



DRAFT MINUTES OF THE MEETING of Hadlow Down Parish Council
held virtually, via Zoom video conferencing app,
at 7pm on Tuesday 3rd November 2020

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

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

172. PUBLIC QUESTIONS – none.

173. APOLOGIES AND REASON FOR ABSENCE – none.

174. DECLARATIONS OF INTEREST – ML declared a pecuniary interest in item 177 i. d

175. MINUTES OF THE MEETINGS held on 6th and 20th October were agreed and were signed as a true record (previously circulated).

176. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:

- i. **SB/JMY** would investigate what would be required and issues with regard to the creation of a cycle path. **Carry Forward**
- ii. **JMY** would talk to Nick Allen about further accessibility work required for the website. **Carry Forward**
- iii. **DM** would speak to South East Water public relations re water issue feedback. *This would be covered within the Emergency Plan item to be carried forward to next month.*
- iv. **JMY** will write a specification for new matting beneath tree swing and pass to The Clerk to get quotes for work. *Quotes had been sought and would be reported on at next meeting.* **Done**
- v. **JMY** would visit the site manager for Marlowe House re parking issues. *Contractors will be parking in the grounds of Marlowe House from w/c 2/11/20* **Done.**
- vi. **JMY** would write a letter, cc'd to Cllr Standley to BT encouraging them to bring pressure on ESCC re parking incidents resulting in telephone pole being displaced. **Carry Forward**
- vii. **JMY** would look at swing hammock suppliers and get quotes. *BF and JMY would be looking to mend this.* **Carry Forward.**
- viii. **JMY** would speak to the residents of Lawton about cutting their hedge. **Carry Forward**
- ix. **Clerks report:** update passed to councillors prior to the meeting/posted on website.
 - a. The Clerk had written to the contractors who tendered to repair Footpath 29b to let them know the outcome. The successful applicant had been asked to provide relevant documents and likely timings in order for Clerk to arrange ESCC closed notices etc.
 - b. The Clerk had written to the owner of the land adjacent to Rose Cottage to request they commission a tree survey for the oak subject to a TPO and they undertake any recommended works subject to prior permission.
 - c. The Clerk had sent the new burial ground regulations to the family considering purchasing a bench.
 - d. Emails from ESCC concerning the replacement of the wooden fingerpost with a modern metal sign at the junction Curtains Hill Five Chimneys Lane had been forwarded to Cllr Standley.
 - e. The Clerk had received notification from Wealden DC Enforcement team that, following the concerns that she had reported to them about waste tipping on Little England Farm, they had visited the site and the material that had been brought onto the land for the maintenance and improvement of the existing woodland and farm paths and tracks is classed as "permitted development" under the central government's Town & Country Planning (General Permitted Development) Order 2015 as amended and that no further action will be taken.
 - f. C/2019/0471 - Alleged unauthorised stationing of shepherds hut for residential purposes fishpond/woodland associated with Oaksway, Wheelers Lane, Hadlow Down - The Clerk had received a letter from Wealden DC Enforcement team confirming that the shepherds hut and associated shed and paraphernalia has now been removed from the land without the need for the matter having to result in enforcement action so no further action is required.
 - g. The Clerk had found out that the current level of key person cover that is part of the pc's insurance is considered a 'Core Cover' and is included automatically at no extra cost so has no premium attributed to it.
 - h. The Clerk had chased all those who had been awarded a grant by the pc for their end project monitoring forms and had now received most.
 - i. Wealden DC had confirmed that it was possible to contract out of the litter and dog bin waste collection service they provide but most councils that opt out use their own grounds maintenance team. Outline discussion with a waste contractor indicates this is unlikely to represent an area for cost reductions.
 - j. The Clerk had sent invitations to three companies to tender for the work to replace safety matting by the rope swing.

k. The Clerk had spoken to the IT supplier agreed by the pc to confirm the supply of a suitable laptop, Office 365 and support required.

The Chair brought forward items 178 and 179

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

Cllr Standley had submitted a report which will accompany the minutes on the website. He added that there are grants available for businesses but it would be a difficult few months. Covid-19 recovery plans would now be put on hold. Thanks were expressed to Cllr Standley re students not being able to get on school bus recently although there had been another issue which he would look into.

Cllr Dixon added that planning site visits will continue subject to risk assessments. Cluster planning meetings re Strategic Housing and Economic Land Availability Assessment (SHELAA) were taking place. Wealden DC were working on the first document for consultation for the local plan; this would be available soon and would be out for full public consultation. **Actions: Cllr Dixon** would confirm when Wealden were stopping writing letters advising neighbours about adjacent planning applications and would look into what people could do to get notified, e.g. signing up to Wealden My Alerts. **The Clerk** will add something to the website about this change pending Cllr Dixon's investigation.

179. HIGHWAYS - Speed Indicator Signs (SID). PW gave an update that in terms of poles and the supports for the poles, his research had shown that ESCC Highways could combine the licences, installation and traffic management under one fee of £2,069.31 which appeared to be very competitive. **Action: PW** would prepare a proposal for the next meeting and would help make recommendations on which SID model and associated costs to choose.

177. 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/2020/0290/F – CROWPITS HOUSE, WILDERNESS LANE, HADLOW DOWN, TN22 4HB – conversion of curtilage listed barn to residential annex. New car port, terrace and outdoor swimming pool.

b. WD/2020/0291/LB – CROWPITS HOUSE, WILDERNESS LANE, HADLOW DOWN, TN22 4HB – conversion of curtilage listed barn to residential annex. New car port, terrace and outdoor swimming pool.

The two applications were presented together. The PC voted unanimously (7/0) to support this application but would ask for a condition that the application should be part of the main residence and for private, domestic usage by the owners and not for rental or business use.

c. WD/2020/1976/F – THE WILDERNESS, WILDERNESS LANE, HADLOW DOWN, TN22 4HU – conversion and refurbishment of outbuilding to form home office and gym.

The pc voted unanimously (7/0) to support the application, as it was a substantial improvement to the current building.

d. WD/2020/1786/F – COOPERS FARM, FIVE CHIMNEYS LANE, HADLOW DOWN, TN22 4DX – amendments to previously approved farm dwelling under WD2018/0120/F incorporating minor re-siting, extension to incorporate a farm store, log store and extension to master bedroom, alterations to enclose veranda, addition of solar panels on south elevation and increase in size of the residential curtilage.

ML left the meeting.

The PC voted unanimously (6/0) to support the application as such changes would not have brought into question the approval of the original application.

ML re-joined the meeting.

ii. APPROVED PLANNING APPLICATIONS:

a. WD/2020/1490/F – NEW FARM HOUSE, STOCKLANDS LANE, HADLOW DOWN, TN22 4EA – remove conservatory and replace with single storey extension on same footprint; new reduced line of extension, re extant proposal WD/2001/2569/F for shower room.

180. BANK RECONCILIATIONS: - October were agreed and would be signed asap.

181. OTHER FINANCE MATTERS

i. Website – Carry forward

ii. Assets Register – this was agreed and signed as part of the quarterly financial controls.

iii. Review Precept prior to approval in December - No changes were made. **Action: The Clerk** would find out the terms and conditions of the proposed additional key man insurance premium.

iv. Agree Reserve Movements - £225 would be moved into the Pension Reserve.

v. The following payments and decision related to payments were ratified: BT upgrade of broadband from copper to superfast broadband at a cost of 5p less per month plus no installation fee, extension of contract from Sep 2021 to Oct 2022; SSALC – The essentials of VAT clerk training £30 + VAT.

182. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES) – a written report from councillors had previously been circulated and would be included with the minutes on the website.

183. DISAPPEARANCE OF ROADS FROM GOOGLE MAPS – Carry Forward

184. MAINTENANCE CONTRACT FOR PLAYING FIELD AND BURIAL GROUND – Action: The Clerk would remove the reference to oiling the benches at the burial ground o/a new bench regulations and would re-tender for this work.

185. MAINTENANCE CONTRACT FOR VERGES – The Clerk would re-tender for this as per the current contract but with the addition of clearing the verge along the roadside up to the entrance to the burial ground. **BF** would confirm the exact location of the additional work.

186. EMERGENCY PLAN UPDATE – to include speaking to South East Water public relations re water issue feedback. **Carry Forward.**

187. COMMUNITY PAYBACK – Carry Forward.

188. RISK ASSESSMENTS

- i. Play area issues update – **Actions:** JMY would put up new covid-19 advice signs as the old ones had disintegrated. BF will sort out the zip wire.
- ii. Quarterly risk assessment – **Action:** PW would do this in December.

189. CLERKS MATTERS:

- i. Clerks hours for October were agreed.

190. ACCOUNTS FOR PAYMENT (JMY & DM to authorise payments)

- i. Samantha Weatherill - £920 salary paid by SO
- ii. Samantha Weatherill - £399.99 salary & expenses, includes £14.39 for Zoom (UT ref:40850924)
- iii. Lucy McConachie for October play area inspection - £40 (UT ref:222087911)
- iv. ES Pension Fund - £409.90 (UT ref:967535586)
- v. Viking stationery - £39.82 + VAT (UT ref:217764243)
- vi. WDALC annual subscription - £21 (UT ref: 669021243)
- vii. PFC for low risk tree work to date - £300 (UT ref: 35815668)

191. CRIME AND DISORDER ACT 1998 Section 17

192. DEFIBRILLATOR BATTERY – this was checked on 28th October.

193. ITEMS TO GO ON NEXT AGENDA

- i. SID proposal
- ii. Emergency Plan
- iii. Renewal of old Village hall planning application

There being no other business, the meeting closed at 8:53pm.