



MINUTES OF THE MEETING of Hadlow Down Parish Council
held virtually, via Zoom video conferencing app,
at 7pm on Tuesday 7th April 2020

Present: Councillors: Julian Michaelson-Yeates (JMY) Chair, Sally Blyfield (SB), Ben Floyd (BF), Rachel Lewis (RL) Michael Lunn (ML), Peter Weston (PW)

In attendance: Cllr Bob Standley (ESCC), Samantha Weatherill (Clerk)

Regulations that came into force on 4th April allow for virtual meetings to be legal.

1. **ELECTION OF CHAIRMAN** – Following the resignation of Sandra Richards who has served as a fantastic Chair of the PC for nine years, it was proposed and seconded that Cllr Michaelson-Yeates be elected as the Chair, this was supported unanimously. The Chair will sign the declaration via email.
2. **ELECTION OF VICE CHAIRMAN** – it was proposed and seconded that Cllr Peter Weston be elected as Vice-Chairman, this was supported unanimously.
JMY will be looking at re-balancing the responsibilities with each of the councillors and this would be discussed further. JMY passed his thanks to RL and the other co-ordinators as well as all the volunteers in the parish response to the virus crisis. The PC Emergency Plan will be revisited to consider including the people volunteering in the current crisis to enquire if they would be prepared to be called upon in the event of future emergency's.
3. **PUBLIC QUESTIONS** – None.
4. **APOLOGIES AND REASON FOR ABSENCE** – Received from: District Cllr Dixon.
5. **DECLARATIONS OF INTEREST** – None.
6. **MINUTES OF THE MEETINGS** held on 3rd March were agreed and would be signed as a true record via email.

ML left the meeting.

7. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**

- i. **BF** – to confirm that the PFC grass cutting grant covers the bottom field. **Actions:** *This is confirmed but will obtain written acknowledgement. The grant of £1,800 agreed at previous meetings would be paid once confirmation had been received.*
- ii. **BF** to provide quote and insurance to the Clerk re PFC carrying out the low risk tree work. **Carry Forward.**
- iii. **BF** to confirm that the bags left from the bonfire clean-up had been dispersed. **Done.**
- iv. **BF** to send the Clerk the Community Payback forms. **Actions:** *SW and BF to review the forms to request low risk people. RL to send a draft safeguarding policy to SW.*
- v. **PW** to speak to Kit Wilson about the positioning of ESCC signs. **Carry Forward.**
- vi. **PW** to look at the large pothole in Wheelers Lane. This had a case number: 451890 **Carry Forward.**
- vii. **JMY** to get in touch with Enforcement re planning application for Drakes Den and Gingers Patch and get in touch with member of public. **Done - this is still an active application.**
- viii. **The Clerk** to get in touch with Buxted and Rotherfield clerks re convening a meeting with Stacey Robins once Parish Panel minutes have been received. *The meeting would not be happening o/a current crisis.*
- ix. **JMY** would investigate what legal issues surround the use of drones. **Done.** *They shouldn't be flown within 50 metres of a house. Action: SW/JMY would draft an article about this issue for the website.*
- x. **JMY** to report that the give-way sign at the junction of Stockland and Hastingford Lanes has fallen over. **Done.**
- xi. Clerks report
 - a. The hedge on the unconsecrated part of the burial ground that was overhanging the path and obscuring the speed sign has been cut but invoice not yet received (£150)
 - b. The resident who had queried County Clean lorries continuing to use School Lane rather than designated route had been updated.
 - c. HD PC insurance is in the process of being renewed. Dog fouling signs and rubber mulch surface beneath swing in play area have both been added. The insurance includes a clause that they have to be informed if there is a bonfire/firework event and risk assessment and insurance for the event sent to them at least 14 days beforehand.

- d. Enforcement issue – chalet mobile home being trucked down Wilderness Lane has been reported to Wealden DC Enforcement and they will be investigating. Ref No C/2020/0121.
- e. The annual audit will be taking place online on 27th May 2019.
- 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.**
The PC voted 5/0 to support this application. This is a modest dormer window to support improved access into the loft rooms and the building of a third floor bathroom.
 - b. **WD/2020/0367/F - MILL VIEW FARM, MAIN ROAD, HADLOW DOWN, TN22 4HS. Change of use of ancillary accommodation to separate residential dwelling.** The PC voted: 2 objections; 1 in support and 2 abstaining. In reference to the Highways report the PC cannot support this application due to the insufficient width of the driveway and the visibility both onto and off the A272. The PC notes that the application makes no reference to the original agreement regarding increased flow to the existing septic tank.

ML rejoined the meeting.

- 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** Cllr Standley gave a quick summary of the joint report supplied by himself and Cllr Dixon. The Shield/Hub, set up by Central Government which had identified approx. 1.4m residents across the country as being vulnerable, was working well and The Local Hub which comes under the Sussex Resilience Forum sought to pick up those in need not covered by the Shield. Wealden DC had received a large number of business rates grant applications. The Garden Waste service had been suspended due to the virus. The majority of secondary schools remained open for key worker and vulnerable children. RL added that the village had over 50 volunteers who were offering village residents services such as food and medical supply deliveries. A flyer had gone through every door of the village advertising the service and another was due to go out next week.
- 10. **BANK RECONCILIATIONS:** - 24th March and 31st March reconciliations were agreed. JMY would sign the top pages of the reconciliations and return them to the Clerk via email but the backing papers would be signed when able.
- 11. **OTHER FINANCE MATTERS**
 - i. Website – PW will be taking forward the action to get an itemised list of work required in order to get the website GDPR and accessibility compliant. There will be a cost to getting this done which the PC will fund from reserves.
 - ii. Quarter 4 to 3rd March end year reconciliation and final reconciliation to end March. Both spreadsheets were agreed and JMY would sign them and return them to the Clerk via email.
 - iii. Financial Regulations Policy – The PC voted to formerly adopted the policy.
 - v. Codes for RBS accounting software – The PC agreed these codes.
 - vi. Assets Register – the Assets Register as at March was agreed and JMY would sign/return it to the Clerk via email.
 - 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.

The PC voted to formerly adopt the Scheme of Delegation.
 - viii. The following decisions were 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)**
 - BF – the dog fouling signs went up today. The Play area “closed” signs had gone up in response to the Covid-19 crisis and the zip wire seat had been removed. The Playing Field Committee had put up signs to say that there should be no sports games or meetings and the playing field should only be used for walking.
 - SB – the burial ground had dried out a lot and would need tidying up. The hedge opposite the burial ground on the main road is in need of pruning as it overhangs the pavement. The hedges were believed to be non-nesting. **Action: The Clerk** would write a letter to all three houses that had overhanging hedges to ask them to be pruned at the earliest time possible, bearing in mind that the PC recognised that it would be difficult to dispose of the waste.
 - PW – he had made six highways reports some of which were ongoing, for example, the surrounding of three drains on the north side of the A272 which have all deteriorated. There is a manhole cover at the junction of Tinkers Lane and the A272 which had been knocked off again but has blue paint around it so something may be being done. Wheelers Lane was on the list for patching.
 - RL – HDCC have postponed all meetings.
 - JMY had litter picked Five Chimneys Lane, Hastingford Lane and Fordbrook Hill.
- 13. **HIGHWAYS:**
 - i. Speed Indicator Signs Criteria (PW). It was agreed that before going any further with a feasibility study the PC should re-check the current ESCC criteria for allowing signs to be erected, to see if these had changed. The PC would be robust in challenging any criteria. ML said that HD is the only village that has no speed sign indicator on

the main A272 road. **Actions: Cllr Standley** would find out what ESCC's current policy re criteria that needs to be met, in terms of the number of crashes, was before they would consider putting up a sign and would let PW know. **PW** would send Cllr Standley the information that he had about the new signs. **The Clerk** would send the HD speeding statement to Cllr Standley.

14. PLAYING FIELD:

- i. Update on tree work and additional work identified. The ground is firming up so **The Clerk** would speak to the tree contractor to give him the go ahead to do the work.
- ii. ROSPA report actions. **Carry Forward**
- iii. Play area closure. Risk assessments were still being done, to include checking that the "closed" signs were still up.
- iv. Dog Fouling Signage – the signs had gone up.

15. RISK ASSESSMENT

- i. Quarterly Risk Assessment. **Action: JMY** would remove the bench as per the risk assessment.
- ii. Play area tunnel collapse. **Carry Forward.**
- iii. Annual Financial Risk Assessment. This was agreed and JMY would sign it and return it via email..

16. HOUSING NEEDS SURVEY There had been 31 responses, of which 2 had a housing need. It was agreed that the Councillors would have a look at the survey summary link and it would be discussed at the next meeting.

17. TO APPOINT REPRESENTATIVE TO MAYFIELD CHARITIES The PC voted unanimously to approve the continued appointment of Penny Eliot for a further four years.

18. PARISH ASSEMBLY the PC agreed that this would have to be cancelled due to the government advice re isolation. A summary paragraph of each councillor's portfolio would be collated and published with the May Parish Magazine, if possible. **Actions: The Clerk** would check with Peter Smyth whether this would be possible. **Councillor's** would produce a maximum of half a page and send it to The Clerk by the end of April.

19. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT – The PC voted to adopt this policy.

20. HD EMPLOYER PENSIONS DISCRETIONS POLICY – The PC voted to adopt this policy.

21. CLERKS MATTERS:

- i. Clerks hours for March – these were agreed.

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 – nothing raised.

24. DEFIBRILLATOR BATTERY – JMY had checked this on 6th April.

25. ITEMS TO GO ON NEXT AGENDA:

- i. Housing Needs Survey
- ii. Safeguarding Policy
- iii. For June agenda – how Covid-19 is impacting fundraising for village groups.

There being no other business, the meeting closed at 8:55pm