



**MINUTES OF THE MEETING of Hadlow Down Parish Council**  
**held in Hadlow Down Village Hall, Hadlow Down**  
at 7pm on Tuesday 3<sup>rd</sup> December 2019.

**Present:** Councillors: Julian Michaelson-Yeates (JMY) Acting Chair, Ben Floyd (BF), Michael Lunn (ML), Peter Weston (PW)

**In attendance:** Cllr Phil Dixon (WDC), Cllr Bob Standley (ESCC), Samantha Weatherill (Clerk) and members of the public.

**223. PUBLIC QUESTIONS**

A member of the public reported that the development in Stockland Lane was causing mud to be spread along the lane. **JMY would investigate the planning conditions in relation to wheel washing and would contact the developer re clearing the road surface of mud.** It was requested that the agenda for the SLR meeting on the 20<sup>th</sup> January include the worsening condition of the road surface of Stockland Lane, in particular the pothole on the bend and areas where the tarmac is no longer present exposing the road bed underneath. **The Parish Council (PC) confirmed that it would raise this at the SLR meeting.**

Graham Terry advised that he is involved in a project reviewing the Passenger Transport Service that gets non-emergency patients to and from hospital. He requested that if anyone has any good or bad experiences with the service that they get in touch with him via phone. Cllr Standley added that this service had improved since the change of provider and he would be happy to receive any feedback.

A member of the public praised East Sussex County Council (ESCC) for emptying the gully's over several nights and informed that the police had been out speed checking in the village.

**224. APOLOGIES AND REASON FOR ABSENCE** – Received from Cllrs: Sally Blyfield, Rachel Lewis and Sandra Richards.

**225. DECLARATIONS OF INTEREST** – none.

**226. MINUTES OF THE MEETINGS** held on 5<sup>th</sup> and 18<sup>th</sup> November were agreed and signed as a true record (previously circulated).

***ML joined the meeting.***

The Chair moved agenda item 233. ii forward.

**233. HIGHWAYS:**

- ii. Footpath 27c - JMY allowed a member of the public to read a statement about footpath 27c which was discussed at the PC meeting on 5<sup>th</sup> November (minute item no 195). JMY reported that following the meeting on 5<sup>th</sup> November, Cllr Richards had been in contact with Mathew Harper, Highways Officer at ESCC, to clarify rights in relation to the clearing of footpaths. Members of the public when walking a footpath are permitted to clear obstructions preventing them from continuing on their way. Only the adjoining landowner or County Councils are permitted to clear back a path. Parish Councils must approach the County Council before they undertake any maintenance themselves. The PC has been advised not to fence off areas of knotweed as this remains the responsibility of the landowner. Mathew Harper thought it a good idea for the PC to monitor the knotweed with the adjoining landowners. In response to this, JMY reported that he had accompanied one of the adjoining landowners to inspect the land along the north of Footpath 27c and the ditch running north, and, while not an expert, he hadn't observed the presence of knotweed.

**227. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS: none.**

v. Clerks report:

- a. Play area and burial ground maintenance contract review – the Clerk had sought four quotes with a deadline for submission of 11<sup>th</sup> December so results would be discussed at the January PC meeting.

- b. ESCC had been informed that the PC will not be opting for additional grass cuts and Contractor A had been awarded the contract.
- c. Finger Post work had started and arms and posts had been taken down for repair.
- d. Rialtas accounting software – cost had been confirmed as £641 plus mileage and should be ready for use from 1<sup>st</sup> April 2020.
- e. Defibrillator pad had been replaced and an additional ordered as a spare.

**228. 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.**

**i. PLANNING APPLICATIONS:**

- a. **WD/2019/2227/FR –GINGERS PATCH AND DRAKES HEAD DEN, LAND SOUTH-EAST OF PIGSFOOT FARM BRICK KILN LANE, HADLOW DOWN, TN22 4EJ. Retrospective application for the retention of two mobile field shelters and one hay store and proposed provision of additional hay store.** The PC voted: 4/0 unanimously against this application. The PC object to this application due to the establishment of domestic curtilage around the field shelter in Drakes Head Den and the laurel hedging is not agricultural in nature. The addition of a door and wood burner are not featured in the application and are not normal features of a field shelter.
- b. **WD/2019/1487/FR – 4 GRANGE COTTAGES, MAIN ROAD, HADLOW DOWN TN22 4HJ. Proposal is to regularise the external and internal changes rather than a new dwelling. RETROSPECTIVE APPLICATION FOR THE REGULARISATION OF POST PLANNING AMENDMENTS TO PERMISSION WD/2017/1703/F.** The PC voted: 2/2 so the Chairman exercised his vote in favour. The PC have no objection to the application.

**229. REPORTS FROM CLLR. BOB STANDLEY, ESCC & CLLR PHIL DIXON**

- i. Cllr Standley reminded everyone that due to the election they are in purdah so no major decisions were being made. The government finance figures were going to be very late but he would guess that Council tax was likely to increase by 2% and the Government had said that councils can charge another 2% in addition to cover adult social care. He said there had been pressure on the budget this year for children’s services. As it was getting colder, he directed people to look at [www.eastsussexhighways.com/winter](http://www.eastsussexhighways.com/winter) which lists out information regarding East Sussex Highways Winter service. He would take up the poor state of Stockland Lane with East Sussex Highways.
- ii Cllr Dixon said that the local plan had been delayed by the election. He is the Wealden representative on the High Weald AONB committee and they are trying to be more active in engaging people. He was keen for all PC’s to be aware of this role and their influence in planning. The committee were bringing out a design guide which would be useful when making planning application decisions. The Wealden annual calendar for waste collections had gone digital so there would only be a hanger left on waste bins with holiday collection dates but there were no changes in collection dates for the foreseeable future. ML said that the recycling area at Wilderness Wood has had problems in the last few months and he asked Cllr Dixon to monitor this issue over the busy holiday period.

**230. BANK RECONCILIATIONS – November reconciliation was agreed and signed.**

**231. OTHER FINANCE MATTERS**

- i. Website - The cost of making the website legally compliant for accessibility would be taken from unearmarked reserves if necessary.

**Actions:**

1. **PW** to email the Clerk with a list of potential amendments to the PC part of the website to bring it up to date.
  2. **The Clerk** would clarify the changes needed to ensure that the website is compliant with the forthcoming accessibility requirements and to request a detailed quote from Nick Allen. Updates to also include the provision of a cookie policy and privacy notice.
- ii. Agree the appointment of internal and external Auditors - The PC voted unanimously (4/0) to appoint Mulberry & Co internal auditors and PKF Littlejohn external auditors.
  - iii. Revised precept 20/21 – ML’s concern, that the PC should have a precept nearer to £100 for Chairman’s expenses in order to cover food etc. at Parish Assembly, was noted. It was also noted that the PC does have a legal fee bill due at some point which would be paid for from unearmarked reserves. The Precept was agreed.

**Actions:**

1. The Playing Field Committee grant should include cutting the grass in the bottom field and **BF** would confirm with them that this was the case.
2. If the Playing field committee undertook to take on the low risk tree work the PC would contribute 50% of the contractor tree work quote, provided whoever did the work was insured to do it. **BF** would confirm what they would be prepared to do and provide a quote and insurance etc. as soon as possible.
3. **The Clerk** would confirm the base increase figures as soon as the ready reckoner was received and forward them to the PC.

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

PW reported on 29b footpath by Marlowes - East Sussex had identified that the gully had been caused by redirected water so they are taking the matter up with the landowner. Hastingford Lane and Tinkers Lane had been done. PW had held various conversations about speeding and had attended a meeting about Gatwick where the big issues are to oppose the northern runway and also dispersal and what it means.

BF reported that the Playing Field Committee now had two more co-opted members who will become trustees at the next AGM. He had been asked to push back the community payback people.

**233. HIGHWAYS:**

- i. SLR meeting – now scheduled for 20<sup>th</sup> January. Addition to the agenda – see item 223.

**234. GATWICK AIRPORT – CAGNE Aviation Town and Parish Council Forum.** Covered in item 232. The PC is a member of the High Weald Aviation Action Group (HWAAG) members not CAGNE so this would be removed from future PC meeting agendas.

**235. PLAYING FIELD:**

- i. Update on tree work and quote for additional work identified. There was an extra ash tree identified as part of high risk work so the contractor had been instructed to include this. BF will discuss the low risk tree work required with the Playing Field Committee and submit a quote for both the burial ground and playing field and the insurance paperwork. The ground was currently in too poor a state for any tree work to be undertaken so **the Clerk** would instruct the contractor to wait until the PC told them to go ahead.
- ii. Areas of responsibility between HD PC and the Playing Field Committee. The PC voted unanimously (4/0) in favour to accept the change on the document which was that the responsibility for play equipment would move from Playing Field Committee to PC and agreed the map of responsibility for playing field as per BF email 22/10/19.
- iii. ROSPA report actions. PC gave update on actions. **Carry Forward.**

**Cllr Lunn left the meeting.**

- iv. **Dog fouling signage.** The PC voted unanimously (3/0) in favour of going ahead with the sign produced by Street Scenes. **BF** would instruct them to go ahead.

**236. HOUSING NEEDS SURVEY – next steps. Carry Forward.**

**237. ANNUAL REPORT.** The PC voted unanimously (3/0) against doing an Annual Report.

**238. RISK ASSESSMENT**

- i. Quarterly Risk Assessment – update on actions. Some actions were still outstanding so this would be carried forward. **PW** would carry out the next risk assessment in January.
- ii. Play area tunnel collapse. This area had been fenced off.
- iii. Telephone Box. **Carry Forward.**

**239. STANDING ORDERS – Annual Review.** 13 d. we do not open tenders in the presence of a councillor as it is not practical. The PC voted unanimously (3/0) to remove this sentence and adopt the amended Standing Orders.

**240. FREEDOM OF INFORMATION ACT PUBLICATION SCHEME POLICY** The PC voted unanimously (3/0) to accept this.

**241. RISK MANAGEMENT POLICY STATEMENT** The PC voted unanimously (3/0) to accept this.

**242. CLERKS MATTERS:**

- i. Clerks hours for November were agreed.
- ii. Potential purchase of a fireproof box in which to store burial books. **Carry Forward.**

**243. ACCOUNTS FOR PAYMENT**

- i. Samantha Weatherill - £920 paid by SO, Salary/mileage for November £652.77 incl. mileage and defibrillator pad cheque no 1854.
- ii. Mulberry & Co £210.42 internal audit cheque no 1852
- iii. Parish Conference £30 to be paid by DD
- iv. PWLB – loan payment £567.07 to be paid by DD
- v. Lucy McConachie for play area inspection £40 cheque no 1853
- vi. Payments ratified: £100 for additional tree work identified as part of risk assessment (not yet paid); additional £90.42 for internal Audit incl. in cheque 1852; Lucy McConachie for play area inspection Oct £40 cheque no 1848.

**244. CRIME AND DISORDER ACT 1998 Section 17** – nothing raised.

**245. DEFIBRILLATOR BATTERY** – checked and pads replaced.

**246. ITEMS TO GO ON NEXT AGENDA.** No additional items.

**There being no other business, the meeting closed at 9:14pm**