



**DRAFT MINUTES OF THE MEETING of Hadlow Down Parish Council
held virtually, via Zoom video conferencing app,
at 7pm on Tuesday 2nd June 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 Phil Dixon (WDC), Cllr Bob Standley (ESCC), Samantha Weatherill (Clerk)

58. **PUBLIC QUESTIONS** – None.
59. **APOLOGIES AND REASON FOR ABSENCE** – None.
60. **DECLARATIONS OF INTEREST** – None.
61. **CO-OPTION OF COUNCILLOR** – The PC voted unanimously to co-opt David Munday onto the council. David signed his co-option form so that it could be witnessed via Zoom.
62. **MINUTES OF THE MEETINGS** held on 5th May were agreed and would be signed as a true record.
63. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
- i. **BF** to provide quote and insurance to the Clerk re PFC carrying out the low risk tree work. *Carry Forward.*
 - ii. **PW** would speak to Kit Wilson about the positioning of ESCC signs. *Carry Forward.*
 - iii. **SB** would forward the photos she had taken of the burial ground to The Clerk. *Done*
 - iv. **SB & JMY** would visit the burial ground to review what improvements could be made. *Done*
 - v. **BF & JMY** would discuss the exact work that needs to be undertaken to make the play area tunnels safe. *Done*
 - vi. Once BF & JMY had agreed remit for play area tunnels **the Clerk** would get three quotes for the work. *Carry Forward*
 - vii. **The Clerk** would send the fingerpost risk assessment form and criteria to PW. *Done*
 - viii. **PW** would do the fingerpost survey. *Done*
 - ix. **The Clerk** would post a link to the Housing Needs Survey on the website. *Done*
 - x. **BF** would check the defibrillator battery. *Done*
 - xi. Clerks report.
 - a. RBS Accounting Software end year roll out successfully completed. This involved a lot of checking including the VAT return. The Clerk requests the PC authorise commissioning this service next year, currently this costs £360+VAT.
 - b. A VAT return of £518.18 for period 1st October 2019 to 31st March 2020 has been submitted.
 - c. Payments have been received from the following: 25p rent from Playing Field Committee for annual lease of playing field; £305 from East Sussex CC for fingerpost maintenance match funding; £10.28 interest received on closure of Barclays Active Saver Bank account.
 - d. The following transfers from Unity Trust savings account into Unity Trust current account to match reserves movements previously agreed have been made: £305 from Fingerpost EMR (to pay for fingerpost maintenance); £360 from IT EMR (to pay for RBS end year roll out); £750 from Tree Work EMR (for tree work carried out at burial ground and playing field).
64. **PLANNING:**
- i. **PLANNING APPLICATIONS:**
 - a. **WD/2020/0430/F – SPOODS FARM, TINKERS LANE, HADLOW DOWN, TN22 4ET – construction of an outdoor riding arena (manege).** The PC voted unanimously (5/0) to support this application as it finds it's in line with policy DC13 and the proposal is for it not to be floodlit.
 - ii. **APPROVED PLANNING APPLICATIONS:**
 - a. **WD/2020/0244/F – GATE HOUSE FARM, STOCKLANDS LANE, HADLOW DOWN, TN22 4EA – upgrading of existing access and crossover from hardcore surfacing with no formal kerb to permeable paving to match that being constructed on development subject to approval WD/2016/2285/F, in order to provide separate vehicular access to plot 2 of approval WD/2016/2285/F.**
 - iii. **REFUSED PLANNING APPLICATION BEING APPEALED:**
 - a. **WD/2017/1171/F – BARN AT HUGGETTS FARM, STONEHURST LANE, FIVE ASHES, MAYFIELD, TN20 6LL- change of use from redundant farm building to create one single storey, split level residence for the current owners.**

65. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR PHIL DIXON

Cllr Standley reported that Covid-19 was still dominating what ESCC do; the latest recorded death number for East Sussex was 245 but the numbers vary across the County with Wealden and Lewes having the highest numbers and Hastings the lowest. There was a lot of emphasis on recovery; the economy needs to get going. Financially it is going to be challenging as ESCC had already spent £49m on Covid-19 related activity and only £26m of this has been funded by the Government so they are lobbying hard to make up the short fall. Some schools had gone back today (50-70%) but it was difficult to get all children back due to the lack of space in class rooms. There was a significant challenge re special needs children, for example, in terms of meeting social distancing requirements within transport.

ML joined the meeting.

Cllr Dixon said that Wealden had done a lot of work done providing financial support to local businesses impacted by Covid-19 (approx. £38m). Wealden staff are now starting to return to their offices so work such as site visits and enforcement visits would begin to re-start. Wealden are doing a lot of work on the new local plan. An outline plan with the different delivery options should be ready for consultation in the Autumn. There is a Community Grant scheme for voluntary groups helping with the crisis of £500 per group.

Action: The Clerk would see if Stacey Robbins would be willing to arrange a Zoom meeting with local PC's re how to approach planning in the absence of a local plan.

66. BANK RECONCILIATIONS: - May's reconciliation was agreed and would be signed asap. **Action:** JMY/The Clerk would produce a key to help with interpreting the new RBS reports for future meetings.

67. OTHER FINANCE MATTERS

- i. To approve the Annual Return – the Annual Return was approved.
- ii. To consider, approve and agree to sign the Annual Governance Statement – This was approved and signed by the Chair.
- iii. To approve and agree to sign the Accounting Statements – This was approved and signed by the Chair.
- iv. CIL payment – £15,935.39 had been received and transferred to Earmarked Reserves.
- v. Website – PW will be talking to Nick Allen re work required. **Action:** The Clerk would forward relevant emails on this subject. **Carry Forward.**

68. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)

- i. Village Volunteer Scheme – **Carry Forward to next month.**

JMY thanked SB for co-ordinating the recent work-party in burial ground task force and to all those involved. SB- reported that there was a need to review some aspects of the burial ground schedule of work for the ground maintenance, the path around the burial ground needs repair so it may be necessary to get some quotes for this work to be done before winter. This might be a potential use for CIL money. **Action:** SB will review the schedule of work and talk to Sandra Richards about what has been discussed with the ground maintenance contractor.

Action: JMY would circulate the update the planning officer re Drakes Head Den as soon as he receives it.

Action: SB would check the overgrown hedges on the pavement of the A272 opposite the church to see if these had been dealt with, just before the next meeting.

PW - had been contacted by several parishioners about footpaths which he is following up and also about speeding. Clearly speeding is causing a lot of concern and there had been a speed check carried out last week but it was of limited impact. PW will be attending a meeting with Peter Gould about speeding and will report back. At the top of Wheelers Lane a pot-hole has been repaired that has now created a bump in the surface which has been reported to ESCC.

BF – had attended the virtual Parish Panel meeting and when the minutes are issued he would annotate them and forward them to the PC. He wanted to thank Peter Haning, Bob Lake, SB and Alison who had helped with obtaining Wealden business rate support grants for the Playing Field and Village Hall, both of these have been successful. There was an ongoing issue with large groups of adults playing football on the playing field despite this not being allowed. **Actions:** The Clerk would provide a link on the website how to report any issues to the Sussex Police Neighbourhood Police Teams. JMY will investigate the reports of a lot of lorries transporting spoil in Wilderness Lane.

ML – had received comments from parishioners that road signage along the A267 from Cross in Hand/Heathfield is obscured by tree foliage, including the 'slow down' warning sign. PW will report this to ESCC. Also, School Lane and the main road are degrading.

JMY – will be reviewing Councillor responsibilities now that David Munday has been co-opted.

69. HIGHWAYS:

- i. Speed Indicator Signs Criteria - Cllr Standley had sent a report about this. Hadlow Down's crash history does not meet the national criteria for a permanent fixed speed activated sign (VAS) but it is possible to have a mobile speed activator sign (SID) for educational purposes but this would need to be 100% funded. **Action:** PW would do a feasibility study including talking to Rotherfield who have a SID.

70. PLAYING FIELD:

- i. Update on tree work and additional work identified – the last of the tree work commissioned had been undertaken and a final invoice for £100 +VAT was expected.
- ii. ROSPA report actions - **Action:** The Clerk would send a copy of the outstanding actions to BF for him to undertake where possible.
- iii. Play area closure - Still closed and signs up.

71. RISK ASSESSMENTS

- i. Quarterly Risk Assessment – PW would undertake June’s risk assessment.
- ii. Play area tunnel collapse. - BF had met with PFC to confirm they are happy for the work to be done and he is working on a tender document which will be forwarded to the Clerk once complete.
- iii. Fingerpost Survey – PW was thanked for completing this. **Action: The Clerk** would get quotes for all fingerposts with a condition rating of 2 and 3 then report back to the PC. PC to review and the Clerk to apply for ESCC match funding.

72. BURIAL FEES – The PC voted unanimously to keep the burial fees unchanged.

73. CLERKS MATTERS:

- i. Clerks hours for May were agreed.

74. ACCOUNTS FOR PAYMENT (to be authorised by JMY and PW)

- i. Samantha Weatherill - £920 salary paid by SO
- ii. Samantha Weatherill - £221.48 salary & expenses, includes £14.39 incl. VAT for Zoom and £118.75 incl. VAT for LCN.com email hosting renewed for 2 years (saving £30.95) – (UT ref: 638355598)
- iii. Lucy McConachie for May play area inspection £40 – (UT ref: 885320786)
- iv. ES Pension Fund £305.81 – (UT ref: 723705086)
- v. PWLB – loan repayment £567.07 paid by DD
- vi. Audit - £162 incl.VAT to be paid and ratified at next meeting (paid in two parts due to Auditor sending invoice for incorrect amount - UT refs: 817319571 + 474835090)
- vi. The following payments were ratified: £114.98 to Viking for Stationery; Came & Company HD insurance £369.90; OZ trees £780 (to be taken from Earmarked Reserve “Tree Work”); Rialtas software £432 (to be taken from Earmarked Reserve “IT”); BT by DD £151.70

75. CRIME AND DISORDER ACT 1998 Section 17 – nothing raised.

76. DEFIBRILLATOR BATTERY – The Clerk had checked this on 27th May.

77. ITEMS TO GO ON NEXT AGENDA:

- i. Village Volunteer Scheme.
- ii. Councillor Responsibilities.
- iii. Update on SID feasibility.

There being no other business, the meeting closed at 8:54pm