



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **Tuesday 16th May 2023** at **7:00p.m** in the main hall in the Village Hall.

Samantha Weatherill
Clerk to the Council

10th May 2023

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 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.

AGENDA

- 23. ELECTION OF CHAIRMAN** and signing of Declaration of Office.
- 24. ELECTION OF VICE-CHAIRMAN**
- 25. ACCEPTANCE OF OFFICE FORMS** – acknowledge receipt of signed forms.
- 26. CODE OF CONDUCT AND CIVILITY & RESPECT PLEDGE** – acknowledge the codes.
- 27. REGISTER OF MEMBERS' INTERESTS** – to complete.
- 28. PUBLIC QUESTIONS**
- 29. APOLOGIES AND REASON FOR ABSENCE**
- 30. DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below.
- 31. COUNCILLOR'S ALLOWANCES AND EXPENSES** – to agree whether individuals will claim their allowance and expenses 2023/24.
- 32. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES INCLUDING THE MAYFIELD CHARITIES**
- 33. COUNCILLOR'S RESPONSIBILITIES** - to appoint responsibilities to councillors.
- 34. SOUTH DOWNS NATIONAL PARK ELECTIONS**
- 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. GENERAL POWER OF COMPETENCE** – to agree to adopt.
- 39. POLICY FOR DEALING WITH THE PRESS/MEDIA** – to review and agree.
- 40. MINUTES OF THE MEETING** held on 4th April to be agreed and signed as a true record (previously circulated).
- 41. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
 - i. **Cllr Standley** would continue to investigate whether the Waste Wood bridleway could be scheduled for urgent repair work as this was a major strategic bridleway as it was now on the shortlist for consideration in March. Cllr. Standley updated that this was not going to be done this year.
 - ii. **Cllr Standley** would look into the issue with the system not being able to deal with the reporting of the same pot holes multiple times. This would be a new report but DW explained that it was not possible to re-report as it comes back as "satisfied". Cllr. Standley had passed on the problem for further investigation.
 - iii. **DW** would post the letter to the owner of the property with the broken fence.
 - iv. **Clerks report:** update passed to councillors prior to the meeting/posted on the website.
- 42. 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. **APPLICATION FOR A CERTIFICATE OF LAWFUL DEVELOPMENT FOR EXISTING USE:**
 - a. **WD/2023/0822/LDE – BRICK KILN FARM, BRICK KILN LANE, HADLOW DOWN, TN22 4EJ** – continued use of land as residential garden linked to Brick Kiln Farm.
 - ii. **APPROVED PLANNING APPLICATIONS:**
 - a. **WD/2023/0175/F – CROWPITS HOUSE, WILDERNESS LANE, HADLOW DOWN, TN22 4HB** – proposed detached garage.
 - iii. **REFUSED PLANNING APPLICATIONS:**

- a. **WD/2022/2558/F – HASTINGFORD OAST FARM, HASTINGFORD LANE, HADLOW DOWN, TN22 4DY –**
extension to the western elevation, including soft landscaping to existing dwelling.
- 43. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR. MICHAEL LUNN (WDC)**
- 44. HIGHWAYS:**
- i. Speed Indicator Signs – update
 - ii. ES Highways – update.
- 45. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
- 46. CARAVANS ACCESSING CART LODGE LAND, STONEHURST LANE.**
- 47. BURIAL GROUND:**
- i. Monitoring how the graves are left by grave diggers
 - ii. Update on clearing the extension to the burial ground.
- 48. CORRESPONDENCE RECEIVED:**
- i. Oil spill on Dog Kennel Lane.
 - ii. Reiki sessions in Wilderness Wood.
 - iii. Hadlow Down Community Centre Committee meeting.
 - iv. DLUHC Consultation on Infrastructure Levy.
- 49. ANNUAL REVIEW OF THE VILLAGE EMERGENCY PLAN**
- 50. EQUAL OPPORTUNITIES POLICY – review**
- 51. SAFEGUARDING POLICY - review**
- 52. BOUNDARY AND DRAINAGE ISSUES AT BOTTOM OF PLAYING FIELD – update**
- 53. MOBILE PHONE SIGNAL**
- 54. TRAINING – to agree Councillors training.**
- 55. RISK ASSESSMENTS**
- i. Previous Quarterly Risk Assessment – outstanding action.
 - ii. Fingerpost Survey – to be commissioned.
- 56. CLERKS MATTERS:**
- i. Clerks hours for April
 - ii. Clerks holiday hours
 - iii. Clerks Replacement and handover plan, including training courses.
- 57. BANK RECONCILIATIONS - April to be agreed and signed.**
- 58. OTHER FINANCE MATTERS:**
- i. Review the effectiveness of the system of Internal Control
 - ii. Internal Auditor Report - to review and approve
 - iii. Section 1 of the AGAR – to review and approve
 - iv. Section 2 of the AGAR – to review and approve
 - v. The Commencement of the date for the exercise of public rights – to confirm dates
 - vi. Acknowledgement of receipt of 1st instalment of Precept 2023
 - vii. Income Received: £110 for 2nd ashes into existing plot at burial ground; 25p for annual rent of playing field by Playing Field Committee.
 - viii. Decision to be ratified: BT cost of termination of connection at old address, connection at new address admin fee £37.95 will be added to quarterly bill; new connection starts a new 2 year contract but alternative would incur a termination fee of £477.21. New contract post April increases will be £36.95 per month so an increase of 23p.
- 59. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number):**
- i. Samantha Weatherill - £920 salary paid by SO
 - ii. Samantha Weatherill - £425.54 - salary & expenses (UT ref: 700279757)
 - iii. ES Pension Fund - £386.47 (UT ref: 452142049)
 - iv. Lucy McConachie - £40 play area inspection April (UT ref: 386346071)
 - v. ESALC & NALC - £232.16 (UT ref: 597872807)
 - vi. Hadlow Down Village Hall - £40 hall hire April (UT ref: 57655358)
 - vii. BHIB Aviva Insurance Ltd - £504.67 for annual insurance renewal (UT ref: 160430623)
 - viii. Mulberry & Co - £204.90 + £40.98 VAT for Internal Audit (UT ref: 284737646)
 - ix. BT - £ 110.84 + £22.16 VAT for phone and broadband quarterly charge paid by DD.
- 60. CRIME AND DISORDER ACT 1998 Section 17**
- 61. DEFIBRILLATOR BATTERY:**
- i. To confirm checked
 - ii. Signage.
- 62. ITEMS TO GO ON NEXT AGENDA**

Signed Samantha Weatherill, Clerk

Date: 10th May 2023