



# Hadlow Down Parish Council

Members of **HADLOW DOWN PARISH COUNCIL** are summoned to a meeting of the **HADLOW DOWN PARISH COUNCIL** to be held on **TUESDAY 6<sup>th</sup> JUNE 2017** at **7:00 p.m** in the committee room of the **Village Hall**.

Helen Johnson  
Clerk to the Council

May 31st 2017

THE PUBLIC HAVE A RIGHT AND ARE WELCOME TO ATTEND THE MEETING. **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**

### **69. PUBLIC QUESTIONS.**

### **70. APOLOGIES AND REASON FOR ABSENCE**

### **71. DECLARATIONS OF INTEREST** - the Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items below

### **72. MINUTES OF THE MEETINGS** held on 2<sup>nd</sup> and 22<sup>nd</sup> May 2017 to be agreed and signed as a true record (previously circulated).

### **73. MATTERS ARISING (from previous meetings):**

- i. Assets of Community Value ML
- ii. Paws on Watch. TI
- iii. Clerks Report: update passed to councillors prior to the meeting.

### **74. 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 and on Twitter.**

#### **i. PLANNING APPLICATIONS:**

- a. **WD/2017/0792/F – SHEPHERDS HILL HOUSE, SHEPHERDS HILL, BUXTED TN22 4PX – Proposed replacement outbuilding.**
- b. **WD/2017/0913/F – STONE MILL, DEWLANDS HILL, ROTHERFIELD TN6 3RU – Re-use of ancillary class 3 residential annexe for separate class C3 use**

#### **ii. PLANNING MATTERS:**

- a. To consider the Parish Council's responses to planning applications

### **75. REPORTS FROM CLLR. BOB STANDLEY, ESCC & CLLRS. TOBY ILLINGWORTH/MICHAEL LUNN WDC**

### **76. BANK RECONCILIATION:** – dated 26 May 2017 to be agreed and signed.

### **77. OTHER FINANCE MATTERS :**

- i. To approve amendments to the 2016/17 receipts and payments spreadsheet.
- ii. To approve the annual return:
  - a. To consider, approve and sign the Annual Governance Statement
  - b. To consider the Accounting Statements
  - c. To approve the Accounting Statements
  - d. To sign and date the Accounting Statements
- iii. To approve the remaining items of the annual accounts
- iv. Internal audit report – to consider
- v. To ratify the payments for £280 Came and Company for insurance which is on a 3 year long term agreement; £388.99 Hadlow Down Playing Field for cooker and hood from the Celebrate grant and £137.56 Europlants for burial ground maintenance.
- vi. To consider and agree quotes for the Parish Council logo.
- vii. Loan payment
- viii. Review of effectiveness of internal audit – to approve

### **78. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES)**

79. **CLLR ROY GALLEY** – to discuss response
80. **CELEBRATE** – to update and to agree proposals
81. **DOG FOULING AT THE PLAYING FIELD** – to update and consider action
82. **BUS SHELTER** – to discuss treatment
83. **ANNUAL REPORT** – to discuss
84. **HIGHWAYS AND RIGHTS OF WAY MATTERS:**
  - i. Correspondence regarding mobile vehicle activated signs – to discuss and agree response
  - ii. Update from Highways public meeting – to update.
  - iii. Warning sign approaching playing field – to discuss and agree response.
85. **NEW COMMUNITY CENTRE** – to update.
86. **CO-OPTION PROCEDURE** – to approve
87. **EQUAL OPPORTUNITIES POLICY** – to approve
88. **PARISH ASSEMBLY QUESTIONNAIRE** – to discuss responses.
89. **CLERK'S MATTERS:**
  - i. Hours to be agreed and signed, including hours for Parish Projects
  - ii. Six monthly review, finance and office risk assessments – to update
  - iii. Health and Safety and Risk Assessment training – to update
90. **CORRESPONDENCE RECEIVED:**
  - i. East Sussex Against Scams Partnership – to discuss response.
  - ii. Paynes Community Scheme – to discuss.
  - iii. Friends of the Keep Archives newsletter.
  - iv. Correspondence from Uckfield FM – to discuss
  - v. Beat the Street – Active communities initiative.
  - vi. WDC draft Housing Strategy.
91. **ACCOUNTS FOR PAYMENT:**
  - i. Helen Johnson. Salary £873.70 includes £18 mileage and £38.88 expenses, £750 already paid by standing order, therefore cheque raised for £123.70.
  - ii. East Sussex Pension Fund £240.20 pension.
  - iii. Mulberry & Co £200.52 internal audit.
  - iv. BT £261.38 to be paid by direct debit, £125 to be refunded on next invoice.
92. **TRAINING AND CONFERENCES:**
  - i. East SALC AGM and Autumn Conference
93. **DEFIBRILLATOR BATTERY** – to confirm checked
94. **ITEMS TO GO ON NEXT AGENDA**
95. **CLOSED SESSION** – correspondence regarding the purchase of land – to discuss and agree response.

Signed *Helen Johnson*

Clerk

Date: 31<sup>st</sup> May 2017