



Members of **HADLOW DOWN PARISH COUNCIL** are summoned to the meeting of  
the **HADLOW DOWN PARISH COUNCIL** to be held on **Tuesday 13<sup>th</sup> January 2026 at 19:00**  
in the Committee Room in the Village Hall.

Vicki Rutt – Clerk and RFO

7<sup>th</sup> January 2026

**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

195. **PUBLIC QUESTIONS**
196. **APOLOGIES**
197. **DECLARATIONS OF INTEREST**
198. **MINUTES OF THE MEETING** held on 2<sup>nd</sup> December 2025 to be agreed and signed as a true record (previously circulated)
199. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**
  - a. Refer to Action Log 2025
  - b. Clerks report: update passed to councillors prior to the meeting
200. **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. WD/2025/2857/LDP for CRISPHAMS COTTAGE, ROSERS COMMON, BUXTED, TN22 4QA  
Proposed outbuilding for hobbies use
  - b. Planning updates  
WD/2025/2089/FR for Wilderness Wood, Main Road, Hadlow Down, TN22 4HJ - Withdrawn
201. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR. MICHAEL LUNN (WDC)**
202. **HIGHWAYS**
203. **COMMUNITY CENTRE ADVISORY COMMITTEE UPDATE**
204. **TO RECEIVE AN UPDATE ON DEVOLUTION**
205. **ANNUAL REVIEW OF GOVERNANCE DOCUMENTS**
  - a. Standing Orders
  - b. Financial Regulations
  - c. Freedom of Information publication scheme
  - d. Risk Management policy
  - e. Asset Register
  - f. New IT policy for 2026, linked to Assertion 10 audit requirements
  - g. Burial Ground Regulations and fees
206. **REVIEW OF COUNCILLOR PORTFOLIOS AND RESPONSIBILITIES**
207. **CORRESPONDENCE RECEIVED – None at this time**
208. **REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**
209. **RISK ASSESSMENTS:**
  - a. Quarterly Village risk assessment report
  - b. Fingerpost maintenance quote report
210. **CLERKS MATTERS**
  - a. Clerks hours for December 2025

**211. FINANCE MATTERS:**

- a. Agree Finance Report for January 2026
- b. Agree and sign Bank Reconciliation for December 2025
- c. Note sight of Interim internal audit report 2025/26 and discuss any comments
- d. To agree the budget and precept for 2026/27 and sign the relevant paperwork
- e. To receive and note Q3 figures for 2025/26

**212. DEFIBRILLATOR BATTERY - To confirm checked**

**213. ITEMS TO GO ON NEXT AGENDA**

**214. TO EXCLUDE THE PUBLIC ATTENDANCE FOR AGENDA ITEM 215, 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 215 as financial lease 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.*

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

**215. TO DISCUSS THE RECENT RESPONSE FROM THE SOLICITOR REGARDING THE LEASE QUERIES RAISED BY HDCC AND ALSO AGREE THE REVIEW PROCESS FOR THE RENT ASSOCIATED WITH THE HADLOW DOWN COMMUNITY CENTRE**

Signed: Vicki Rutt – Clerk and RFO

Date: 7<sup>TH</sup> January 2026