



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **TUESDAY 14th MAY 2019** at **7p.m** in the committee room of the **Village Hall**.

Helen Johnson
Clerk to the Council

8th May 2019

THE PUBLIC HAVE A RIGHT AND ARE WELCOME TO ATTEND THE MEETING. **TEN MINUTES** ARE AVAILABLE AT ITEM 39 FOR THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION ON RELEVANT MATTERS ON THE FOLLOWING AGENDA, THEY ARE THEN WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING. **DURING THE MEETING FURTHER COMMENTS FROM THE PUBLIC WILL ONLY OCCASIONALLY BE ALLOWED, AT THE CHAIR'S DISCRETION.**

AGENDA

35. **ELECTION OF CHAIRMAN** and signing of declaration of office
36. **ELECTION OF VICE-CHAIRMAN**
37. **ACCEPTANCE OF OFFICE FORMS** – to sign
38. **REGISTER OF MEMBERS' INTERESTS** – to complete.
39. **PUBLIC QUESTIONS**
40. **APOLOGIES AND REASONS FOR ABSENCE**
41. **DECLARATIONS OF INTEREST** the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below
42. **COUNCILLORS' ALLOWANCES AND EXPENSES** – to agree whether individuals will claim their allowance and expenses in 2019/20.
43. **TO APPOINT REPRESENTATIVE TO MAYFIELD CHARITIES**
44. **COUNCILLOR'S RESPONSIBILITIES AND MENTORS:** to appoint responsibilities to councillors and allocate mentors to new councillors.
45. **COUNCIL'S BANKING ARRANGEMENTS AND SIGNATORIES OF CHEQUES** – to reaffirm the Council's banking arrangements including direct debits and standing orders and agree the signatories.
46. **SUMMONS** – to agree and sign to be sent out electronically
47. **ASSETS** – to review and sign
48. **GENERAL POWER OF COMPETENCE** – to agree to adopt
49. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – to review and agree
50. **S137 EXPENDITURE** – to approve for 2019/20
51. **MINUTES OF THE MEETINGS** held on 2nd and 30th April 2019 to be agreed and signed as true records (previously circulated).
52. **MATTERS ARISING (from previous meetings):**
 - i. Emails – to set up new email JMY
 - ii. Circular walk leaflet – Cllr Richards sending contact details to Cllr Lunn. SR/ML
 - iii. Damage to Highways signs – Cllr Richards to send information to Cllr Standley. To be raised with ESCC Highways. SR/BS
 - iv. Playing field signage – to obtain quotes JMY
 - v. Clerks Report: update passed to councillors with agenda
53. **PLANNING: any applications received between the date of issue of the agenda and the date of the meeting may be discussed and a response agreed at the meeting. Details of the application will appear on the village website and on Twitter.**
 - a. **APPLICATIONS:**

WD/2019/0511/F Blackboys Stud, Chapel Lane, Blackboys TN22 5LB – Use of barn for wedding ceremonies and receptions and similar private functions, with associated parking, for a maximum of 28 days in a calendar year.
 - b. **APPROVED APPLICATIONS:**
 - i. WD/2019/0610/FR – Hadlow House Farm. Main Road – Retrospective permission for raised decking area with sliding spa pool.

ii. WD/2019/0454/F – Laurel Cottage, Wilderness Lane – Single storey side extension.

c. **PLANNING MATTERS:**

i. Update on planning enforcement matters.

54. **REPORTS FROM CLLR. BOB STANDLEY ESCC & CLLR PHILIP DIXON WDC**

55. **BANK RECONCILIATION:** – for the 26th April 2019 to be agreed and signed.

56. **OTHER FINANCE MATTERS:**

i. Insurance – to agree quote

ii. Tree survey – to agree quote

iii. Agree annual accounts

iv. Statement of internal controls & review of effectiveness of internal control – to approve

v. Ratify payment of £32.51 to E. Richards re domain renewal to replace cheque no. 101770 and payment of £150 to Mr C Stevenson for IT support.

vi. Grant for playing field – to update

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

58. **BURIAL GROUND GATE** – to update

60. **ANNUAL REPORT** – to consider

61. **RISK ASSESSMENTS** - to report on outcome of quarterly assessments and the finance risk assessment.

62. **EQUAL OPPORTUNITIES POLICY** – to approve

63. **NEW COMMUNITY CENTRE** – to update

64. **CLERK'S MATTERS:**

i. Hours to be checked, agreed and signed for April.

ii. Options for backups

65. **ACCOUNTS FOR PAYMENT:**

i. Helen Johnson. Salary £930.58 includes £22.50 for mileage and £40.97 for expenses, £750 already paid by standing order, therefore cheque raised for £180.58.

ii. Viking £55.52 stationery

iii. East Sussex Pension Fund £265.97 pension.

iv. BT £240.92 telephone and broadband, already paid by direct debit

v. Viking £55.52 stationery

vi. Europlants Ltd £234.30 grounds maintenance.

66. **CORRESPONDENCE RECEIVED:**

i. Correspondence regarding speeding, speed limits and new footpath.

67. **TRAINING:**

i. Councillors training

68. **DEFIBRILLATOR BATTERY**

69. **ITEMS TO GO ON NEXT AGENDA**

The following item will be discussed in closed session:

70. **CLERKS RECRUITMENT**

Signed *Helen Johnson*

Clerk

Date: 8th May 2019