



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the annual meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **Tuesday 6<sup>th</sup> May 2025 at 19:00** in the Committee Room in the Village Hall.

Vicki Rutt – Clerk and RFO

29<sup>th</sup> April 2025

**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**

21. **ELECTION OF CHAIRMAN** and signing of Declaration of Office.
22. **ELECTION OF VICE-CHAIRMAN**
23. **ACCEPTANCE OF OFFICE FORMS** – acknowledge receipt of signed forms.
24. **CODE OF CONDUCT AND CIVILITY & RESPECT PLEDGE** – acknowledge the code.
25. **REGISTER OF MEMBERS' INTERESTS** – to complete if any changes
26. **PUBLIC QUESTIONS**
27. **APOLOGIES AND REASON FOR ABSENCE**
28. **DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below.
29. **COUNCILLOR'S ALLOWANCES AND EXPENSES** – to agree whether individuals will claim their allowance and expenses 2025/26
30. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES INCLUDING THE MAYFIELD CHARITIES**
31. **COUNCILLOR'S RESPONSIBILITIES** - to appoint responsibilities to councillors.
32. **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.
33. **SUMMONS** – to agree and sign.
34. **ASSETS** – to review and sign.
35. **GENERAL POWER OF COMPETENCE** – to acknowledge
36. **MINUTES OF THE MEETING** held on 1<sup>st</sup> April 2025 to be agreed and signed as a true record (previously circulated)
37. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
  - a. Refer to Action Log 2025
  - b. Clerks report: update passed to councillors prior to the meeting.
38. **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.*
  - 38.1 PLANNING APPLICATIONS:**

None
  - 38.2 APPROVED PLANNING APPLICATIONS**

WD/2024/1776/F FOR LITTLE BROADREED FARM, DOG KENNEL LANE, HADLOW DOWN  
Replacement of a storage building at the farm
39. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR. MICHAEL LUNN (WDC)**
40. **HIGHWAYS:**
  - a. Update on the UKPN A267 project
41. **RECEIVE AN UPDATE ON THE PLAY AREA MOVE PROJECT**
42. **RECEIVE AN UPDATE ON THE TELEPHONE BOX**
43. **COMMUNITY CENTRE ADVISORY COMMITTEE UPDATE**
44. **CORRESPONDENCE RECEIVED**
  - a. School Lane and speed signs
  - b. High Weald Nature and Community Fund
  - c. Overhanging Trees at 13 St Marks Field
45. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**

46. **ANNUAL REVIEW OF THE VILLAGE EMERGENCY PLAN**
47. **POLICY FOR DEALING WITH THE PRESS/MEDIA** –review and approve
48. **EQUAL OPPORTUNITIES POLICY** – review and approve
49. **SAFEGUARDING POLICY** - review and approve
50. **BURIAL GROUND**
  - a. Approve memorial headstone for M. Luck
51. **RISK ASSESSMENTS**
  - a. Receive tree assessment report
52. **CLERKS MATTERS:**
  - a. Clerks hours for April 2025
53. **FINANCE MATTERS**
  - a. Agree Finance Report for May 2025
  - b. Agree and sign Bank Reconciliation for April 2025
  - c. To receive and note Q4 2024/25 figures and report
  - d. To note VAT return submission for 2024/25
  - e. To discuss and agree insurance renewal for 2025/26
54. **CRIME AND DISORDER ACT 1998 Section 17**
55. **DEFIBRILLATOR BATTERY** - To confirm checked
56. **ITEMS TO GO ON NEXT AGENDA**

**\*\*CONFIDENTIAL SESSION\*\***

- 57. To exclude the public attendance for agenda item 58, the following resolution must be passed.**

*That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, that the public including the press be excluded from the meeting for the consideration of agenda item 58 as individual contractual land matters are to be discussed, and this would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

- 58. TO DISCUSS THE LEASE TERM AND RENT DETAILS FOR BOTH THE PLAYING FIELD COMMITTEE AND HADLOW DOWN COMMUNITY CENTRE**

Signed: Vicki Rutt – Clerk and RFO

Date: 29<sup>th</sup> April 2025