Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **Tuesday 7th May 2024** at **7:00p.m** in the Committee Room in the Village Hall.

Vicki Rutt – Clerk and RFO 30TH April 2024

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

24. **ELECTION OF CHAIRMAN** and signing of Declaration of Office.

25. **ELECTION OF VICE-CHAIRMAN**

26. **ACCEPTANCE OF OFFICE FORMS** – acknowledge receipt of signed forms.

27. **CODE OF CONDUCT AND CIVILITY & RESPECT PLEDGE** – acknowledge the code.

28. **REGISTER OF MEMBERS' INTERESTS –** to complete.

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 2024/25

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. **GENERAL POWER OF COMPETENCE** – to acknowledge

39. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – to review and agree.

40. **MINUTES OF THE MEETING** held on 8th April 2024 to be agreed and signed as a true record (previously circulated).

41. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**

a. Refer to Action Log 2024

b. Clerks report: update passed to councillors prior to the meeting.

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**

a. PLANNING APPLICATIONS:

WD/2024/0703/LB and WD/2024/0702/F for BRICK KILN FARM, BRICK KILN LANE, HADLOW DOWN, TN22 4EJ.
Construction of private swimming pool. Repair and conversion of privy into pump house

WD/2024/0725/F for JASONS KEEP, FIVE ASHES, MAYFIELD, TN20 6JL
3 bay garage

WD/2024/0588/F for HUGGETTS FARM, STONEHURST LANE, HADLOW DOWN, TN20 6LL
Two storey side extension

WD/2024/0969/OH for LAND NORTH OF STONEHURST LANE, FIVE ASHES, MAYFIELD, TN20 6LL
As per the attached plan (8500289072) - to upgrade the high voltage line by installing an additional third wire to the high voltage overhead electricity network. All poles and stay wires will be replaced and will remain at the same height.

b. DISMISSED APPLICATIONS:

APP/C1435/D/23/3329339 New Farm House, Stocklands Lane, Hadlow Down, Uckfield, East Sussex TN22 4EA

APP/C1435/W/23/3329513 Tinkers Wood, Tinkers Lane, Hadlow Down, East Sussex TN22 4ET

c. APPROVED APPLICATIONS

WD/2023/2127/F for LITTLE BROADREED FARM, DOG KENNEL LANE, HADLOW DOWN, TN22 4EL

43. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR. MICHAEL LUNN (WDC)

44. HIGHWAYS:

a. SLR meeting held on 8th April 2024 – minutes and update

45. COMMUNITY CENTRE ADVISORY COMMITTEE

46. TENDERS FOR DRAINAGE HOLE

47. CORRESPONDENCE RECEIVED

a. Red barriers outside the village hall in Hut Lane

b. Temporary Road Closure on Wilderness Lane, 25th to 26th June 2024

c. Updates to day/family ticket bus fares from 29th April

48. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)

49. LOCAL PLAN – APPROVAL OF COMMENTS FOR SUBMISSION

50. ANNUAL REVIEW OF THE VILLAGE EMERGENCY PLAN

51. EQUAL OPPORTUNITIES POLICY – review

52. SAFEGUARDING POLICY - review

53. RISK ASSESSMENTS

a. Approve risk assessment for Clerks office

b. Q4 village risk assessment findings – for review and approval

54 BURIAL GROUND

a. Update on clearing the extension to the burial ground

55. CLERKS MATTERS:

a. Clerks hours for April 2024

56. BANK RECONCILIATIONS - 31st March 2024 and 25th April 2024 to be agreed and signed.

57. OTHER FINANCE MATTERS:

a. Review the effectiveness of the system of Internal Control

b. Internal Auditor Report - to review and approve

c. Section 1 of the AGAR – to review and approve

d. Section 2 of the AGAR – to review and approve

e. The Commencement of the date for the exercise of public rights – to confirm dates

f. Income Received: Interest from Unity Trust for £386.15 and 25p from Playing Field Income for annual rent

g. Payments for ratification – DD to Unity Trust for service charge £18.00 and Wealden District Council DD, total £525 which was £495 Q4 litter bins and £30 Parish Conference fee.

58. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number):

a. Vicki Rutt salary end May - £920 paid by SO

b. Vicki Rutt salary and expenses - £X (UT ref:)

c. Lucy McConachie Play area inspection April - £40 (UT ref:)

d. R A Waters Paddock and Field Maintenance – April 2024 cut £120 (UT ref: X)

e. Signs of Style – Parish Assembly signs - £100 (UT ref: X)

f. Crowborough Town Council – Hire of fencing panels - £60 + VAT £12 (UT ref: X)

g. HMRC PAYE April 2024 - £257.84 - (UT ref: X)

h. East Sussex Pension Fund for April 2024 - £411.97 (UT ref: X)

i. Rialtas software for 2024/25 - £192 + VAT £38.40 (UT ref: X)

j. Surrey Hills Solicitors for Playing Field licence - £1818 + £360 VAT (UT ref: X)

k. ESALC and NALC fee for 2024/25 - £235.10 (UT ref: X)

l. Hadlow Down Village Hall – hire for April 2024 - £43.20 (UT ref: X)

m. Michael Lunn reimbursement for Parish Assembly - £67.65 (UT ref: X)

59. CRIME AND DISORDER ACT 1998 Section 17

60. DEFIBRILLATOR BATTERY - To confirm checked

61. ITEMS TO GO ON NEXT AGENDA

a. No Clerk at the June meeting

****CONFIDENTIAL SESSION****

62. RECEIVE AN UPDATE FOLLOWING A MEETING WITH THE HADLOW DOWN PLAYING FIELD ON THE DRAFT LICENCE TO CONDUCT WORKS RELATED TO HADLOW DOWN COMMUNITY CENTRE.

Signed: Vicki Rutt – Clerk and RFO **Date: 30th April 2024**