



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

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

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

78. PUBLIC QUESTIONS

The Chair brought forward item 91 Highways to be discussed after item 84.

A member of the public raised two issues. The first was about Wilderness Wood potentially requesting a temporary increase in the number of weddings able to take place there due to reduced revenue this year. They had been informed by the owners that they would like a temporary increase in the number of weddings they can hold for the next two years only, he was fine with the proposal provided they adhere to the current planning conditions on noise etc. However, he would like it noted that this should not set a precedent for future years/occupiers and should be a temporary increase for these two years only. JMY responded that he had been approached by the owners of Wilderness Wood who informed him that they had cancelled all six weddings this year so were hoping to be allowed to hold more next year, and JMY had suggested they contact Wealden DC to discuss a temporary variance to the planning conditions. The suggestion is that they be permitted to hold nine weddings next year and the year after and then return to six after that and this should be an official temporary variance to the planning conditions. The owners are looking to put in an application to Wealden DC in the autumn and it should then come before the PC.

The second issue was to do with the poor quality of the patching of road surfacing by the contractors working for ESCC on the main road opposite Wheelers Lane where they have re-tarmacked a substantial piece of road and the same in Tinkers Lane where a patch was repaired and within two months it has all fallen out again. JMY would bring this up at the SLR meeting scheduled for this week.

Another member of the public added that they also felt that there had been eight years of poor road repairs and the repairs fall out so quickly. **Action: Cllr Standley** will raise this at the SLR meeting and take the matter forward. The same member of public also wanted to remind JMY to have the boundary meeting before the winter sets in. **Action – JMY** to get in touch with Robert Thorpe to arrange a meeting.

79. APOLOGIES AND REASON FOR ABSENCE – none received.

80. DECLARATIONS OF INTEREST – BF had a personal interest in item 90 iv. however, JMY declared that items 90 ii and 90 iv would be carried forward to next month's meeting in order for time to put together proposal documents.

81. MINUTES OF THE MEETINGS held on 2nd June were agreed and would be signed as a true record (previously circulated) subject to the addition of David Munday to the list of attendees.

82. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:

- i. **BF** – would provide quote and insurance to the Clerk re PFC carrying out the low risk tree work. **In hand.**
- ii **PW** would speak to Kit Wilson about the positioning of ESCC signs. *This would be raised at the SLR mtg.* **In hand.**
- iii. Once BF & JMY had agreed remit for play area tunnels the Clerk would get three quotes for the work. **In hand.**
- iv. **The Clerk** would see if Stacey Robbins would hold a Zoom meeting re planning. *This had been done, Stacey was too busy with covid related work to do this at the moment.*
- v. **JMY/The Clerk** would produce a key to understanding the RBS financial reports. **Done**
- vi. **The Clerk** would forward relevant emails to PW re website. **Done**
- vii. **SB** would put together the current burial ground maintenance contract and new requirements incl. speaking to Sandra Richards. **Done**
- viii. **JMY** to give an update re Drakes Head Den - *JMY had been in contact with the Wealden Planning case officer Scott Carey who informed that he had recently attended the site and met with the applicants who are co-operating hence this is not considered a matter for enforcement. A revised planning application is being drawn up and submitted to Wealden. Scott Carey has agreed to update JMY by mid-July.* **Action: JMY** to forward all correspondence to Cllr Dixon.
- ix. **SB** would check the overgrown hedges opposite the church to see if they had been trimmed. *Some of it has been trimmed but there is still a lot overgrown.* **Action: JMY** would visit the owners for the overgrown hedges.

- x. **The Clerk** would add 'ways to report people not behaving appropriately' to the website. **Done**
- xi. **JMY** would investigate the site where the pond has been dredged and reports of lorries transporting soil – **JMY** reported that this activity seemed to be winding up now. **Done**
- xii. **PW** would do a SID feasibility study. Update would be covered under item 91 'Highways'. **Done**
- xiii. **The Clerk** would send a copy of outstanding ROSPA actions to BF to undertake where possible. **BF** had replaced a shackle. **In hand.**
- xiv. **The Clerk** would get a quote for the fingerpost work. **Done**
- xv. **Clerks report:**
 - a. The Clerk had emailed Wealden Enforcement with a list of five outstanding issues for them to report back on and had had the following response:
 - LITTLE ENGLAND FARM – lorries trucking rubble - Enforcement case closed pending outcome of WD/19/2186/MAJ
 - C/2019/0471 – Oakways in Wheelers Lane – No evidence of any residential occupation since last year. Shepherds hut and associated paraphernalia to be removed.
 - C/2019/0443 – Little Hellfire – understood that the holiday let use has ceased.
 - b. Zoom VAT – RBS accounting have confirmed that Zoom have an EU VAT registration number so the PC is unable to claim the small amount of VAT (£2.40) back.
 - c. Income received this month - £115 for reservation of burial ground plot. £518.18 VAT reclaimed for year ending 31st March 2020.

83. PLANNING:

i. APPROVED PLANNING APPLICATIONS:

- a. **WD/2019/1629/F – LAND ADJACENT TO THE OAKS, SCHOOL LANE, HADLOW DOWN TN22 4JE** - Provision of relocated access and extension of existing milking parlour and conversion to a single dwelling.
- b. **WD/2020/0454/F – BURGH HILL, WILDERNESS LANE, HADLOW DOWN TN22 4HU** – New dormer to rear of house.

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

Cllr Standley said that finances remain a challenge as ESCC had spent an additional £46m as a result of Covid, they have had some money funded from government but are still £17m short. Primary schools had re-opened, on average 11,000 pupils were back which was roughly 60% of the year group going back; this meant that most children are not at school. There was a lot of work to be done to get schools open in September; social distancing and schools is an issue, smaller schools will run out of space, others will run out of teachers and also not enough school transport. Five libraries will be opening next week, the nearest being Crowborough. East Sussex has not been that badly affected with Covid cases.

Cllr Dixon – Wealden DC staff were largely working from home and the workload had increased as a result of covid, for example, enforcement issues, benefits, homelessness issues. Site visits were resuming slowly. **Action- JMY** would forward the Drakes Head Den correspondence to Cllr Dixon for assistance.

Item 91 was brought forward.

91. HIGHWAYS:

- i. Speed Indicator Signs (SID) – PW had spoken to Adrian Martin, Councillor at Rotherfield, who had a lot of experience with SID's to get information about what is required. A SID was likely to cost approximately £4k which would include the sign, tethering, extra tethering for sites and a cheap laptop to download the data onto. PW had received a suggestion from a parishioner that this could be crowd funded for. However, this could be an item that the PC could fund from the CIL money. **Action: PW** would check what maintenance was required, licensing issues, insurances and indemnity that may be needed and any associated implications/costs of ownership. PW will raise the SID issue at this week's SLR meeting as an alternative if a VAS would not be supported. The result from the police speed trap on 15th June between 12:00 and 13:00 was six speeding tickets and four verbal warnings, the highest speed recorded was 45mph. The issue of the graduation of the speed limit from Buxted into the village had been raised in the past but the speed data did not support this. **Action – JMY** would forward the historical speed data to PW.
- ii. Footpath 29b – Jeremy James has had another look at this and he was suggesting that we would need to resculpture the path. PW was in discussion with ESCC about this but at present they are still unable to conduct site visits so it was on hold until this could be done. This is another item that the PC may be able to use CIL money to pay for, in addition to the repair of the burial ground pathway and the SID. **Action: BF and PW** would meet to discuss the footpath, in particular to look at how high the footpath should be raised. **PW** would get a specification agreed with ESCC, in order to secure their financial contribution, and forward it to **The Clerk** to get quotes.

85. COUNCILLOR'S RESPONSIBILITIES:

BF and DM - Planning applications and Parish Panel meetings. **Action: BF and DM** would discuss the split of responsibilities and let JMY know and meet with him for some training and handover. **Action: The Clerk** would see whether there were any planning training sessions available and let BF and DM know. **DM** would also be picking up Emergency Plan Co-ordination and work with RL to include the work she has done with Village Co-ordinators. **Actions: RL and DM** would meet to discuss this. **The Clerk** would forward the old Emergency Plan to DM.

PW - Highways, Rights of Way and GACC.

RL - Village Hall, SALC AGM and The Community Centre.

SB - burial ground and tree warden.

JMY - will attend SLR meetings with PW, the Community Plan, WDALC and the Community Centre (with RL).

ML - community projects (to include completion of the circular walk, potential crossing/signs into Smile Meadow). ML is also going to try to get the regulations relating to criteria for being allowed to have a VAS changed within the next four weeks but if unsuccessful the PC will pursue the SID option. **Action: The Clerk** will put 'Community Plan' on next month's agenda. **Action: JMY** will suggest to ML that he takes on responsibility for the Community Plan.

86. **BANK RECONCILIATIONS:** - June's reconciliation was agreed and would be signed asap.

87. **REVIEW OF QUARTERLY FIGURES** – the figures were agreed and would be signed by the Chair and by BF as a non-signatory Councillor as per financial regulations.

88. **OTHER FINANCE MATTERS**

- i. Proposal to save money on clerk's printer ink – the PC unanimously agreed that once the current ink cartridges have been used The Clerk would sign up for HP Printer Ink programme for £7.99 per month.
- ii. Website – PW & JMY would be discussing this and progressing it asap.
- iii. Fingerpost maintenance quote - **Action: The Clerk** would send the quote to ESCC in order to see whether/how much match funding would be applied. If full match funding was issued the Clerk would commission the work as per the quote, if not, the matter would be discussed at the next PC meeting to decide whether any of the work should be postponed due to the cost.
- iv. RBS end year roll out - The PC voted unanimously that RBS end year roll out should be commissioned for the end of the financial year and be included in future budgets.
- v. Moles at burial ground – JMY had had to commission the mole man to deal with these so authority to ratify this payment of approx. £60 which had not yet been received was sought and given.
- vi. The following payment was ratified: £162 incl. VAT Mulberry & Co Internal Audit.

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

- i. Village Volunteer Scheme – RL reported that she had written to the volunteers to say that they can stand down now and has asked if she can keep their email addresses for any future activities. There were 52 volunteers who over the past 14 weeks had been involved in 36 voluntary activities; 10 had worked to receive phone calls, 5 villagers had had their shopping done on a regular basis, and there were 21 prescription deliveries. In summary the Village looked after itself with a few people needing some extra support. It had been an amazing effort from the volunteers and the PC was very grateful to them. RL suggested it would be good to arrange a meeting of PC and the committees (VH committee, the new Community Centre committee and the Playing Field Committee) to meet to talk about the future and what the PC can do to help. **Action: JMY and RL** will discuss what would be on the agenda and let The Clerk know to arrange.

SB - had emailed the Village Hall (VH) Committee today to suggest it should not open yet as it is not able to meet the standards required to make it Covid safe.

PW - reported that he had been dealing with a lot of road issues and warned that anyone driving down Riverside should beware of the edge as it has collapsed. He would be attending the SLR meeting on Thursday.

DM - reported that Hastingford Lane has disappeared from Google maps and Google earth as a name so this issue has been added to SLR agenda. News from the Parochial Church Council was that they are expecting to have a rector in place by Christmas and also that they are happy for the church to be used as a village space more.

BF – reported that a dangerous tree had been felled at the playing field yesterday and that cricket may start this weekend.

JMY - has agreed to meet with the owners of Wilderness Wood for a liaison meet to catch up on progress against Phase 1. A parishioner reported an incident of people unconnected with the Woods using the car park late at night.

90. **BURIAL GROUND**

- i. Burial ground maintenance - the work expected to be carried out on a regular basis had been discussed with the current contractor and a new contract sent for him to consider.
- ii. Burial ground regulations – **Carry Forward**
- iii. Approval of the request for additional inscription for Kathleen James on grave plot no. 1306.was given.
- iv. Bench – **Carry Forward**

92. **PLAYING FIELD:**

- i. ROSPA report actions. **Action: BF** will be sending the remaining action update to The Clerk.
- ii. Play area closure – The government had announced that from 4th July play areas could re-open subject to a Covid-19 Risk Assessment and signage outlining government guidelines for staying safe etc. Some local play areas had re-opened with signage, others had decided not to re-open yet. The cost of providing vandal proof hand sanitiser was likely to be in the region of £3000. The PC voted unanimously to keep the play area closed for now and for the Clerk to monitor what other PC's with similar sized play areas are doing and to revisit this issue at the next meeting.

93. **RISK ASSESSMENTS**

- i. Quarterly Risk Assessment actions were discussed. **Actions: The Clerk** would discuss the specification required for the repair of the burial ground perimeter path with BF and get three quotes for the work. **BF** would speak to Nigel Harrison about getting the bench in the burial ground repaired.
- ii. Play area tunnel collapse. **Actions: BF** would send the specification for the work required to **The Clerk** who would get quotes.

94. **CLERKS MATTERS:**

- i. Clerks hours for June were agreed.
- ii. CILCA qualification and training – The Clerk was given permission to register for CILCA qualification as soon as the training events were released, likely cost £340 + VAT for training and £350 for qualification as per budget.

95. ACCOUNTS FOR PAYMENT (PW & JMY to authorise)

- i. Samantha Weatherill - £920 salary paid by SO
- ii. Samantha Weatherill - £123.41 salary & expenses, includes £14.39 for Zoom (UT ref: 787584707)
- iii. HMRC - £330.60 (UT ref: 295977624)
- iv. Lucy McConachie for June play area inspection - £40 UT ref: 46696851)
- v. ES Pension Fund - £305.81 (UT ref: 927433078)
- vi. Wealden DC for litter/dog bins - £375 + VAT paid by DD
- vii. Oz Trees for final tree felling - £100 + VAT (UT ref: 158794701)

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

97. DEFIBRILLATOR BATTERY – The Clerk had checked this on 1st July.

98. ITEMS TO GO ON NEXT AGENDA

- i. Play area
- ii. Burial Ground regulations
- iii. Burial Ground – bench
- iv. Burial Ground path
- v. What we can use CIL money for
- vi. Footpath 29b
- vii. Community Plan

There being no other business, the meeting closed at 9:16 pm