



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **Tuesday 5th December 2023** at **19:00** in the committee room of the Village Hall.

Vicki Rutt – Clerk and RFO

29th November 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

- 198. PUBLIC QUESTIONS**
- 199. APOLOGIES AND REASON FOR ABSENCE**
- 200. CO-OPTION OF TWO COUNCILLORS**
- 201. PCSO SUE CHOPPIN TO GIVE UPDATE ON LOCAL POLICING AND CURRENT ISSUES**
- 202. DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below.
- 203. MINUTES OF THE MEETINGS** held on 7th November 2023 and 14th November 2023 to be agreed and signed as a true record (previously circulated).
- 204. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
 - i. Refer to Action Log 2023
 - ii. Clerks report: update passed to councillors prior to the meeting.
- 205. 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:**
 - WD/2023/2127/F for LITTLE BROADREED FARM, DOG KENNEL LANE, HADLOW DOWN, TN22 4EL
Proposed external alterations and change of use to existing commercial building and external car parking area to allow the storage and servicing of executive vehicles.
 - WD/2023/7039 for LAND FORMING PART OF TULLEYS FARM, FIVE CHIMNEYS LANE, HADLOW DOWN, TN22 4DX
Agricultural building for the storage of machinery and hay.
 - WD/2023/1796/F for WILDERNESS COTTAGE, 1 WILDERNESS LANE, HADLOW DOWN, TN22 4HX
Replacement shed. Change of use from garden storage to dog grooming area.
 - ii. APPROVED APPLICATIONS:**
 - WD/2023/2184/LBR for CLAYLANDS, STONEHURST LANE, HADLOW DOWN, TN22 4ED.
Additional works associated with the full re-roofing of this listed property (granted listed building consent wd/2021/2063/lb) comprising structural repairs to the existing roof structure, chimney repointing, replacement casement windows within existing dormers, insulation to lofts, copper pipe lagging along with consent sought retrospectively for the installation of 2no.velux rooflight windows and their proposed replacement with more sympathetic conservation style rooflight windows.
 - WD/2023/2173/F for COLES FARM, WILDERNESS LANE, HADLOW DOWN, TN22 5HS
Conversion of the existing barn to create a dwelling, curtilage, parking and wider landscaping and ecological enhancements.
 - iii. ENFORCEMENT UPDATES**
 - Caravan at Wander Down
 - Fishpond Wood
 - Drakes Den
- 206. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR MICHAEL LUNN, WDC**
- 207. HIGHWAYS:**
 - i. Blocked drains update
 - ii. Response from ESH re SLR village report
 - iii. Response from East Sussex re speed issues
 - iv. Discussion regarding SID licence contract
- 208. COMMUNITY CENTRE ADVISORY COMMITTEE**

- i. Note draft minutes from the Committee held on the 21st November 2023
 - ii. Ratify decision to add Mr Brian Mills onto Committee membership
 - iii. Ratify agreement via email to arrange a stakeholder meeting in December
 - iv. Approve Mr Mike Barber [project architect] being invited as guest speaker for next Committee meeting
- 209. TREE SURVEY QUOTES – agree and appoint contract**
- 210. MAINTENANCE CONTRACT TENDERS**
- i. Play area contract
 - ii. Burial ground contract
 - iii. Verge contract
- 211. ANNUAL REVIEW OF GOVERNANCE DOCUMENTS:**
- i. Standing Orders
 - ii. Burial Ground regulations
 - iii. Freedom of Information publication scheme
 - iv. Risk Management policy
- 212. CORRESPONDENCE RECEIVED:**
- i. WDC Christmas Collection Dates for Rubbish and Recycling
 - ii. Village Hall grant success
 - iii. School Lane drainage works
 - iv. WGod reply to Councillor Partridge on WDC strategy
 - v. Letter from HDCC and PFC re extant permission
- 213. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**
- 214. BURIAL GROUND**
- i. Update on clearing the extension to the burial ground
- 215. CLERKS MATTERS**
- i. Clerks hours November 2023
 - ii. Locum hours November 2023
 - iii. Ratify approval of the NALC pay agreement and 2 months back date payment
 - iv. Discuss and agree 2024 meeting dates
 - v. Confirm sight and approval of Interim Internal Audit 2023/24
- 216. BANK RECONCILIATIONS - November 2023 to be agreed and signed.**
- 217. OTHER FINANCE MATTERS**
- i. Payments for ratification: DD payment to BT on 16th November for £351.74. Payment on 17th November to HMRC for tax and NI for £226.54.
 - ii. Duplicate payment to WDC for election fee £551.43, refunded on 27th Nov after bank rec.
 - iii. Credit received for £30 on 3rd Nov for burial transfer.
 - iv. Discussion re precept budget for 2023/24
- 218. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number)**
- i. Samantha Weatherill consultancy fees - £128.19 (UT ref:)
 - ii. Vicki Rutt salary end December - £920 paid by SO
 - iii. Vicki Rutt salary, backpay and expenses - £737.03 (UT ref:)
 - iv. Lucy McConachie Play area inspection Nov - £40 (UT ref:)
 - v. Village Hall for hall hire - £40 (UT ref:)
 - vi. Reimbursement to Cllr Lunn for bus shelter annual oiling - £29.96 (UT ref:)
 - vii. Village Hall hire for one extra meeting - £9.60 (UT ref:)
 - viii. Mulberry and Co – Interim internal audit - £150.30 + VAT £30.06 (UT ref:)
 - ix. Public Works Loan Board - £567.07 paid by DD
- 219. CRIME AND DISORDER ACT 1998 Section 17**
- 220. DEFIBRILLATOR BATTERY – to confirm checked.**
- 221. ITEMS TO GO ON NEXT AGENDA**

The following item will be discussed in a closed session:

- 222.** Update from Chair following Probationary Period meeting with Clerk and Vice Chair

Signed: Vicki Rutt – Clerk and RFO

Date: 29th November 2023