



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to a meeting of the **HADLOW DOWN PARISH COUNCIL** to be held virtually on **Tuesday 7th April 2020** at **7:00p.m** via Zoom video conferencing app.

Samantha Weatherill
Clerk to the Council

1st April 2020

THE PUBLIC HAVE A RIGHT AND ARE WELCOME TO ATTEND THE ONLINE MEETING. **THE FIRST TEN MINUTES ARE AVAILABLE FOR THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION ON RELEVANT MATTERS ON THE FOLLOWING AGENDA, THEY ARE THEN WELCOME TO STAY ONLINE 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.**

The meeting will be held via Zoom conferencing, **Register in advance for this meeting:**

<https://zoom.us/meeting/register/uJEtc-qrrDwtllrcAnypj3-Gysj39ulzA>

After registering, you will receive a confirmation email containing information about joining the meeting.

AGENDA

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**
3. **PUBLIC QUESTIONS**
4. **APOLOGIES AND REASON FOR ABSENCE**
5. **DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below.
6. **MINUTES OF THE MEETINGS** held on 3rd March to be agreed and signed as a true record (previously circulated).
7. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
 - i. **BF** – would get updated quotes from the Playing Field Committee (PFC) so that he could confirm that the grant would include cutting the grass in the bottom field.
 - ii. **BF** – would provide quote and insurance to the Clerk re PFC carrying out the low risk tree work.
 - iii. **BF** would confirm that the bags left from the bonfire clean up had been dispersed.
 - iv. **BF** would send the Clerk the Community Payback forms.
 - v. **PW** would speak to Kit Wilson about the positioning of ESCC signs.
 - vi. **PW** would look at the large pot hole in Wheelers Lane.
 - vii. **JMY** would get in touch with Enforcement re planning application for Drakes Den and Gingers Patch and get in touch with member of public.
 - viii. **The Clerk** would get in touch with Buxted and Rotherfield clerks re convening a meeting with Stacey Robins once Parish Panel minutes have been received.
 - ix. **JMY** would investigate what legal issues surround the use of drones.
 - x. **JMY** would report that the Stocklands Lane and School Lane sign had disappeared in the wind.
 - xi. **Clerks report:** update passed to councillors prior to the meeting.
8. **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/2020/0454/F - BURG HILL, WILDERNESS LANE, HADLOW DOWN, TN22 4HU** New dormer to rear of house.
 - b. **WD/2020/0367/F - MILL VIEW FARM, MAIN ROAD, HADLOW DOWN, TN22 4HS.** Change of use of ancillary accommodation to separate residential dwelling.
 - ii. **PLANNING MATTERS FOR INFORMATION:**
 - a. **WD/2020/0508/OH – LAND ON THE SOUTH SIDE OF STONEHURST LANE, FIVE ASHES, MAYFIELD, TN20 6LJ**
Removal of section of HV overhead line by the installation of HV underground cable and alterations to the stays on the existing poles by UK Power Networks.
9. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR PHIL DIXON**

10. **BANK RECONCILIATIONS:** - March to be agreed and to be signed when able and 31st March bank reconciliation to be agreed and signed when able.
11. **OTHER FINANCE MATTERS**
 - i. Website
 - ii. Quarter 4 to 3rd March end year reconciliation and final reconciliation to end March.
 - iii. Financial Regulations Policy
 - v. Codes for RBS accounting software
 - vi. Assets Register
 - vii. Scheme of Delegation and authorisation for Clerk to raise:
 1. Cheques/online banking to cover regular payments such as: HMRC; ES Pension; Play area Risk Assessment; Clerk's Salary.
 2. Cheques/online to cover payments such as: Stationery; training; other expenditure agreed by at least 2 councillors.
 - viii. Decisions to be ratified: Online Banking with Unity Trust Bank £6 per month. Zoom online meeting software £11.99 per month.
12. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
13. **HIGHWAYS:**
 - i. Speed Indicator Signs Criteria (PW)
14. **PLAYING FIELD:**
 - i. Update on tree work and additional work identified.
 - ii. ROSPA report actions.
 - iii. Play area closure.
 - iv. Dog Fouling Signage – update.
15. **RISK ASSESSMENT**
 - i. Quarterly Risk Assessment.
 - ii. Play area tunnel collapse.
 - iii. Annual Financial Risk Assessment.
16. **HOUSING NEEDS SURVEY**
17. **TO APPOINT REPRESENTATIVE TO MAYFIELD CHARITIES**
18. **PARISH ASSEMBLY**
19. **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**
20. **HD EMPLOYER PENSIONS DISCRETIONS POLICY**
21. **CLERKS MATTERS:**
 - i. Clerks hours for March.
22. **ACCOUNTS FOR PAYMENT – where possible these invoices will be paid by Bank Transfer**
 - i. Samantha Weatherill - £920 paid by SO, £64.85 salary & expenses.
 - ii. HMRC £521.05
 - iii. Lucy McConachie for March play area inspection £40
 - iv. ES Pension Fund £312.44
 - v. Wealden DC litter/dog bins £450 by DD
 - vi. Grant to Kent, Surrey & Sussex Air Ambulance £200
 - vii. Grant to Wealden Citizens Advice £150
 - viii. Grant to HD Parish Magazine £500
 - ix. Grant to HD Village Hall £100
 - x. Grant to ENGage £400
 - xi. Julian Michaelson-Yeates £28 for printing of corona virus leaflet via Newman BS
 - xii. Phil Anderson for fingerpost repair £635 (including £25 for planing telephone box door)
23. **CRIME AND DISORDER ACT 1998 Section 17**
24. **DEFIBRILLATOR BATTERY – to confirm checked.**
25. **ITEMS TO GO ON NEXT AGENDA**

Signed Samantha Weatherill, Clerk

Date: 1st April 2020