



ACTION LOG 2024

No	ACTION	Responsible...	Update	Status
Carry forward actions from 2023				
1	Investigate whether the Waste Wood bridleway could be scheduled for urgent repair work as this was a major strategic bridleway as it was now on the shortlist for consideration in March 2024.	Cllr. Standley	This is not going to be done this year. 04.06.24 - Site visit has been held and the ESCC officer saw this issue and it has been taken away. <i>Update on 03/07 – Work is scheduled to take place during the summer/autumn and is dependent on a prolonged period of dry weather.</i>	COMPLETED
2	DW would give ML details of the locations of the four mobile homes situated around the village for ML to seek updates from Wealden DC Enforcement.	DW / ML	ML updated that he has reported and is awaiting a response. Clerk has this on her log and is constantly chasing.	COMPLETED
3	ML would carry out the annual oiling of the bus shelter.	ML	Nov update – materials have been purchased, just awaiting a dry day. This was completed on 04/02.	COMPLETED
4	Letter to be sent to church about accessing the burial ground for clearing. BF to send proposed works to include in letter requesting permission.	Clerk / BF	Emailed BF for details on 25/09. Letter sent to Church on 23/10. Resp on 25/10, awaiting feedback from Diocese.	COMPLETED
5	Keep an update of the current planning application at the Village Hall	Clerk	This will be updated when any are rec'd.	ONGOING
6	Cllr Standley to look into the drain down School Lane and who owns it.	Cllr Standley	Completed	COMPLETED
7	ML to ask WDC if the land where recycling bins have been removed will be reinstated.	ML		COMPLETED

HDPC meeting 9 th January 2024				
1	ML to report to WDC the increase in bonfires due to the recycling bins at Wilderness Woods being removed.	ML	Yes he did speak to WDC, no further action.	COMPLETED.
2	Clerk to report several abandoned ESH equipment.	Clerk	Email sent on 12/01	COMPLETED
3	Cllr Standley to look into the replacement of cat eyes with glass ones.	Cllr Standley	ESH stated that all materials will not stand a steam tractor.	COMPLETED
4	ML to liaise with WDC planning about the planning app that HDPC were not consulted on.	ML	ML has not done this as yet, he will email WDC about this.	CLOSED AS LAPSED
5	PW to draft letter to ESCC in response to their letter re A272 speed signs.	PW	Letter sent 11/01	COMPLETED
6	ML to arrange a site visit with Cllr Standley re footpath crossing near Church.	ML	Meeting held.	COMPLETED
7	All Cllrs to submit an individual response to the Environmental Framework Consultation.	All Cllrs	Link resent and Cllrs aware they should submit a response.	COMPLETED
8	Clerk to chase for dates to hold a site visit at the burial ground to discuss the proposed clearing works.	Clerk	Email sent 12/01. Permission now obtained.	COMPLETED
HDPC meeting 6 th Feb 2024				
1	PW to draft letter to ESH re response letter on the A272 signage.	PW	PW sent draft on 07/02 to ML and Clerk.	COMPLETED
2	Clerk to send firework email correspondence to Noise Enforcement at WDC.	Clerk	Email sent 07/02.	COMPLETED
3	Clerk to send Tinkers Park email correspondence to Enforcement at WDC.	Clerk	Email sent on 07/02 and ref number given and on enforcement log.	COMPLETED
4	Clerk to obtain information from DW on the Public Audit Committee and add to March agenda.	Clerk / DW	On the agenda	COMPLETED
5	Clerk to order new Parish Assembly sign.	Clerk	Ordered	COMPLETED

6	Clerk to obtain contact details for the guest speaker at ESALC conference who spoke about Planning.	Clerk	Contact details received for future events.	COMPLETED
7	Clerk to send out save the dates and invites for Parish Assembly	Clerk	Invites sent out	COMPLETED
8	ML to speak to Janet about site visit at burial ground.	ML	Permission granted	COMPLETED
9	Clerk to make the necessary EMR movements, as agreed.	Clerk	Movements done on Rialtas	COMPLETED
HDPC meeting 5th March 2024				
1	Clerk to send speed data figures to PCSO Choppin	Clerk	This was sent.	COMPLETED
2	Cllr Standley to speak with Nick Skelton at ESCC re a site visit	Cllr Standley	Arranged for 13/05	COMPLETED
3	ML to ask PCSO Choppin for an update after the Sussex Safer Roads meeting.	ML	Still waiting to hear from Sue Choppin.	CLOSED AS SUPERSEDED
4	DW will look at the public ombudsman process.	DW	Update rec'd at April meeting	COMPLETED
5	Clerk to start a dialogue with BT about a public meeting re BT Digital Voice.	Clerk	Discussions have started and a customer relations manager is being assigned to the area after Easter. Chased again Sept 2024. Spoke in Oct 2024 and public meetings are being arranged, dates to be sent to see if suit or adhoc one arranged for HD	ONGOING
6	ML to liaise with WDC about Wilderness Wood.	ML		CLOSED AS SUPERSEDED
7	Clerk to report to ESH about Hastingford Lane barrier.	Clerk	Email sent 07/03	COMPLETED
8	SL to look at the bridleway at Waste Wood.	SL	Update rec'd at April meeting	COMPLETED
9	Clerk to send details of the quarterly risk assessment to Cllr AH.	Clerk	Sent email to AH.	COMPLETED
10	Clerk to proceed with arranging for paperwork to be destroyed.	Clerk	This has been finalised, shredding collected on 22/02	COMPLETED

HDPC meeting 2nd and 8th April 2024

1	Clerk to submit planning comments to WDC re Claylands.	Clerk	Email sent on the 08/04	COMPLETED
2	ML to liaise with ESALC about a joint meeting regarding Highway issues.	ML	Being incorporated into a meeting taking place in Sept 2024	COMPLETED
3	Clerk to let Mayfield Trust know that permission to extend Penelope Elis for another 4 year term.	Clerk	Email sent on the 08/04	COMPLETED
4	Clerk to liaise with the village hall about a meeting in May.	Clerk	Email sent on the 08/04	COMPLETED

HDPC meeting 7th May 2024

1	Chase enforcement re Lynx Barn.	Clerk	Email sent 08/05. Chased 28/05. Update was on 02/07 PC mtg	COMPLETED
2	Chase ESH for SLR actions and copy in Cllr Standley	Clerk	Email sent 28/05	COMPLETED
3	Liaise with both contractors re the recent tender process	Clerk	Done	COMPLETED
4	Wilderness Wood to be added to the next PC meeting	Clerk	Will be on July 2024 agenda	COMPLETED
5	ML to fwd concerns re vineyard to WDC w enforcement as Dist Cllr.	ML	Email sent to WDC on 08/05	COMPLETED
6	Look at the village sign post	Clerk / DM	DM is looking into this. This has been looked into and is being monitored for now.	COMPLETED
7	Liaise with playing field committee re bench	Clerk	Email sent to Fiona on 08/05	COMPLETED

HDPC meeting 4th June 2024

1	Cllr Lunn to send email to Enforcement at WDC about Wander Down	ML	ML sent this email on the 10 th June	COMPLETED
2	Cllr Lunn to discuss with Clerk whether can update in minutes when there is a death in the village.	ML / Clerk	This was discussed and could not happen due to GDPR, only could happen if the family contact Clerk directly and ask them, then it would be covered with permission and go under correspondence.	COMPLETED
3	Clerk to submit objections to Ford Farm Winery to WDC.	Clerk	Email sent on the 11/06	COMPLETED

4	PW to liaise with the Clerk about the school traffic video.	PW / Clerk	PW has done this.	COMPLETED
HDPC meeting 2nd July 2024				
1	ML to look into the land acquired under article 4 at Stonehurst Lane.	ML	Enquiries made, awaiting response	COMPLETED
2	ML to find out how you can get a prevention order on a frame in a historic building.	ML	Enquiries made, awaiting response	COMPLETED
3	Clerk to arrange an Advisory Committee meeting.	Clerk	This has been arranged for the 17 th Sept.	COMPLETED
4	DW and AH to look at the 3 roof surveys from the Village Hall and report back at August meeting.	DW and AH	Clerk sent reports on 03/07	COMPLETED
5	Clerk to arrange a site visit with owners of WW.	Clerk	Email sent to owners on 03/07. Mtg held 17/07.	COMPLETED
6	Clerk to report back to Buxted Cllr that no interest in a green burial site.	Clerk	Email sent 03/07	COMPLETED
7	Clerk to put the Q&A from UKPN on the PC website and report back that there have been further cuts since and ask for update on upcoming works.	Clerk	This was put on website on 03/07. Email sent back to UKPN on 03/07 seeking extra info on upcoming works.	COMPLETED
8	Clerk to send enforcement update to resident about Lynx Barn and inform Enforcement of the continue horseboxes accessing the site.	Clerk	Sent on 03/07	COMPLETED
9	PW will purchase and seek reimbursement for the 3 rd pole for the SID.	PW	Ordered	COMPLETED
10	Clerk to add 6 monthly strims of the extension burial ground to the maintenance contact for 2025.	Clerk	This has been added to contract schedule.	COMPLETED
11	AH will put 3 marker posts at the extension burial ground	AH	This has been done.	COMPLETED
12	Clerk to liaise with other Councils to see what their policy is on how the excess soil taken from graves is managed.	Clerk	Email sent to Helen at Heathfield on 03/07. They have a spare field to use.	COMPLETED
13	Clerk to make the changes to her monthly SO payments, as agreed by Cllrs.	Clerk	SO changed and approved by ML and PW on 03/07	COMPLETED

HDPC meeting 6 th August 2024				
1	Clerk to email Karl Taylor re Highway issues.	Clerk	Email being drafted, hoping to of sent by Sept meeting. On hold for the moment due to an upcoming meeting.	COMPLETED
2	Roof survey to be on the PC meeting agenda for Sept.	Clerk	On agenda	COMPLETED
3	Clerk to report the abandoned SORN vehicle to PCSO and Crackdown again.	Clerk	Reported to both on 08/08	COMPLETED
4	Clerk to look into the wobbly fingerposts.	Clerk	This is going to be repaired	COMPLETED
5	Clerk and ML to look at the burial ground grant application.	Clerk / ML	Update will be given at PC mtg on 03/09 but in the fine print, PC could apply but required match funding.	COMPLETED
HDPC meeting 3 rd September 2024				
1	ML and Clerk to discuss Wilderness Wood enforcement and liaise with WDC.	Clerk / ML	Have spoken with WDC, awaiting resp	ONGOING
2	Clerk to ask SEW leaks at School Lane & Five Chimneys.	Clerk	Emails sent to report, awaiting resp	COMPLETED
3	Clerk to arrange first of 6 monthly meetings with HDPC, HDCC and VH in Nov 2024.	Clerk	Arranged for November	COMPLETED
4	Parameters for VH survey to be drafted and circulated prior to Oct mtg.	Clerk	Mtg arranged to discuss 23/09 at 10am.	COMPLETED
5	Clerk to report the footpath sign in the burial ground to ROW team.	Clerk	Reported to ROW team for repair. For ref, it is fingerpost HAD/140.	COMPLETED
6	Clerk to speak to the contractor about the state of burial ground hedges.	Clerk	Complaint submitted on 05/09	COMPLETED
7	Clerk to proceed with setting up a MailChimp account for HDPC.	Clerk	Set up and sign up link circulated.	COMPLETED
8	Clerk to look at the phone line costings and submit a report to Cllrs.	Clerk	Emails sent re figures, ongoing, planning to finalise for Precept mtg. No longer needed as changes made via BT.	COMPLETED

9	Clerk to get ML to sign payroll contract.	Clerk	Signed and submitted on 06/09	COMPLETED
HDPC meeting 1st October 2024				
1	Clerk to inform DC about the 'at risk' pillbox and liaise with the resident to support the application to Historic England.	Clerk	Email sent to WDC	COMPLETED
2	Clerk to publish the confidential minutes from the Advisory Committee now that extant permission has been achieved.	Clerk	These have been added to the PC website	COMPLETED
3	Clerk to liaise with the steward about Hastingford Lane.	Clerk	Emails sent. More changes in personnel	COMPLETED
4	Clerk to report the additional works at Drakes Head Den to enforcement.	Clerk	Email sent	COMPLETED
5	Clerk to enquire about the size of burial plots and the regulations.	Clerk	Enquiries ongoing, there is a webinar coming up soon that I may get answers from.	ONGOING
6	CLlr Lester to be added to the banking mandate.	Clerk	Forms have been submitted. Awaiting for confirmation from UT.	COMPLETED
7	Clerk to order a new defib pad.	Clerk	Delayed as need more pics to ensure correct one is ordered. We have plenty, just one expires soon.	ONGOING
HDPC meeting 12th November 2024				
1	Clerk to liaise with eSALC about the legal advice email and seek more information.	Clerk	Spoke to eSALC on 14/11 and confirmed just about streetlights and not about HW at this time so NFA.	COMPLETED
2	Clerk to sign the silver maintenance contract from SWARO if PW agrees following him reviewing.	Clerk	This was signed and sent off on 14/11.	COMPLETED
3	Email permission to be sent top the Pavilion for remedial works.	Clerk	Email sent to PS on 14/11	COMPLETED
4	Clerk to liaise with the family that have requested a headstone.	Clerk	Approval and invoice sent on the 13/11	COMPLETED
5	Clerk to liaise with the funeral directors about the recent burial due to the grave having sunk considerably.	Clerk	Spoke with the funeral director on the 13/11 and they are taking action.	COMPLETED

6	BF is going to do the Q2 risk assessment and Clerk will send him the 2 previous inspections.	Clerk	Sent to BF on 13/11	COMPLETED
7	2025 meeting dates to be finalised and sent to Cllrs and published widely.	Clerk	They were published widely on the 13/11	COMPLETED
HDPC meeting 3rd December 2024				
1	Cllr Standley will look into the delay in SLR meetings.	Cllr Standley		
2	Clerk to send letter of support to HDCC.	Clerk	Letter drafted and sent to ML for approval.	ONGOING
3	Clerk to forward Community Plan to Cllrs and include it at the Parish Assembly in April 2025.	Clerk	Plan emailed to Cllrs on 05/12 and it is has been included in the PA notes.	COMPLETED
4	The new SID pole and brackets to be added to the Asset Register.	Clerk	Asset Register updated on 05/12.	COMPLETED
5	Clerk to submit response to the consultation re remote attendance at meetings and proxy voting.	Clerk	Response submitted online on the 05/12.	COMPLETED
6	BF to repair bench at the playing field.	Cllr BF		
7	Clerk to contact Andrew at Wilderness Wood re repairing the bus shelter roof.	Clerk	Emailed Andrew on 05/12. He confirmed he is happy to quote, awaiting to receive	ONGOING
8	Clerk to send figures to Cllrs ready for budget and precept approval in January 2025.	Clerk	Monetary figures sent to Cllrs on 05/12 and Clerks recommendations given.	COMPLETED