



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held virtually on **Tuesday 4th May 2021** at **7:00p.m** via Zoom video conferencing app.

Samantha Weatherill
Clerk to the Council

28th April 2021

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://us02web.zoom.us/j/85338149222?pwd=RWM1Sm9BNHdCd0cvNHY2Y1hzSGJ2dz09>

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 2021/21.
- 33. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES INCLUDING THE 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.
- 39. MINUTES OF THE MEETINGS** held on 6th April to be agreed and signed as a true record (previously circulated).
- 40. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
 - i. **SB** would investigate what would be required and issues with regard to the creation of a cycle path.
 - ii. **Cllr Standley** would give an update on the issue of drainage at the old burial ground.
 - iii. **Cllr Standley** would look into sending the Clerk a map of the trees causing issues in Five Chimney's Lane and copies of the letters sent to tree owners.
 - iv. **SB** would investigate when the main hall at the Village Hall is free to hold monthly pc meetings.
 - v. **JMY** would speak to Cllr Standley with regard to the dire situation surrounding the non-extension of virtual meeting legislation.
 - vi. **BF** would raise the issue identified in the risk report of the pathway that runs between the concrete posts and the entrance to the back of the burial ground with the contractor resurfacing the burial ground path.
 - vii. **BF** would deal with the few actions identified in the quarterly risk assessment.
 - viii. **Clerks report:** update passed to councillors prior to the meeting.
- 41. 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/2021/0482/PIP – THE PADDOCKS, SUMMER HILL, FIVE ASHES, MAYFIELD, TN20 6JL** – permission in principle – residential development for a minimum of 1 residential dwelling or a maximum of 3 residential dwellings.

- ii. **REFUSED PLANNING APPLICATIONS:**
 - a. **WD/2021/0031/F – HASTINGFORD FARM COTTAGE, HASTINGFORD LANE, HADLOW DOWN, TN22 4DY –**
proposed swimming pool building and hard landscaping.
- 42. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR PHIL DIXON:**
 - i. Cllr Standley to give up date on continual use of School Lane by County Clean lorries
- 43. **BANK RECONCILIATIONS:** - April to be agreed and signed via email.
- 44. **OTHER FINANCE MATTERS**
 - i. Review the effectiveness of the system of Internal Control
 - ii. Review and approve the Internal Auditor Report
 - iii. To consider, approve and sign the Annual Governance Statement
 - iv. To consider, approve and sign the Accounting Statements
 - v. Acknowledgement of receipt of 1st instalment of Precept 2021
 - vi. Acknowledgement of receipt of CIL payment and movement to EMR
 - vii. Replacement Noticeboard – to agree where excess £250 should be paid from
- 45. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
- 46. **HIGHWAYS:**
 - i. Speed Indicator Signs – update
 - ii. Footpath opposite Spring Farm
 - iii. Repair to triangle at the bottom of Five Chimneys Lane
- 47. **CORRESPONDENCE RECEIVED:**
 - i. Poor general state of footpath leading up to School Lane
 - ii. Poor general state of School Lane's road surface from the A272 to the playing field
 - iii The issue of insufficient school drop off and collection facilities at St Marks School
 - iv Proposals for a new larger electricity substation
- 48. **FINAL DRAFT OF THE VILLAGE EMERGENCY PLAN**
- 49. **COMMUNITY PAYBACK - update**
- 50. **RISK ASSESSMENTS**
 - i. Quarterly Risk Assessment - update
 - ii. Fingerpost Survey – to be commissioned.
- 51. **SAFEGUARDING POLICY - review**
- 52. **EQUAL OPPORTUNITIES POLICY – review**
- 53. **CLERKS MATTERS:**
 - i. Clerks hours for April
 - ii. Upgrade of membership of SLCC to Principal member
- 54. **ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number)**
 - i. Samantha Weatherill - £920 salary paid by SO
 - ii. Samantha Weatherill - £144.32 salary & expenses, includes £14.39 for Zoom, £9.99 for HP ink - (UT ref: 833302)
 - iii. ES Pension Fund - £309.43 (UT ref: 391812254)
 - iv. Lucy McConachie Play area inspection April - £40 (UT ref: 843017832)
 - v. Mulberry & Co - £252 Internal Audit (UT ref: 100351071)
- 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: 28th April 2021