



MINUTES OF THE MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday September 6th 2011.

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

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

- 166. PUBLIC QUESTIONS** – no public questions were raised. DW welcomed Revd. Evan France to the village. Revd. France advised that he is looking forward to working within the community and with the Parish Council.
- 167. REPORT FROM PCSO MARK CARTER** – The Clerk advised that in Mark's absence he has sent a report advising of a phishing scam letter supposedly from Hong Kong. In August there was a break-in at a horse stables in Tinkers Lane, items were stolen.
- 168. APOLOGIES AND REASON FOR ABSENCE** – apologies received from Michael Lunn (ML) who advised that he would be late.
- 169. DECLARATIONS OF INTEREST** – none received.
- 170. MINUTES OF THE MEETINGS** held on 1st and 15 August 2011 were agreed and signed as true records, apart from the minutes of 15th August should have recorded ML's apologies for absence. GT advised that at point 118 he felt that the minutes didn't fully reflect the discussion that was held.
- 171. MATTERS ARISING (from previous meetings):**
- i. Article for Parish Magazine regarding electricity monitors, *ML to pass back to Clerk to produce article.*
ML/Clerk
 - ii. New Community Hall, contact with Cllr. Ken Ogden – *c/f*. GT did advise that they are waiting for WDC Planning department to obtain date for meeting from ESCC Highways department. **GT**
 - iii. Profiles for website – DWe has emailed information to the Clerk, *RH and DW will send information.*
RH/DW/ML
 - iv. Response to play area safety inspection report – GT has produced report. The Playing Field Committee have agreed to undertake the repairs required and any ongoing maintenance.
 - v. Review of polling stations – *c/f*. **ML**
 - vi. Commission for Rural Communities survey – *c/f* **ML**
 - vii. Clerks Report sent to Councillors with the agenda updating them on the work she has undertaken over the last month, this included:
 - a. Speaking to Highways regarding possibility of 20mph speed limit outside the school in peak hours and the possibility of electronic speed signage. She is awaiting further response from them.
 - b. Arranging for signs to be cleaned and vegetation around them cleared.
 - c. Correspondence with Sussex Police over air ambulance sites, they have advised that it is not possible for them to have pre-arranged sites.
 - d. Letter sent to WDC advising that the PC want WDC to continue to pay for the maintenance of the closed burial ground and not charge villagers a special expense for this.
 - e. Liaising with Sussex Ambulance to ensure that ambulances no longer park on the double yellow lines
Clerk to resend email instructions to DW and RH and check if anything can be done regarding DWe's email.
Clerk
- All Councillors to add disclaimer to their email signature.* **ALL**
- It was raised that outstanding Highways items need to have a date for when a response should be received.

- 172. PLANNING MATTERS:**
i. Copy of enforcement notices received regarding alleged breaches of planning control at land west of Scocus Barns. Previous notices issued on 12th July 2011 have been withdrawn due to an error in service.
- 173. REPORTS FROM CLLR. TONY REID, ESCC & CLLRs. KEN OGDEN and NORMAN BUCK WDC** – none received in their absence.
- 174. BANK RECONCILIATION:** – dated 26th August 2011 agreed and signed. It was agreed that in future the Clerk should bring the previous months reconciliation to the meeting.
- 175. OTHER FINANCE MATTERS** –
i. External audit – the Clerk confirmed that the audit had been signed off by the external auditor.
ii. East Sussex Community Information Services – it was not felt necessary to receive a hardcopy of their directory
iii. Wooden edging at burial ground – *Clerk and Chair to obtain 3 quotes for the work.* **DW/Clerk**
- 176. ACCOUNTS FOR PAYMENT:** The following were agreed by all and cheques signed:
i. Helen Simpson-Wells. Salary £758.37 includes £4.50 for mileage, £620 already paid by standing order, therefore cheque raised for £138.37.
ii. Uckfield Railway Line Parishes Committee £25 contribution paid under power given in LGA 1972 s.143
iii. Mazars £342.00 external audit
iv. Sussex Associations of Local Councils £117.00, £15 for Power of Well-being training and £102 for Chairmanship course.
v. Complete Landscapes £242.00, of this £170 is for maintenance of the burial ground for July and August and £72 for maintenance of the play area for July and August.
vi. Phill Signs £55.00, new fingerpost arm. As a thank you for the Parish Council's (PC) continued support the contractor replaced a missing arm on another fingerpost with a recycled arm free of charge.
vii. St Mark's School House Trust £15.00, rent for lease of land adjacent to Playing Fields 1st April 2010 – 31st March 2011.
viii. BT £153.67 to be taken by direct debit
ix. Simon Paddon £260.00, to fell oak tree
- 187. CORRESPONDENCE RECEIVED FOR DISTRIBUTION** – *Clerk to display bus times on the notice board* **Clerk**
- 177. NEW COMMUNITY HALL** – GT reconfirmed progress regarding Planning and Highways meeting. SR updated the PC on the recent new community centre meeting and on discussions that had been held. It was proposed by SR that the PC and the committee meet, *GT to organize*. A discussion was held on support by the PC for the committee. It was explained that villagers will be made aware of the pros and cons for each site in order that they can make an informed decision. Details of progress over the last few years was given. **GT**
- 178. QUALITY COUNCIL** – *Clerk to email training spreadsheet to RH.* **Clerk**
SR and GT had met, they requested that everyone review the communication discretionary section, 9 parts will need to be met, all to come to next meeting with ideas of which these should be. **ALL**
As the Clerk has been on holiday she hasn't undertaken anymore work on this. Promoting Democracy section c/f for GT. Eddie Westfield (EW) updated the PC on an email he had received from the school regarding a meeting about liaison between adults and children.
- 179. PARISH COUNCIL NEWSLETTER** – SR went through the proposed newsletter, everyone was happy with the layout. They have been quoted £40 to produce 350 copies which will be sent out with the Parish Magazine. *Clerk to email pdf instructions to SR and DW* **Clerk**
A discussion was held on the costs involved and the options available. DW proposed and it was agreed that the 1st two to three newsletters would be on separate paper and then later possibly be within the Parish Magazine. Feedback will be asked for on the website and in the Parish Magazine. The newsletter will be produced quarterly. SR & GT advised of articles to appear, *SR to circulate draft.* **SR**
All agreed to £40 charge for printing.
- 180. EMERGENCY PLAN MEETING** – RH advised that a good meeting was held. EW confirmed that a radio test had just been held. They are waiting to hear whether WDC will continue to support the radio network. RH went through the options that were discussed at the meeting. Further discussion to be held at their December meeting. All Parish Councillors will receive a copy of the emergency plan. An article will appear in the Parish Magazine.
EW advised that he had a meeting with the local police inspector and speeding was discussed. It was confirmed that the Parish Council can ask for a radar loop to get speed recorded. *Clerk to write to local inspector.* **Clerk**

- 181. SLR MEETING** – the Clerk went through the items she has for the agenda, further items added by Councillors. *The Clerk will send a copy of the agenda items to GT and SR.* **Clerk**
 Councillor Michael Lunn (ML) joined the meeting at 8:30pm
Clerk to contact WDC to clear gulleys and ensure that water is flowing into the stream in Brick Kiln Lane
Clerk
- 182. VILLAGE COMMUNITY PLAN** – the Clerk updated the PC on correspondence she has received from WDC and AirS. The plan will be added to the Wealden Local Strategic Partnership website.
 To be discussed further at the SALC visioning exercise.
- 183. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**
 A member of the public has raised that the hedges in Tinkers Lane are overgrown which is making it difficult for vehicles travelling in the lane. *Clerk to write to owners of properties to request that they cut back their hedges. She will also write to the owner of The Gatehouse in Stocklands Lane.* **Clerk**
 Burial Ground, Village Hall, Playing Field, New Community Hall and Strengthening Local Relationships - Cllr. Graham Terry – GT advised that he has resigned from the Village Fair Committee. There will only be rockets set off at this year’s Winterfest.
 Community Strategies, WDALC, Sustainable Development and Environment Issues – Cllr. Michael Lunn – ML confirmed that he attended Revd France’s induction.
- 184. CLERK’S MATTERS:**
- i. Hours were checked agreed and signed.
 - ii. The Clerk confirmed that her job application paperwork had been passed from the previous Chair to DW and that a copy was now in the personnel files.
 - iii. Tinkers Lane – cutting of hedges – see point 183.
 - iv. The Clerk updated the PC on what will be achieved at the SALC visioning exercise, all to bring refreshments.
 - v. The Clerk updated the PC on members allowances, co-opted members can’t claim them, if the PC agree, the Chair can claim the chairman’s allowance and a councillor’s allowance. The Clerk has written to HMRC regarding dispensation, awaiting a response. **Clerk**
 - vi. East Sussex Age UK have written requesting details of clubs and other activities for older people, *Clerk to write to them advising of the Mayfield Trust and the computer club* **Clerk**
 - vii. The Clerk has been informed by WDC that the Core Strategy Development Plan Document has been submitted to the Secretary of State, she did however note that the period it covers has been extended by 4 years to 2030.
 - viii. Bus stop signs – ESCC have visited the potential sites, they are seeking clarification of the ownership of the westbound site and are checking safety issues. Proposals will be received by the PC once the aforementioned have been checked. They will remove the old sign in School Lane.
 - ix. Britain in Bloom – *passed to DW* **DW**
 - x. NALC policy consultations – *passed to RH* **RH**
 - xi. PC were updated on an email that was sent to Sussex Police that was copied to the Clerk regarding speeding .
 - xii. The Clerk updated the PC on an email regarding the Big Lunch, it was felt that this was not applicable.
- 185. TRAINING AND CONFERENCES:**
- i. SLCC Regional Conference Nov. 2011 – Clerk to attend
 - ii. SALC Clerks Networking Day Heathfield Nov. 2011 – Clerk to attend
 - iii. SALC and Sussex Rural Community Council AGM Nov. 2011 – no-one to attend
 - iv. Forum to discuss the proposed merger of East Sussex Fire Authority and West Sussex County Council’s Fire and Rescue Service – no-one to attend
- 186. CORRESPONDENCE RECEIVED NEEDING A RESPONSE:**
- i. ESCC Local Transport Plan consultation – *passed to SR.* **SR**
- 188. ITEMS TO GO ON NEXT AGENDA**
- i. Premises Licence for the New Inn. Representation from the PC to be agreed at meeting on 20th September at 6:45pm.
 - ii. The Clerk was asked if she had been contacted regarding funds for the church spire, she confirmed that she had and had written back asking whether it could be discussed at the precept meeting.

The meeting closed at 9:15pm

**THE NEXT PARISH COUNCIL MEETING will be on 20th SEPTEMBER at 6:45pm.
 THE NEXT FULL MEETING will be on 4th OCTOBER at 7pm**