



MINUTES OF THE ANNUAL MEETING of Hadlow Down Parish Council
held in the committee room of Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 14th May 2019.

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

Present: Councillors Sandra Richards (SR)(Chair), Julian Michaelson-Yeates (JMY), Peter Weston (PW), Rachel Lewis (RL), Ben Floyd (BF), Sally Blyfield (SB), Cllr. Phil Dixon (WDC)(PD) and Cllr. Bob Standley (BS)(ESCC). The Clerk Helen Johnson was in attendance.

AGENDA

35. **ELECTION OF CHAIRMAN** - it was proposed and seconded that Cllr Richards be elected as the Chair, this was agreed by all Councillors. The Chair signed the return declaration.
36. **ELECTION OF VICE-CHAIRMAN** – it was proposed and seconded that Cllr Michaelson-Yeates be elected as the Vice-Chairman, this was agreed by all Councillors.
37. **ACCEPTANCE OF OFFICE FORMS** – all Councillors signed their acceptance of office forms which were also signed by the Clerk.
38. **REGISTER OF MEMBERS' INTERESTS** – Councillors completed and signed their register of interests.
39. **PUBLIC QUESTIONS** – a member of the public thanked Iain Turner and Damon Wellman who recently left the Parish Council (PC) and especially wanted to thank Mr Wellman for all his hard work with Highways. He also thanked the Clerk who is leaving at the end of the month for all her hard work over the years. A member of the public asked if Cllr Dixon would be actively supporting the application for the new Community Centre. They also raised about planning application WD/2019/0511/F Blackboys Stud which they said was a new building for equestrian use. They felt that 28 days a year for events was excessive especially considering the limit set on Tinkers Park and Wilderness Wood's planning permissions.
40. **APOLOGIES AND REASONS FOR ABSENCE** – Cllr Lunn had apologized that he would be late.
41. **DECLARATIONS OF INTEREST** – no declarations of interest were declared.
42. **COUNCILLORS' ALLOWANCES AND EXPENSES** – the Clerk explained about allowances and expenses that could be claimed by Councillors. All Councillors agreed not to claim.
43. **TO APPOINT REPRESENTATIVE TO MAYFIELD CHARITIES** – the Clerk confirmed that Penny Eliot was willing to continue as the representative for the charity.
44. **COUNCILLOR'S RESPONSIBILITIES AND MENTORS:** the following responsibilities were allocated:
Cllr. Weston – Highways and Rights of Way, Strengthening Local Relationships (SLR) meetings;
Cllr. Blyfield – Burial Ground, Tree Warden;
Cllr. Floyd – Playing Field
Cllr. Michaelson-Yeates – Planning, Planning Portal, Wealden District Association of Local Councils;
Cllr. Lewis – Village Hall, website, SALC AGM, Community Centre;
Cllr. Lunn – Police and Neighbourhood Watch, Community Centre;
Cllr. Richards – SLR meetings, Community Plan, Public Transport, Community Centre.
Cllrs Byfield and Weston agreed to assist *Cllr Richards with the Community Plan which she will send them a copy of*. A member of the public offered to help with the Plan. **SR**
It was agreed for Cllr Lewis to mentor Cllr Blyfield, Cllr Richards to mentor Cllr Floyd and Cllr Michaelson-Yeates to mentor Cllr Weston.
45. **COUNCIL'S BANKING ARRANGEMENTS AND SIGNATORIES OF CHEQUES** – it was agreed to continue with the current banking arrangements and for Cllrs Lewis and Weston to be added as signatories. The PC

agreed the current direct debits and standing order.

46. **SUMMONS** – Councillors signed the document agreeing for the Summons to be sent to them electronically. Cllr Michaelson-Yeates raised regarding problems setting up his email, the *Clerk will arrange for this to be reset.* Clerk

The Chair moved agenda items 53 & 54 forward

53. **PLANNING:**

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. A discussion was held on the application and the PC agreed to the respond to the application and the reasons for them objecting to it (o/6). It was agreed for the Clerk and Chair to complete the wording for the application to cover all the objections that had been agreed.

Hadlow Down Parish Council **strongly object** to this application even though it is not in our Parish. The objections are as follows:

Noise – The Council have considerable experience of a wedding venue (Wilderness Wood) and the noise pollution that this can cause based on the unique topography of this area. Both Wilderness Wood and this proposed application are sited high (on opposite sides) of the ridge of the valley between our village and Blackboys. The noise carries into the valley and then resonates around. As a result of this, when the application for a wedding venue was made by Wilderness Wood, they had extremely severe limitations put on them in terms of music (no amplified music at all), restrictions on time (no music after 10 pm at night) and number of days per year (maximum 6 days per year). This position and openness of this proposed application is even worse than Wilderness Wood and, if permitted, would have a severe impact on the residents of Hadlow Down – especially those living in Riverside, Tinkers Lane and Wilderness Lane.

Traffic – The site of the proposed application is on a single narrow road and with the amount of vehicles and traffic that is proposed 28 days x 70 or likely more cars per function would again have an enormous impact on Hadlow Down residents. With modern Sat Nav systems, cars will be directed down Wilderness and Tinkers Lanes to the site – these lanes are extremely narrow and dangerous as it is, without having all of the additional traffic that could be generated by this site. Additionally, the siting of the entrance, which is extremely close to a blind bend, with the large increase of traffic being proposed, would appear to be very dangerous and likely to cause accidents.

AONB – Finally, this proposed application is sited in the High Weald AONB and the Council do not believe that this type of facility in a predominantly rural area is suitable and does not conform to the proposed Local Plan from Wealden District Council.

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. The Clerk advised that she had contacted WDC Planning Enforcement and ESCC Highways Enforcement regarding the new entrance on the bend near The Toll on the A272. ESCC have confirmed that it isn't a suitable site and are continuing their work on it. *Cllrs Dixon and Standley agreed to follow it up with their Councils.* PD/BS

The Chair allowed a member of the public to comment that the new entrance would create an accident where someone could be killed.

The Clerk confirmed that she had received a copy of an enforcement notice from WDC regarding plot 4 in Wilderness Lane. They are now investigating the advertising of plot 14.

The Clerk advised that she had been contacted by a member of the public regarding developments at Burnt House Farm Barns, 1 of the Councillors has viewed the site and the Clerk has been in contact with WDC. A new application has now been received which will be discussed at the June meeting.

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

- i. Cllr Standley advised that they had held their AGM and that Cllr. Elkin is now Chairman of the Council. They are lobbying Government for more funding, otherwise they will need to make a further £70m in cuts.
- ii. Cllr Dixon advised that district elections had been undertaken and that European ones are due next week. He confirmed that the Conservatives had maintained their majority at WDC. The Local Plan examination in public starts next week and the Inspector will be looking to see if it is legally sound and at the housing numbers. If it is considered sound there will be a further examination in the

summer.

The Chair asked if Cllr Dixon had seen the planning application for the new Community Centre, he confirmed that he had and that he supports it. Cllr Dixon advised that there would be an open day at the new crematorium in Horam on 15th June. The Chair congratulated WDC on the crematorium and the speed in which the project had been completed.

47. **ASSETS** – the Assets Register was approved and signed.

48. **GENERAL POWER OF COMPETENCE** – the PC agreed to adopt the General Power of Competence.

49. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – it was agreed to keep s.23 of the Standings Order as it was.

50. **S137 EXPENDITURE** – the PC approved the s.137 expenditure for 2018/19.

51. **MINUTES OF THE MEETINGS** held on 2nd and 30th April 2019 were agreed and signed as true records (previously circulated).

52. **MATTERS ARISING (from previous meetings):**

i. Emails – to set up new email – discussed at item 46.

JMY

ii. Circular walk leaflet – *Cllr Floyd agreed to speak to the member of the public.*

BF

iii. Damage to Highways signs – Cllr Richards advised that some of the signs had been fixed. Cllr Standley confirmed that he had passed the information onto ESCC Highways and will check what is happening with it.

BS

Cllrs Stanley and Dixon left the meeting at 8:05pm

iv. Playing field signage – Cllr Michaelson-Yeates advised that he had the dimensions for the signs and what materials they would be made from. *Cllrs. Michaelson-Yeates and Floyd will discuss the wording for the signs and obtain quotes for discussion and agreement at the next meeting.*

JMY/BS

v. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:

a. The Clerk is awaiting a response from ESCC Highways regarding the resurfacing of School Lane and the surface of the A272 from Five Chimneys Lane to St Mark's Church.

b. The Community Payback Team are willing to meet a representative at the playing field to discuss them undertaking the ditching work.

c. The clean-up grant report has been sent to WDC.

55. **BANK RECONCILIATIONS:** – for the 31st March 2019 and 26th April 2019 were agreed and signed.

56. **OTHER FINANCE MATTERS:**

i. Insurance – the Clerk had sent Councillors a breakdown of the insurances and their quotes, the PC agreed to a 3 year long term agreement with Inspire and to review the key person cover in two years' time.

ii. Tree survey – the Clerk had sent Councillors a breakdown of the quotes, the PC agreed which contractor to appoint.

iii. Agree annual accounts – the annual account paperwork was agreed.

iv. The statement of internal controls & review of effectiveness of internal control was approved

v. The payments of £32.51 to E. Richards re domain renewal to replace cheque no. 101770 and £150 to Mr C Stevenson for IT support that were paid prior to the meeting were ratified at this meeting.

vi. Grant for playing field – the Chair explained to the meeting regarding the grants already obtained by the PC and the one they have recently applied for. She advised that type 1 would also need to be laid and was awaiting a quote for this. She had sent Councillors details of 2 options depending on whether the grant was awarded by WDC. If the grant isn't obtained from WDC funds would need to be taken from reserves. The PC agreed to the options.

It was confirmed that the Playing Field Committee were being kept informed and a request had been received for the bear seat, which due to its condition was due to be removed.

Cllr Weston agreed to get further information on the costs for surfacing.

PW

The PC agreed that if they got the grant that it would be accepted.

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

i. Cllr Lewis advised that improvements were being made to Village hall including electricity provision. They are looking at increasing charges, are concerned about the number of keys in circulation and are liaising with the Community Centre committee regarding improvements and the impact if the Community Centre is built. *The Clerk will send Cllr Lewis a copy of the Village Hall risk assessment.*

Clerk

ii. Cllr Michaelson-Yeates will speak to a resident regarding the removal of the bear seat. *The Clerk will pass on the contact details for the Community Payback Team in order that Cllr Michaelson-Yeates can organize a meeting at the playing field with Cllr Floyd and representatives from the Playing Field committee.*

To also consider other work that can be undertaken by the team.

Clerk/JMY

- iii. Cllr Richards advised that she had been contacted by a resident regarding speeding, reduced speed limit between Buxted and Hadlow Down (the PC have already got this on the ESCC list of possible future speed reductions) and asking for a footpath from Dog Kennel Lane to the village.

Cllr Lunn joined the meeting at 8:55pm and completed and signed the forms from agenda items 37, 38, 42 and 46.

A discussion was held on the items raised and it was agreed to put the suggestion of a footpath on the next agenda.

58. BURIAL GROUND GATE – c/f

60. ANNUAL REPORT – c/f

- 61. RISK ASSESSMENTS** - the quarterly risk assessments had been undertaken. It was suggested that when the risk assessments are next undertaken that the post for the village sign be checked at the base. The Chair had undertaken the finance risk assessment.

62. EQUAL OPPORTUNITIES POLICY – was approved.

- 63. NEW COMMUNITY CENTRE –** the Clerk confirmed that the signed lease had been returned to the solicitors and that she has requested an invoice from them. The Chair confirmed that she would attend the WDC Planning Committee North meeting when the application is being discussed, in order to speak in support of the application.

64. CLERK'S MATTERS:

- i. The clerks hours for April were checked, agreed and signed.
- ii. Options for backups – the Clerk confirmed that the contractor had set up the back-ups for each portable hard-drive. Another option would be to set-up cloud back-up which was considered previously, but was dismissed as there wasn't a wifi connection at the village hall.

65. ACCOUNTS FOR PAYMENT - The following payments were agreed and cheques were signed:

- 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
- vii. Came & Company £354.59 insurance (discussed at minute 56i)

A further payment of £900.68 to Ms E. Richards for various clean-up items paid from WDC grant, will be ratified at the next meeting.

It was agreed that the purchased clean up items should be added to the risk assessment and the insurance, the Clerk will action.

Clerk

66. CORRESPONDENCE RECEIVED:

- i. Correspondence regarding speeding, speed limits and new footpath – already discussed at 57iii.

67. TRAINING:

- i. Councillors training – the Clerk confirmed that all new Councillors were booked in for training.

68. DEFIBRILLATOR BATTERY - the Clerk confirmed that the battery had been checked and that there were no issues.

69. ITEMS TO GO ON NEXT AGENDA

- i. WDC grant if it has been awarded.

The following item was discussed in closed session:

70. CLERKS RECRUITMENT

The meeting closed at 9:25pm