field by the committee. It was agreed for the *Clerk to send a letter of thanks to Ken Ogden for all his work as the PC’s WDC representative and to purchase a card that the PC and residents can sign.* **Clerk**

v. Cllr. Graham Terry confirmed that the annual report had been produced, the *Clerk will arrange for it to be printed.* **Clerk**

vi. Cllr. Sandra Richards advised that she had written to ESCC to thank them for their work on the drainage on the A272.

63. **CLERK’S MATTERS:**

i. The Clerks hours for April had already been agreed by SR and GT in order that they could be sent to

the payroll agent in time for the HMRC cut-off. The hours were now signed.

- ii. Burial Ground driveway registration – the Land Registry have confirmed that the driveway is registered in the name of Affinity Sutton Homes. *The Clerk will update the vicar.* **Clerk**

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

- i. Helen Simpson-Wells. Salary £853.30 includes £22.50 for mileage and £54.24 for expenses, £620 already paid by standing order, therefore cheque raised for £233.30.
- ii. Alison Hillman £126.30 internal audit.
- iii. Wellers Law Group LLP £820.80 legal advice relating to the playing field.

A further cheque was raised for £383.20 for Wellers Law Group LLP for legal advice relating to the Trusts Land and a cheque for £265 for Broker Network for insurance. These payments will be ratified at the next meeting.

**65. TRAINING:**

- i. New Councillor training event – this was agreed for JMY.
- ii. Charitable Trusts training – this was agreed for the Clerk.
- iii. Chairs Networking Day – no-one to attend.

**66. CORRESPONDENCE NOT REQUIRING A RESPONSE:**

- i. Grey Matters

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

- i. Gatwick Airport Policy
- ii. Village Fayre
- iii. Phone box;
- iv. Day of meetings
- v. Five Badgers
- vi. Retired District Councillor
- vii. Consultation on the Wealden Local Plan Draft Sustainability Appraisal/Strategic Environmental Assessment Scoping Report 2015
- viii. Fingerposts contract
- ix. Pension

**The meeting closed at 9:26pm**