



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in the Committee Room of Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 1st August 2017.

*Note – this is a draft copy to be agreed and amended, if necessary,
at the next Council Meeting.*

Present: Councillors Sandra Richards (SR)(Chair), Helen Bonnick (HB), Damon Wellman (DW), Julian Michaelson-Yeates (JMY) and Cllr. Bob Standley (BS)(ESCC). The Clerk Helen Johnson was in attendance.

119. PUBLIC QUESTIONS - the applicants for WD/2017/1525/F and 1526/LB spoke regarding their applications.

Cllr. Iain Turner (IT) joined the meeting at 7:04pm

120. APOLOGIES AND REASON FOR ABSENCE – apologies had been received from Cllr. Lunn these were noted.

121. DECLARATIONS OF INTEREST – no declarations of interest were declared.

122. MINUTES OF THE MEETINGS held on 4th July 2017 were agreed and signed as a true record (previously circulated) apart from item 100vi which should have said Dog Kennel Lane and not Brick Kiln Lane.

123. MATTERS ARISING (from previous meetings):

i. Assets of Community Value – c/f

ML

ii. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:

a. The loose manhole has been fixed outside Hastingford Cottage.

b. ESCC Highways have advised that there are already 2 warning signs near the play area, to be discussed at the SLR (Strengthening Local Relationships) meeting to see if the one on the west side can be moved further north.

c. Highways have been requested to redo the markings at the top of School Lane, they have confirmed that the 'Keep Clear' will be refreshed.

d. The Clerk has written to WDC to request a Public Space Protection Order to cover the fouling of land and the removal of dog faeces at the playing field.

124. PLANNING:

i. **PLANNING APPLICATIONS:**

WD/2017/1525/F & 1526/LB LOUDWELL FARM, TINKERS LANE, TN22 4ET – SINGLE STOREY EXTENSION LINKING HOUSE AND CONVERTED GRANARY BUILDING – The Parish Council fully support the application as it is a good quality design that doesn't detract from the existing buildings. The appearance is in keeping with the current character. Loudwell Farm has buildings from the 16th century onwards that cover various centuries so it is acceptable to also have a 21st century addition. The extension also does not impact neighbours. (4/1)

ii. **APPROVED APPLICATIONS:**

WD/2017/0792/F Shepherds Hill House, Shepherds Hill TN22 4PX – Proposed replacement outbuilding.

iii. **PLANNING MATTERS:**

Correspondence regarding Vale Farm – the Chair had been contacted by a member of the public, the Clerk advised that she had contacted planning enforcement and updated the meeting on the response that had been received from them .

125. REPORT FROM CLLR. BOB STANDLEY ESCC:

Cllr. Standley (ESCC) advised that high rise buildings are being inspected in East Sussex. WDC & ESCC are also looking at their emergency plans and as Leader of WDC he would attend any emergency. The 1.3 billion being given to schools is welcomed however it is coming from the education capital budget for

new schools. He is awaiting a meeting with the minister and will express his concern.

He confirmed that the number of messages he receives regarding potholes has reduced. Councillors expressed concern over the standard of work on the roads and the level of involvement by District and County Councillors at emergencies.

BS advised that the number of killed and seriously injured accidents are still an issue. ESCC have a target for them. WDC don't have a target, as it is seen that any killed is unacceptable. The Chair confirmed that there had recently been an accident on the A272 opposite Five Chimneys Lane.

A Councillor asked if speed humps were being removed as a report had been produced advising that emissions were made worse by speed humps, BS advised that he would look into this.

130. PLAY AREA AND PLAYING FIELD:

- i. Inspections – the Clerk advised that she had contacted RoSPA (The Royal Society for the Prevention of Accidents) who have advised that they would consider a weekly inspection as a minimum requirement. A discussion was held on inspections. The Clerk gave details on the quote she had obtained and those she had strived to obtain. It was proposed and agreed that the person who currently inspects the play area on a monthly basis and has received training on play area inspections be invited to undertake the weekly inspections. The cost for this was approved and that it will be undertaken on a self-employed basis.

The Clerk confirmed that the insurance company advise that RoSPA's recommendations be followed with regard to the number of inspections.

The Chair allowed the Chair of the Playing Field Association to comment on agenda items 130i-v
Fiona Shafer (FS) advised that a member of their committee currently checks the calibration of the zip-wire, she was asked if he could continue to do this, FS to check.

Cllr Toby Illingworth (TI)(WDC) joined the meeting

- ii. Tunnels – the Clerk updated the meeting on the contractors observations regarding the tunnels. The Playing Field Committee are in agreement with them both being open providing they are measured and monitored on a weekly basis. A discussion was held on the tunnels and it was agreed (4/1) that one tunnel would remain shut however the Clerk would obtain quotes to make the entrance more securely closed and the PC would look at precepting for 2017/18 to fill in or remove this tunnel. The other tunnel would remain open and would be inspected each week.
- iii. Clearance of the fenced in area to the south of the driveway – it was agreed that this area would be left for the moment due to other commitments. FS advised that they would clear it prior to the bonfire night and would use the cuttings for the bonfire.
- iv. Work on play equipment – the Clerk updated the meeting on the work that has been undertaken at the play area, which in accordance with the last meeting, was agreed by JMY and SR. The PC ratified the decisions made by SR and JMY. The Chair advised that the Playing Field committee are unable to continue to look after the play area, so the PC will need to manage it. The Chair questioned about the insurance for the equipment. *The Clerk will contact the insurance company to clarify.* **Clerk**
- v. Deed of Covenant – the Deed of Covenant had been sent to Councillors prior to the meeting, no concerns were raised. FS confirmed that she was in agreement with it and will just check that the 2 other trustees are also in agreement with it.

125. REPORT FROM CLLR. TOBY ILLINGWORTH WDC:

Cllr. Illingworth (WDC) advised that there is no update regarding the evidence for the Local Plan which is expected in the autumn. TI agreed to find out what is happening with the PC's request for a Public Space Protection Order at the playing field.

126. BANK RECONCILIATION: – dated July 2017 was agreed and signed.

127. OTHER FINANCE MATTERS :

- i. The PC ratified the payments for £65.18 to Mrs R Smyth for festival costs, £200 Hadlow Down Village Hall for hall hire, £105 Playsafety Limited for play area inspection, £550 Mrs D Leary, festival sessional worker and £1380 Ben Harman Ltd for tree work that were paid at the last meeting.
- ii. Tax refund for £280.41 had been received.

128. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):

- i. Cllr. Julian Michaelson-Yeates advised that he had cooked for a recent pop-up supper at the pavilion.
- ii. Cllr. Iain Turner advised that he had responded to a police circular and had mentioned about the motorbikes on Sundays and that this is being raised with the local inspector.
- iii. Cllr. Bonnick advised that the Village Hall committee are looking at paying someone to do the hall bookings.
- iv. Cllr. Wellman confirmed that the gully had not been cleared by Highways on the A272 opposite Tinkers Lane and work had not been undertaken on the fingerpost at this junction. He advised of a tree that was laying across a power cable. *The Clerk will report.* **Clerk**
DW confirmed that with regard to minute item 101va that amplified music had been played at

Wilderness Wood.

- i. Cllr Michaelson-Yeates advised that there was a rattling gully cover outside Greenways, Five Chimneys Lane. To be raised at the SLR meeting.

DW/SR

129. CELEBRATE:

- i. Football pitch opening – HB advised that the grant for the cricket coaching hadn't been spent and it has been requested that this grant instead be used for the opening of the football pitch, this was agreed by all.
- ii. Gazebo – the Chair proposed that the gazebo be gifted to the Village Fayre committee. A Councillor expressed concern over the number of quotes that were obtained for the gazebo. All Councillors agreed to gift it to the Village Fayre committee. The Clerk confirmed that for quotes the gazebo was considered to be a specialist area.
The Chair confirmed that the Village Fair committee would need to undertake a risk assessment. WDC have agreed that in their view that the gazebo would qualify as permitted development under Part 12 (A) local authority permitted development through the Town and Country Planning General Permitted Development Order 2015 as amended. The PC could gain absolute affirmation that it could be erected on the playing field as permitted development however the WDC officer didn't feel this was necessary, the PC agreed that this wasn't necessary.
The Village Fair committee will need to arrange for the gazebo to be insured, however the cost of the premium will be paid from the Celebrate grant.
- iii. Cooker - the PC agreed to gift the cooker to the Hadlow Down Playing Field Association
- iv. Grant – HB confirmed that the scouts would be starting in September. A discussion was held on how to spend the remainder of the lottery money. *HB will contact the National Lottery to see if it would be possible to spend it on a seat for the playing field or for play equipment.*
HB
FS advised that they are looking at redesigning the play area and will be organizing a site visit. She thanked the PC for their open liaison with the Playing Field committee and for their assistance. The Chair thanked the committee for all their work at the play area.

- 131. BURIAL GROUND INSPECTION** – the Chair updated the meeting on the recent inspection. It is anticipated that there won't be as many plots available as originally planned. The Clerk is now marking out the plots before a burial however it was felt that someone should attend when the grave is being dug. DW confirmed that he was willing to attend the grave digging. A number of plots have sunken and it was agreed for the *Clerk to obtain quotes to top these up.*

Clerk

The Clerk has also contacted the funeral directors regarding a burial in the last twelve months requesting that it be topped up and the holes be filled in. It was agreed for the *Clerk to obtain markers for 4 plots.*

Clerk

The Clerk reported that the conifer by the cremated remains plots is dying, it was agreed that it should be removed and the Chair offered to take it down.

The headstones were checked to ensure that they were stable, the Clerk has spoken to a resident who will secure 2 of them. The remaining 4 the *Clerk will write to the last known contact to request that they be secured.*

Clerk

- 132. RISK ASSESSMENTS** – no items of concern raised.

133. HIGHWAYS AND RIGHTS OF WAY MATTERS:

- i. Fingerpost inspections – *DW agreed to undertake the fingerpost inspections*
- ii. Pound Green – the Clerk advised that resurfacing work was due to be undertaken at Pound Green 22/12/17 – 2/1/18, this was questioned by Councillors as work isn't normally undertaken at this time of year. *DW and SR to raise at the SLR meeting.*

DW

DW/SR

- 134. NEW COMMUNITY CENTRE** – The Chair updated the PC on the Public Consultation meeting where 2 options were proposed for the centre, of which the second larger and more expensive option was favoured. The next stage will be a pre-application meeting with WDC. The PC will meet with the Village Hall committee to discuss proposals for the future of the Village Hall site.

- 135. DIGNITY AT WORK POLICY** – was approved, all Councillors signed the document.

136. CLERK'S MATTERS:

- i. The Clerk's hours were agreed and signed, including her hours for Parish Projects
- ii. Legal and Finance Day – the Clerk updated the PC on items raised at the Legal and Finance Day she had attended. *She will find out if there is insurance cover for pension deficits.*

Clerk

137. CORRESPONDENCE RECEIVED:

- i. Civil Aviation Authority noise survey – Councillors agreed to respond in their individual capacity.
- ii. Correspondence from The Conservation Volunteers regarding work they could undertake, it was agreed that as there was a cost involved not to take this further.
- iii. Growing a Rural Community Survey – no response made.

- 138. ACCOUNTS FOR PAYMENT:** the following payments were agreed and cheques were signed:

- i. Helen Johnson. Salary £824.77 includes £13.50 mileage, £750 already paid by standing order, therefore cheque raised for £74.77.
- ii. East Sussex Pension Fund £238.44 pension.
- iii. Printmonger Media £110 printing of annual report
- iv. E. Richards £29.98 gift for R. Galley.
- v. Europlants Ltd £137.56 maintenance of burial ground.
Two further payments for Agrifactors (Southern) Ltd £2640 for work at the play are and for Viking £86.35 for stationery, were signed and will be ratified at the next meeting.

139. TRAINING AND CONFERENCES:

Clerks Technical Networking Day – the PC agreed for the Clerk to attend.

140. DEFIBRILLATOR BATTERY – the Clerk confirmed that she had checked the defibrillator prior to the meeting.

141. ITEMS TO GO ON NEXT AGENDA – none raised.

142. CLOSED SESSION – listed in error

The meeting closed at 9:05pm