



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held virtually on **Tuesday 5<sup>th</sup> May 2020** at **7:00p.m** via Zoom video conferencing app.

Samantha Weatherill  
Clerk to the Council

29th 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, **follow the link below to join:**

<https://zoom.us/j/99691013420?pwd=bHFrak9GNlc1eHZQZXIKb1NTUHJQZz09>

#### **AGENDA**

26. **ELECTION OF CHAIRMAN** and signing of Declaration of Office
27. **ELECTION OF VICE-CHAIRMAN.**
28. **REGISTER OF MEMBERS' INTERESTS** – to advise of any amendments.
29. **PUBLIC QUESTIONS**
30. **APOLOGIES AND REASON FOR ABSENCE**
31. **DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below.
32. **COUNCILLOR'S ALLOWANCES AND EXPENSES** – to agree whether individuals will claim their allowance and expenses 2020/21.
33. **TO APPOINT REPRESENTATIVE TO MAYFIELD CHARITIES**
34. **COUNCILLOR'S RESPONSIBILITIES:** to appoint responsibilities to councillors.
35. **COUNCIL'S BANKING ARRANGEMENTS AND SIGNATORIES OF BANK ACCOUNT** – to reaffirm the Council's banking arrangements including direct debits and standing orders and the signatories.
36. **SUMMONS** – to agree and sign to be sent out electronically.
37. **ASSETS** – to review and sign.
38. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – to review and agree. SEE SECTION 23 OF STANDING ORDERS
39. **REVIEW OF GENERAL POWER OF COMPETENCE** – annual review.
40. **MINUTES OF THE MEETINGS** held on 7<sup>th</sup> April to be agreed and signed as a true record (previously circulated).
41. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
  - i. **BF** – would get confirmation in writing that the grant would cover the inclusion of 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. **The Clerk** would liaise with BF re Community Payback forms to tick boxes that the PC want the lowest risk people.
  - iv. **RL** would send a draft safeguarding policy to The Clerk.
  - 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. **The Clerk/JMY** would draft an article about the drone issue for the website.
  - viii. **Clerks report:** update passed to councillors prior to the meeting.
42. **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/2020/0129/F – WOODREED VINEYARD, STONEHURST LANE, FIVE ASHES, MAYFIELD, TN20 6LJ** – Construction of agricultural building for the storage of vineyard machinery and associated equipment, to include new permeable access track.

- b. **WD/2020/0700/MAO – LAND SOUTH OF FRAMFIELD ROAD, BLACKBOYS** – outline application for the erection of up to 80 dwellings.
- ii. **APPROVED PLANNING APPLICATIONS:**
  - a. **WD/2020/0188/F – MOONS MILL, TINKERS LANE, HADLOW DOWN, TN22 4ET** – Addition of a pool house separate and adjacent to the main house.
- iii. **REFUSED PLANNING APPLICATIONS:**
  - a. **WD/2019/1335/O – SAXON COURT, POUND GREEN, BUXTED TN22 4DT** – Outline application for the erection of 2 no. houses, alterations to access road and part demolition of redundant care home buildings, e.g. laundry shed.
- 43. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR PHIL DIXON**
- 44. **BANK RECONCILIATIONS:** - April to be agreed and signed via email and backing papers to be signed when able.
- 45. **OTHER FINANCE MATTERS**
  - i. The Statement of Internal Control.
  - ii. CIL
- 46. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
- 47. **HIGHWAYS:**
  - i. Speed Indicator Signs Criteria
- 48. **PLAYING FIELD:**
  - i. Update on tree work and additional work identified.
  - ii. ROSPA report actions.
  - iii. Play area closure.
- 49. **RISK ASSESSMENTS**
  - i. Quarterly Risk Assessment.
  - ii. Play area tunnel collapse.
  - iii. Fingerpost Survey – to be commissioned.
- 50. **CO-OPTION PROCEDURE**
- 51. **SAFEGUARDING POLICY**
- 52. **HOUSING NEEDS SURVEY**
- 53. **CLERKS MATTERS:**
  - i. Clerks hours for April.
- 54. **ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number)**
  - i. Samantha Weatherill - £920 paid by SO, Salary & expenses £213.92 (UT ref: 754160648)
  - ii. ES Pension Fund £341.74 (UT ref: 867718846)
  - iii. Lucy McConachie Play area inspection April £40 (UT ref: 584407975)
  - iv. D Fears for burial ground hedge cutting £180 (UT ref: 259792708)
  - v. Simon Goacher for payroll services £209.04 (UT ref: 286652835)
  - vi. Payments to be ratified: ESALC & NALC subscription for 2020/21 £251.97 (UT ref: 665675672); PFC grant payment £1,800 (UT ref: 30522822).
- 55. **CRIME AND DISORDER ACT 1998 Section 17**
- 56. **DEFIBRILLATOR BATTERY** – to confirm checked.
- 57. **ITEMS TO GO ON NEXT AGENDA**

Signed Samantha Weatherill, Clerk

Date: 29th April 2020