



**MINUTES OF THE ANNUAL MEETING of Hadlow Down Parish Council**  
**held virtually, via Zoom video conferencing app,**  
**at 7pm on Tuesday 4<sup>th</sup> May 2021**

**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 three members of the public.

**26. ELECTION OF CHAIRMAN** – It was proposed and seconded that Cllr Michaelson-Yeates be elected as Chair, this was supported unanimously. The Chair signed the Declaration of Office.

**27. ELECTION OF VICE-CHAIRMAN** – It was proposed and seconded that Cllr Peter Weston be elected as Vice-Chairman, this was supported unanimously.

**28. REGISTER OF MEMBERS' INTERESTS** – There were no amendments.

**29. PUBLIC QUESTIONS**

A member of the public raised the issue of drop off and collection points for school children at St Mark's School and the increasing problem with the lack of parking space caused by the expansion of the school which now included children living outside the area who are driven to and from school.

They thought that either the layby should be extended or that the school should create a carpark.

*The chair brought forward items 31 and 47iii.*

**31. DECLARATIONS OF INTEREST** – none.

**47. CORRESPONDENCE RECEIVED:**

- iii. The issue of insufficient school drop off and collection facilities at St Mark's School - JMY explained that the PC had looked into this issue a while ago. Extending the layby was not straight forward as a part of the curtilage required to extend the layby belongs to individual plot holders and they would need to be identified and provide permission. The cost was also considerable which ESCC declined to fund and this would need to be met by the PC or the school. About five years ago the Church of England, who are responsible for the School premises, and the Head of Governors looked into providing staff car parking and they met with the PC to discuss their plans. **Action:** It was agreed that JMY would ask the School about their plans for pursuing the provision of a staff car park.

**30. APOLOGIES AND REASON FOR ABSENCE** – Cllr Lunn would be late to the meeting.

**32. COUNCILLOR'S ALLOWANCES AND EXPENSES** – All councillors agreed not to claim and declarations would be signed via email.

**33. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES INCLUDING THE MAYFIELD CHARITIES** – The continuation of the appointment of Penny Eliot as representative to Mayfield Charities for a further three years was approved and all other current representation of external bodies would remain with no changes (BF represent Playing Field Committee (PFC); RL represent Village Hall & Community Centre).

**34. COUNCILLOR'S RESPONSIBILITIES:** It was agreed that the Councillors would continue with their current responsibilities - SB Burial Ground and tree warden; DM Emergency Plan, Planning and Parish Panel mtgs; BF PFC, Planning and Parish Panel mtgs; RL Community Centre, Village Hall & ESALC; PW Highways, Rights of Way, Strengthening Local Relationships (SLR) mtgs and Gatwick Area Conservation Campaign; ML Police and Neighbourhood Watch and Community projects; JMY Public Transport, SLR meetings, Community Plan, Community Centre and Wealden District Association of Local Councils.

**35. COUNCIL'S BANKING ARRANGEMENTS AND SIGNATORIES OF BANK ACCOUNT** – It was agreed to continue with the current banking arrangements with Unity Trust. The PC agreed no changes were required to the current direct debits and standing orders.

36. **SUMMONS** – Councillors agreed for the Summons to meetings to continue to be sent electronically and will sign the declaration via email.
37. **ASSETS** – The Assets Register was agreed and the Chair would sign via email.
38. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – It was agreed to keep s.23 of the Standing Orders as it was.
39. **MINUTES OF THE MEETINGS** held on 6<sup>th</sup> April were agreed and signed virtually 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. *SB updated that there is a points system and we had met the threshold to be put forward for detailed assessment in Autumn 2021 for a cycle path between Hadlow Down and Buxted with a view to being included in the 2022 programme of improvements. Done.*
  - ii. **Cllr Standley** would give an update on the issue of drainage at the old burial ground. *The Highway Steward is going back to look at this and Cllr Standley would give a further update at the next meeting in July. Carry Forward.*
  - 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. *JMY updated that we have received the map which has 30 trees identified on it and he had conducted a survey and met a couple of landowners. Action: Cllr Standley would send the Clerk copies of the letters sent to landowners for JMY. Cllr Standley would meet with County Clean to discuss further. Carry Forward.*

**ML joined the meeting.**

- iv. **SB** would investigate when the main hall at the Village Hall is free to hold monthly pc meetings. *It was agreed that because the only day that the main village hall is free is a Monday, meetings would be re-scheduled for Monday's for July, August, September and October when the situation would be reviewed in light of post-government review of covid legislation. Action: The Clerk would send around a revised meeting schedule. Done.*
- v. **JMY** would speak to Cllr Standley with regard to the dire situation surrounding the non-extension of virtual meeting legislation. *Done*
- 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. *Waiting for contractor to get in touch. Carry Forward.*
- vii. **BF** would deal with the few actions identified in the quarterly risk assessment. *Done.*
- viii. **Clerks report:** update passed to councillors prior to the meeting/posted on website.
- a. The resident that the Clerk had written to with regard to the exposed cables at the footpath by Waste Wood had contacted her and said that they would be talking to the landowner about getting this dealt with.
- b. Enforcement case WD/2015/0877 – Field Gate and improved access onto A282 – the Clerk had been emailed by Wealden DC to say that the owner of the property has now installed a permanently fixed shut, wooden and wire fence across the access and has planted native hedge whips which are already starting to bud in front and has also retained the logs near the verge across the access meaning that the access is now permanently closed off and the case is now closed.

**41. PLANNING**

**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.

The pc voted 7/0 to object to this application as it believes that the location is not suitable for 1, 2 or 3 dwellings to be built there. The construction of more dwellings in this area would give a more urban feel to a rural part of an AONB.

**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 - see Item 40 iii.

**43. BANK RECONCILIATIONS:** - the April reconciliation was agreed and would be signed via email.

#### 44. OTHER FINANCE MATTERS

- i. System of Internal Control – the effectiveness of this was reviewed and agreed.
- ii. Internal Auditor Report – this was reviewed and approved.
- iii. Annual Governance Statement – this was considered, approved and signed.
- iv. Accounting Statements – were considered, approved and signed.
- v. Receipt of 1<sup>st</sup> instalment of Precept 2021 – was acknowledged.
- vi. Receipt of CIL payment and movement to EMR – was acknowledged.
- vii. Replacement Noticeboard – it was agreed that the excess of £250 should be paid from EMR Property Maintenance.

#### 45. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)

PW updated that the man hole cover by Tinkers Park had been poorly repaired so he will be following this up and that a stock fence has been erected blocking a stile on the footpath (HAD/38/1) that runs along the edge of Hole Wood; however, a rough track exists on the Hole Wood side of the stock fence, south of the stile, that links with the original path near to Hole Farm (Bridge/Culvert HAD/257).

ML updated that the Clerk had arranged for PCSO Sue Choppin to attend a future pc meeting to introduce herself.

RL updated that she had attended a Village Hall meeting and suggested that it was important that the PC meet with the Community Centre representatives to find out what is happening with this, particularly as the old village hall needs repairs. **Action: JMY and The Clerk** would organise a meeting between the PC and the new Community Centre. **Action: JMY** would arrange a meeting between the PFC and the appropriate landowners re boundary issues.

JMY reported that he had spoken to the owners of Wilderness Wood and would organise another annual visit. **Action: JMY** would forward emails to DM, BF and ML re the noise management plan.

He had also received correspondence about the habit of using hedge lines in the village as a dump for items that should be taken to the household waste site and would write an article for the Parish Magazine about this issue.

#### 46. HIGHWAYS:

- i. Speed Indicator Signs – the Clerk had submitted the licence forms and request to pay to ES Highways which had been acknowledged but was still showing as “in progress” on their system.
- ii. Footpath opposite Spring Farm – this had been raised as an area of concern re access but it appeared that a log had been placed along the track but this did not prove an issue for walkers so no further action was required.
- iii. Repair to triangle at the bottom of Five Chimneys Lane – the triangle had already suffered from heavy traffic usage but last year whilst utility works were under progress substantial damage had been caused by traffic driving right over the triangle and across its corners. **Action: PW** would forward DM’s report to ES Highways to see what could be done.

#### 47. CORRESPONDENCE RECEIVED:

- i. Poor general state of pavement leading up to School Lane – the surface of this pavement is patched but no worse than any other in the village. There was some surface damage caused five years ago by a road sweeper but the contractor denied culpability. It was agreed that nothing further can be done about the pavement, it was uneven there are no pot holes and consequently ESCC were unlikely to do anything.
- ii. Poor general state of School Lane’s road surface from the A272 to the playing field – this road has a very uneven surface and whilst none of the patches fall within the remit of getting repaired it was felt that they must meet the threshold for repair on safety grounds (poor braking in the vicinity of a school); the issue was not helped by the use of very large Coppard lorries. **Action: Cllr Standley** will investigate these issues further and also why there is a “Not suitable for large vehicles” sign only at this end of the road and not one in the direction of the source of the traffic.
- iii. Proposals for a new larger electricity substation – the Clerk had received a letter from residents of Dog Kennel Lane to ask for advice as to how to object to this but had asked for more information as to how they had been notified of this in order to investigate further with Wealden DC.

48. **FINAL DRAFT OF THE VILLAGE EMERGENCY PLAN** – The pc voted unanimously to adopt the plan with the amendments suggested by JMY and once updated **The Clerk** would post it on the website. **Action: JMY and RL** would create an addendum.

49. **COMMUNITY PAYBACK** – it was agreed to remove this item from the agenda until BF has received further correspondence.
50. **RISK ASSESSMENTS**
- i. Quarterly Risk Assessment – BF had done this and dealt with the issues identified.
  - ii. Fingerpost Survey – BF will do this once the current work has been completed.
51. **SAFEGUARDING POLICY** – this was reviewed and agreed as per amendments suggested.
52. **EQUAL OPPORTUNITIES POLICY** – this was reviewed and agreed.
53. **CLERKS MATTERS:**
- i. Clerks hours for April were agreed.
  - ii. Upgrade of membership of SLCC to Principal member – was agreed at a cost of £55 as it would give access to more advice and training, including a training voucher worth £20.
54. **ACCOUNTS FOR PAYMENT – JMY & PW would approve**
- 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)
  - iv. Mulberry & Co - £252 Internal Audit (UT ref: 100351071)
  - v. **Action: The Clerk** would cancel the PC's Zoom subscription.
55. **CRIME AND DISORDER ACT 1998 Section 17** – nothing raised.
56. **DEFIBRILLATOR BATTERY** – this had been checked on 28<sup>th</sup> April.
57. **ITEMS TO GO ON NEXT AGENDA**
- PCSO Sue Choppin to attend July meeting.

There being no other business, the meeting closed at 8:42 pm.