



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 6th March 2018.

Present: Councillors Sandra Richards (SR)(Chair), Iain Turner (IT), Damon Wellman (DW), Michael Lunn (ML) and (WDC) and Cllr. Bob Standley (BS)(ESCC). The Clerk Helen Johnson was in attendance.

314. PUBLIC QUESTIONS – a member of the public asked if anything was being done about vehicles parked at the top end of Wilderness Lane as this was causing a danger for other road users. A Councillor updated the meeting on the discussions the Parish Council (PC) have had with ESCC Highways and the police. A resident asked if bollards could be installed however it was confirmed that it wasn't Highway's land and as they would have to be plastic they would be damaged.

A member of the public asked about the drainage issue outside Gillhope Farm, the Clerk will contact Highways for an update on clearing the pipe and cutting in a grip. **Clerk**

Cllr. Michaelson-Yeates joined the meeting at 7:08pm

A member of the public asked for an update regarding Cart Lodge. The Clerk will contact WDC.

Clerk

He also asked about the covenants on the land and was advised to speak to WDC regarding these. The Councillor with planning responsibility confirmed that the covenants were a civil matter however if an application is received he will discuss these and the Article 4 further with WDC and will check what link there is between them and planning.

315. APOLOGIES AND REASON FOR ABSENCE – apologies received from Cllr Singh, these were noted.

316. DECLARATIONS OF INTEREST – Cllr Wellman declared a disclosable pecuniary interest in agenda items 319i.a. & b. Cllr Michaelson-Yeates declared a disclosable pecuniary interest in item 319iii.a.

317. MINUTES OF THE MEETING held on 6th February 2018 were agreed and signed as a true record, apart from item 298i which should have read to the west of Springwell Cottage.

318. MATTERS ARISING (from previous meetings):

i. Assets of Community Value – c/f

ML

ii. Costs of Traffic Regulation Orders - Cllr Standley had sent details to Cllrs of the cost of Traffic Regulation Orders which were in the region of £5000 - £10000 and there was no guarantee that a scheme would go ahead after this.

iii. Circular Walk leaflet – Cllr Richards advised that she had spoken to the landowner who has given permission for the walk to go across their land. A resident is willing to work on the leaflet.

iv. Development of plot lands – Cllr Lunn (WDC) advised that he had spoken to WDC planning officers. Another Cllr advised that with regard to the plots in Wilderness Lane that WDC have applied for an Article 4, ML will check what stage this application is at.

ML

The Clerk will copy the Article 4 and the covenants regarding Cart Lodge to JMY.

Clerk

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

a. WDC are currently looking at the PCs Community Right to Bid application for Wilderness Wood;

b. Contractor has been instructed to undertake the removal of one pier at the burial ground entrance;

c. The Solicitor has confirmed that he has applied to the Land Registry to register the new deeds;

d. Information on Speedwatch has been sent to a resident should he wish to set up a team;

e. The owners of the land to which Bridleway 25a runs through have responded to the Clerk confirming that they will arrange for any vegetation or brambles that are a problem for riders to be cut back and thanking the PC for contacting ESCC Rights of Way team regarding the surface of the bridleway;

f. Notification of cycling event has been sent to the editors of the Parish Magazine and the website editor.

319. PLANNING:

i. PLANNING APPLICATIONS:

Cllr. Damon Wellman left the room during the discussion of the following 2 applications.

- a. WD/2018/0160/F – LITTLE ENGLAND FARM, MAIN ROAD, TN22 4EP – Erection of timber boat house for private use – The Parish Council have no objection to the application. (4/0)
- b. WD/2018/0161/F – LITTLE ENGLAND FARM, MAIN ROAD, TN22 4EP – Construction of hard tennis court and associated landscaping and mounded area, for private use – The Parish Council have no objection to the application. (4/0)
Cllr. Wellman rejoined the meeting.
- c. WD/2018/0063/F – LAND ADJOINING HARTS COTTAGE, STONEHURST LANE, TN20 6LL – Stables and feed room for private use only - – The Parish Council have no objection to the application. (5/0)

ii. APPROVED PLANNING APPLICATIONS:

- a. WD/2017/2935/F – Comfrey Cottage, Criers Lane – Proposed first floor addition above existing ground floor extension previously approved, to provide additional bedroom and en-suite bathroom.

iii. PLANNING MATTERS:

- a. The Clerk confirmed that appeal Ref. APP/C1435/W/17/3182900 Gate House Farm, Stocklands Lane regarding the four detached dwellings had been dismissed and that the application for an award of costs had been refused. A Councillor queried why WDC hadn't applied for costs.

320. REPORTS FROM CLLR. BOB STANDLEY, ESCC & CLLR. MICHAEL LUNN WDC – Cllr. Standley confirmed that ESCC will be promoting e-library, that 7 libraries will close of which the only one in this area is in Mayfield. There will be a ticket available for teachers who can then take out a large number of books. A Councillor highlighted the need for computers for Universal Credit applications. Cllr Standley advised that he has requested that scrutiny look into pothole work and self-certification. The Chair thanked Cllr Standley for inviting the ESCC Assistant Director of Operations to the SLR meeting and for 2 of their officers touring problem areas with Cllr. Wellman

Cllr Lunn advised that there are a number of bins that haven't been collected and he requested that residents advise him of any missed collections. He confirmed that the Local Plan had been delayed. They have had meetings with local MPs regarding what is happening locally and the requirements from government. Cllr Lunn updated the meeting on the water situation, he will feedback to WDC. The Chair thanked Cllr Lunn for all his hard work for villagers during the recent water shortage. Concern was expressed over the lack of up to date information and that a delivery of bottled water wasn't made to Hadlow Down. Cllr Standley advised the meeting of WDC's role in an emergency.

321. BANK RECONCILIATIONS: – dated 26th February 2018 was agreed and signed.

322. OTHER FINANCE MATTERS :

- i. Payment of architects fee – following the Chair's call to the Chair of the Hadlow Down Community Centre committee they had agreed to pay the architect's fee for his work on the Village Hall application. 4 Councillors signed to confirm the change to decision 310v & 276 and agreed to pay £227 for the planning application fee rather than £2765.00.
- ii. The PC agreed the movements of reserves.
- iii. The following payments that were paid prior to the meeting: Information Commissioner £35.00 data protection registration and MJB Architecture Ltd £227.00 planning fee were ratified at this meeting. All Councillors declared a personal interest in this item regarding MJB Architecture Ltd.
- iv. Review of effectiveness of internal audit was agreed by all.

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

- i. Cllr Wellman advised that he had toured the local area with a representative from ESCC Highways and the contractor and had showed them problems with the highway, they have also agreed to give a presentation and answer questions at the Parish Assembly. The Chair thanked Cllr Wellman for all his work in identifying and trying to resolve the issues.
- ii. Cllr Turner updated the meeting on the work that had been done by Councillors during the water shortage. He is in the process of reviewing the emergency plan questionnaire and will be putting it on social media, suggestions were made for improvements to the plan. *The Clerk advised that there needed to be a paragraph on there to cover General Data Protection Regulations (GDPR) and she will send a sample to Cllr Turner.*

Clerk

Cllr Turner thanked Cllr Lunn for obtaining water supplies.

- iii. Cllr Michaelson-Yeates advised that some litter picking had been undertaken and more would be done at the weekend. He has spoken to the member of the public who is putting together the picnic tables and some levelling of the land will need to be undertaken before they are installed. *He will look at the information on replacement materials for the telephone box and report back to the PC* **JMY**
Cllr Michaelson-Yeates confirmed that Nigel Harrison was now the chair of the Playing Field Committee. He apologized that he hadn't been able to undertake the risk assessment, Cllr Richards agreed to do them.

- 324. NEW COMMUNITY CENTRE** – it was confirmed that HDCC had held a public meeting where their plans had been presented. They are due to submit these to WDC in March.
- 325. COUNCILLOR VACANCY** – it was hoped that a resident would apply to be co-opted. A gift was agreed for the Councillor who recently resigned.
- 326. HIGHWAYS AND FOOTPATHS:**
- i. Correspondence from resident regarding Highways issues – Councillors had been copied in on the correspondence, a discussion was held and a response was agreed. **Clerk**
 - ii. Correspondence regarding accidents on the A272 – The Chair updated the meeting on the correspondence that had been received. She allowed Cllr Standley to comment that a petition regarding a reduction in the speed limit could be passed to him which he will then present at ESCC.
 - iii. Correspondence regarding A267/A272 junction – the Clerk advised that a member of the public had contacted her regarding the state of the junction at the A267/A272. Highways have confirmed to her that they are planning on resurfacing this section with a stronger material, however the work has to be done in the warmer weather so they are aiming for the 1st quarter of the financial year, in the meantime, if required, they will carry out any immediate safety repairs
 - iv. Verge cutting – the Clerk confirmed that ESCC are reducing urban cuts to 2 per year. Rural cuts will remain at 2 per year.
 - v. Correspondence regarding Green Lane 22 – the Clerk advised that she was contacted by a resident regarding the state of the Green Lane. The Clerk has contacted the Rights of Way team who will investigate. The Lane is being considered for a seasonal closure and it is currently likely that it will be closed in the Autumn. The Parish Council have offered to lock the gate for ESCC.
- 327. PUBLIC PHONE BOX** – to be discussed at the next meeting. The Clerk confirmed that the telephone box has been added to the PC's insurance. The Clerk advised that WDC Planning would take something that is of small scale use and supportive of the community as likely to be permitted development and suggest early consultation with immediate residents
- Cllr Standley left the meeting at 8:24pm
- 328. TREES AT PLAYING FIELD IN CLEARED AREA** – it was agreed to leave the area as it is and not to plant more trees.
- 329. BURIAL GROUND:**
- i. The PC agreed the new burial ground regulations.
 - ii. The Clerk updated the Parish Council on the ownership of the plot and advised that the surface would need to be levelled and the proposed memorial tablet would need to be at ground level and on a concrete slab. The PC agreed to the memorial tablet. *The Clerk will respond to the applicant.* **Clerk**
- 330. MISSION STATEMENT AND FIVE YEAR PLAN** – c/f to the April meeting.
- 331. GENERAL DATA PROTECTION REGULATIONS** – the General Privacy notice was approved by the PC.
- 332. RISK ASSESSMENTS** – SR to undertake the quarterly risk assessments. She will also check the bear seat at the play area which has been reported in the monthly inspection to see what work is required.
- 333. FINANCIAL REGULATIONS** – it was agreed to approve the updated Financial Regulations.
- 334. HANDLING CORRESPONDENCE POLICY** – it was agreed to approve the updated policy.
- 335. WEBSITE** – the Chair updated the PC on the recent website meeting with representatives of organisations in the village and the editor and owner of the village website. The Clerk confirmed that the PC owns the copyright of any original work they have produced and that minutes are a public legal record. It was proposed and agreed that the PC have their own website and own the domain name. There would need to be a formal agreement between the PC and the provider of the website, including that if the provider sold their company that the Intellectual Property Rights would pass to the PC. The Clerk recommended that the PC no longer use the village website and that they use an independent company to provide a PC website rather than a villager. It was agreed for *Cllrs. Lunn, Richards and the Clerk to meet with Cllr Singh regarding his provision of the website which the PC agreed to. The Chair will update the editor of the village website.* **SR/ML/JS/Clerk**
- 336. PARISH ASSEMBLY** – the PC agreed for the Clerk to write to the Heads of St Mark's CofE School and the Mayfield Charities representatives to see if they can give an update at the Parish Assembly. *The Clerk will send Councillors a copy of their current responsibilities.* **Clerk**
- 337. CLERK'S MATTERS:**
- i. The Clerks hours were agreed and signed.
- 338. CORRESPONDENCE RECEIVED:**
- i. The Clerk updated the meeting on the response from Business Stream.
 - ii. Household Waste Recycling Site Service Consultation – response was agreed, *Clerk to send.* **Clerk**
 - iii. Sussex Heritage Trust Awards
 - iv. Correspondence regarding Marlowe House – the Chair had received a letter from a resident

suggesting that Marlowe House be turned into a small supermarket. The PC agreed that there was the issue of the financial viability of a shop and there would be problems with traffic access.

- 339. ACCOUNTS FOR PAYMENT:** The following payments were agreed and cheques were signed:
- i. Helen Johnson. Salary £884.97 includes £17.55 mileage & £5.17 expenses, £750 already paid by standing order, therefore cheque raised for £134.97.
 - ii. East Sussex Pension Fund £259.52 pension.
 - iii. Mrs L. McConachie £40.00 play equipment inspection.
 - iv. Viking £49.88 stationery
 - v. Earth Anchors Ltd £867.60 picnic tables. The Clerk confirmed that half of the delivery charge had been refunded due to an error with the delivery.
 - vi. Wellers Law Group LLP £2043.00 legal services
 - vii. Sussex Community Foundation £832 refund of remainder of Sussex Lund grant
- Two further payments of £140.30 to Europlants for burial ground maintenance and £432.00 to Wealden District Council for dog and litter bin emptying were signed and will be ratified at the next meeting. A direct debit payment for £179.88 for BT for telephone and broadband had already been debited from the bank account.
- 340. DEFIBRILLATOR BATTERY** – – the Clerk confirmed that the battery had been checked and that there were no issues.
- 341. ITEMS TO GO ON NEXT AGENDA** – nothing raised.

The meeting closed at 9pm