

## EAST HOATHLY with HALLAND PARISH COUNCIL

COUNCIL meeting held via. 'zoom' on 18<sup>th</sup> May, 2020 at 7.00pm.

### (DRAFT) 'MEETING' MINUTES

Linked: Cllrs. Cole, Deane, Magness, Pope, Robins, and Vaughan (initial chair),

Also participating: District Cllr. Geoffrey Draper, Malcolm Ramsden (clerk), Verne Heath (rfo) and two members of the public

### AGENDA

#### PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and members of the press are also welcome to stay and observe the rest of the meeting

*Would members of the public wishing to participate 'virtually' please contact the clerk at least 24 hours before the meeting – 07948 496760 or [easthoathlywithhallandpc@gmail.com](mailto:easthoathlywithhallandpc@gmail.com)*

*Members learnt that the covid-19 guidelines in force at the Garden Plots were being being adhered to. Dist. Cllr, Draper informed members that he thought the planning application for land south of South Street contained material changes and that consultation should have been full and with more notice. Members noted the s106 element relating to recreation equipment which was thought to be new but that the application contained nothing that could make any difference to the original reasons for the dismissal of the recent appeal. Cllr. Deane referred members to the response being submitted by Village Concerns and thought it to be excellent.*

*In response to a question from one of the members of the public Cllr. Magness updated Council regarding the current position of the Neighbourhood Plan now that the District Council had withdrawn their draft 'Local Plan'. The District Council are shortly to start work on a new 'Local Plan' and will, as part of the process, engage with local councils and community groups. Turning to the completion of our Neighbourhood Plan Cllr. Magness made a plea for more of the community to become involved whilst cautioning that our plan would need to 'dovetail' with the District Local Plan which was only at the very earliest of stages.*

*A second member of the public offered to contact Locality to see what progress they were being able to make where other District Councils were without a confirmed 'Local Plan'.*

#### 1. ELECTION OF OFFICERS AND RECEIVE ACCEPTANCE OF OFFICE

1.1 To elect chairman and receive acceptance of office

*Cllr. Vaughan thanked for his work and commitment as outgoing chair.*

*Following a proposal by Cllr. Vaughan and seconding by Cllr. Deane*

**0252 RESOLVED** that Cllr. Pope become chair

1.2 To elect vice chairman

*Following a proposal by Cllr. Pope and seconding by Cllr. Cole*

**0253 RESOLVED** that Cllr. Vaughan become vice chair

1.3 Appointments to Planning Committee

*Following a proposal by Cllr. Pope and seconding by Cllr. Cole*

**0254 RESOLVED** that the committee of the Full Council remain as the Planning Committee and further

**0255 RESOLVED** that Cllr. Magness be its chair and that Cllr. Pope be vice chair

1.4 Appointments to Finance and General Purpose (F&GP) Committee

*Following a proposal by Cllr. Pope and seconding by Cllr. Magness*

**0256 RESOLVED** that Cllrs. Cole, Pope and Cole remain as F&GP Committee

1.5 Appointment as Council lead representative to Neighbourhood Plan Steering Group Committee

*Members noted that Cllr, Magness was the current Council lead, and chair, but that the appointment of its chair should be an agenda item for the next meeting of the Full Council.*

1.6 Appointment as Council representative/s to Village Hall Committee

*Following a proposal by Cllr. Pope and seconding by Cllr. Cole*

- 0257 RESOLVED** that Cllr. Deane remain as Council representative to the Village Hall Committee
- 1.7 Appointment as Council representative/s to Garden Plots Committee  
*Carried forward with members noting that its chair should be elected at the next meeting of the Garden Plots Committee.*
- 1.8 Appointment as Council representative/s to Parish Woodland Committee
- 0258 RESOLVED** that Cllr. Deane remain as Council representative to the Parish Woodland Committee
- 1.9 Appointment as Council representative to District Council Planning Panel
- 0259 RESOLVED** that Cllr. Magness remain as Council representative to the District Council Planning Panel.
- 1.10 Appointment as Council representative to District Association of Local Councils
- 0260 RESOLVED** that Cllr. Cole remain as Council representative to the District Association of Local Councils.
- 1.11 To appoint additional bank account signatories  
*Following a proposal by Cllr. Deane and seconding by Cllr. Vaughan*
- 0261 RESOLVED** that in addition to Cllrs. Magness, Robins and Vaughan remaining as bank account signatories, Cllr. Pope also become an authorized signatory.

## 2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Members were referred to County Cllr. Bennett's previously circulated report highlighting County Council activities in response to the covid-19 pandemic.

Dist. Cllr. Draper referred to District Council covid-19 issues and asked that thanks be passed on to the members of the East Hoathly hub with which members heartily agreed.

Turning his attention to planning issues Dist. Cllr. Draper told members of his anger and frustration at the way in which the land south of South Street application was being handled and that he would be present when the application was to be discussed at District. Clerk (subsequent to meeting) obtained confirmation that the proposed condition relating to the developer funding of play equipment was in addition to the Community Infrastructure Levy with 15% being retained at Parish Council level.

Members asked that their thanks and appreciation to Village Concerns be noted in response to their comments regarding the land to the south of South Street consultation.

## 3. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered

*Cllr. Pope declared his continuing interest in matters relating to his association with Church Marks Green Management Co. Ltd.*

## 4. APOLOGIES – to receive apologies for absence

*Apologies received and reasons accepted from Cllr. Ritchie.*

## 5. FINANCE

5.1 To approve/note payments payable/paid April, 2020 and income/expenditure-vs-budget#  
*Following a proposal by Cllr. Vaughan and seconding by Cllr. Magness*

**0262 RESOLVED** to approve payments made and payable for and during the month of April, 2020. totalling £2,556.31 (See appendix A)

5.2 To note end of year accounts  
*Carried forward as part of Annual Return.*

5.3 To note report of internal auditor  
*Noted with thanks expressed for Verne's work in securing such a positive report.*

5.4 To consider and approve changes to Earmarked Reserves  
*Following a proposal by Cllr. Pope and seconding by Cllr. Vaughan*

**0263 RESOLVED** to approve a transfer of £1,400 from General Reserves in respect of the grant

obtained last year to a new Earmarked Reserve for Council's contribution to the Garden Plot toilet

## 6. MINUTES

- 6.1 To resolve that the minutes of the Council Meeting held on Monday 27<sup>th</sup> April, 2020 be taken as read, confirmed as a correct record and signed by the Chairman

*Following a proposal by Cllr. Deane and seconding by Cllr. Robins*

**0264 RESOLVED** to approve that the minutes of the Council Meeting held on Monday 27<sup>th</sup> April, 2020 be taken as read, confirmed as a correct record and duly signed by the Chairman.

- 6.2 Matters outstanding from minutes (not listed as separate agenda items)

- 6.2.1 To approve Village Meeting (Annual Assembly) procedure

*Following a proposal by Cllr. Deane and seconding by Cllr. Pope*

**0265 RESOLVED** to postpone the Village Meeting until the covid-19 situation allows.

## 7. PLANNING

- 7.1 To note District Council decisions to date

*None since the last meeting of Council*

- 7.2 Recent applications outside delegated powers

7.2.1 - 2019/1674 - Land to south of South Street

*Members commented on the shortness of notice given and that very little had changed materially since the previous application had been refused.*

*Following a proposal by Cllr. Pope and seconding by Cllr. Cole*

**0266 RESOLVED** to wholeheartedly support the Village Concerns response and object most strongly.

7.2.2 - 2020/0700 - Land south of Framfield Road (Framfield P.C.)

*Although not directly listed as a consultee, members felt strongly enough to comment on this Framfield application*

*Following a proposal by Cllr. Pope and seconding by Cllr. Robins*

**0267 RESOLVED** to object given the impact approval would have on traffic flows and additional pressures on school places.

## 8. WAR MEMORIAL SPORTS GROUND TRUST (COUNCIL AS TRUSTEE)

- 8.1 To approve expenditure following ROSPA safety inspection

*Members noted that adding the cost of maintenance of the junior multi-play to the costs of the basket swing project would be lower than if ordered separately.*

*Following a proposal by Cllr. Pope and seconding by Cllr. Deane*

**0268 RESOLVED** to approve payment to Playdale of an additional £302.33

- 8.2 To consider 'Susans Close' offer regarding playing field (part) maintenance

*Whilst noting the request and interest of some Susans Close residents to purchase an area, and take on the maintenance of, a portion of the playing field members agreed that they were not able to agree to the request for purchase but that the clerk was to obtain details of what the maintenance might involve and to enquire as to when the recently lopped branches might be removed.*

- 8.3 To consider replacement of dead and dying willows and elms

*In response to a request to arrange for the replacement of dead and dying willows and elms the clerk is to contact the Conservation Society and Cllr. Deane is to approach the Parish Woodland working group for their views. Cllr. Magness offered to supply willows and maples.*

## 9. WRITTEN REPORTS FOR DISCUSSION OR NOTING

- 9.1 Correspondence

*Noted. (See appendix B).*

- 9.2 To discuss 'Muffins' planter replacement options

*Members considered the three options to replace the uneconomically repairable planter on the pavement in the High Street outside Muffins.*

*Following a proposal by Cllr. Pope and seconding by Cllr. Robins*

**0269 RESOLVED** to approve payment of up to £800 to purchase the 'Wayfair' planters, compost and

- plants.*
- 9.3 Review of Standing Orders  
*Reviewed without comment.*
  - 9.4 Review of Financial Regulations  
*Reviewed without comment.*
  - 9.5 Review of Risk Assessment  
*Reviewed without comment.*
  - 9.6 Review of Asset Register  
*Reviewed without comment.*
  - 9.7 Review of Code of Conduct  
*Reviewed without comment.*
  - 9.8 To note clerk's progress report  
*Noted. (See appendix C).*

## **12. DATE OF NEXT MEETING**

To note that the next meeting of the Finance and General Purpose committee will be held on Monday 8<sup>th</sup> of June, 2020 at 7 pm and that the next meeting of the Full Council will be held on Monday 29<sup>th</sup> June, 2020 at 7 pm.

*Noted.*

*Meeting closed at 9:20 pm*

## Appendix A

Date	Payee Name	Amount	Transaction Detail
01/04/2020	HMRC	£307.37	Tax & NI March
01/04/2020	Peter Cuthbertson	£43.00	Peter Cuthbertson refund dupli
01/04/2020	Play Inspection Co	£81.00	Play Inspection Co
01/04/2020	Tony Pope	£90.00	Exp re warning tape & ink Exp re warning tape & ink
01/04/2020	Carolyn Robins	£17.50	Printer cartridge ink
01/04/2020	Derek Keeley	£304.80	April salary
01/04/2020	Verne Heath	£463.39	April salary Expenses phone Expenses postage Cartridges HP printer
01/04/2020	Malcolm Ramsden	£960.85	April salary Postage Mileage & meeting exp
01/04/2020	HMRC Castle	£271.58	April tax & NI
01/04/2020	Water Deposit Account	£16.82	Garden plot water
27/04/2020	Account	£38,000.00	Transfer from current to deposit
	Total	£40,556.31	

## Appendix B

### Correspondence: 20<sup>th</sup> April to 10<sup>th</sup> May, 2020

1. WDC: MyAlerts
2. WDC: COVID-19 - Community Hub update (already forwarded to members)
3. WDC: Supplement: Presentation Slides for Applications being considered to the agenda for Planning Committee South, Thursday, 23rd April, 2020
4. WDC: Funding and Support Information for AcrES
5. WDC: COVID-19 - Wealden update (20Apl) (already forwarded to members)
6. SSALC Remote Meetings Survey: responses to questions
7. Rural Services Network: The Rural Bulletin - 21 April 2020
8. WDC: Supplement: Submissions by Local Ward Members to the agenda for Planning Committee South, Thursday, 23rd April, 2020
9. Satswana Update - Commercial Services Group - Data Breach Notification
10. WDC: Volunteers reach out to help people in self-isolation media release
11. WDC: Supplement: Officer Updates And Presentation Slides - Updated to the agenda for Planning Committee South, Thursday, 23rd April, 2020
12. WDC: Newly published decision: Management of Remote Meetings during the Covid 19 Emergency
13. NALC: CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS (23Apl)
14. SSALC: Sussex ALC Bulletin (24Apl)
15. WDC: COVID-19 - Community Hub update (24Apl)
16. WDC: MyAlerts
17. Rural Services Network: The Rural Bulletin - 28 April 2020
18. SSALC: PWLB Loans Webinar
19. WDC: Food and other essential suppliers in the District
20. ESFRS: Planning for a Safer Future
21. WDC: Newly published decision: Hailsham Town Council Neighbourhood Plan: Examiner's Report and Referendum (Recommended to Full Council)
22. WDC: Newly published decision: Hellingly Parish Council Neighbourhood Plan: Examiner's Report and Referendum (Recommendation to Full Council)
23. SSALC: VE Day 75 (already forwarded to members)
24. WDC: Newly published decision: Timetable of Meetings 2021
25. WDC: Power Partners funding
26. County Cllr. Nick Bennett: Coronavirus and East Sussex – update (30Apl)(already forwarded to all members)
27. WDC: Minutes for Planning Committee South, Thursday, 23rd April, 2020
28. WDC: Resumption of Wealden's Bulky Waste Collections from 5 May (already forwarded to all members)
29. SSALC: CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS (30Apl) (already forwarded to members)
30. SSALC: Letter to all Town and Parish Councils (already forwarded to all members)
31. Sport England: Newsletter May 2020
32. Healthwatch East Sussex: COVID-19 Public Survey
33. WDC: Draft Statement Of Community Involvement (SCI) Consultation (already forwarded to members)
34. Sussex ALC Bulletin (01May)
35. NALC: CHIEF EXECUTIVE'S BULLETIN (already forwarded to members)
36. WDC: COVID-19 - Community Hub update (already forwarded to members)
37. WDC: My alerts
38. WDC: Agenda for Cabinet, Wednesday, 13th May, 2020
39. WDC: Re. Meeting cancelled - 18/05/2020, 10:00, Overview and Scrutiny Committee
40. SSALC: CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS (04May) (already forwarded to members)
41. WDC: Agenda for Planning Committee North, Thursday, 14th May, 2020
42. News from Carnegie UK Trust
43. 3, 4 and 5 Susans Close re. playing field (already sent to all members)
44. Sussex Police & Crime Commissioner: Safe Space Sussex
45. NALC PUBLISHES THE FIRST-EVER REPORT ON LOCAL COUNCIL ELECTIONS
46. Sussex ALC Bulletin (07May)
47. WDC: MyAlerts - Week Commencing 11th May
48. ESCC: Fortnightly Lookahead w/c 11/5/20

## Appendix C

Clerk's report – updates from May meeting in *(italics)*

Cyber Insurance: Carried forward. Cllr. Vaughan reviewing terms and conditions

Calor Gas grant application: Decision anticipated early June

Vehicle Speed Reduction (Halland x2): £500 payment made to ESCC for feasibility assessments

Halland Woodland play area: Waiting for The Forge to respond

Neighbourhood Plan: Nothing new to report

Playing field drainage/landraise: Contractor due on site 15<sup>th</sup> May. Expected to provide feasibility assessment around end of June. Jenny Bergeman has given contractor details of what she requires to progress planning application.

Replacement roundabout: Wicksteed approached regarding price negotiation. Area manager not at work at present but office aware of our request

Play equipment items from inspection: Delivery of basket swing and bolt caps held up at Playdale due to covid-19. Suppliers on short time working. See separate agenda item (8.1) re. ROSPA findings

Recreation ground design/mapping: Awaiting outcome of drainage feasibility assessment before taking forward

Pavilion management: On-line booking as separate agenda item. Remaining issues on hold during shutdown

Bramble/ivy clearance: Contractor engaged, now subject to weather and DEFRA bird nesting regulation restrictions

'New' woodland neighbours: Telephone messages to/from new owner result in agreement to meet up on site to discuss boundary and ditch clearance.

Parish woodland management plan: WDC (David Massheder) will respond by 15May

Parish woodland/Nightingales amenity strip drainage ditch: See above for neighbour contact. Woodland Trust advise against ditch clearance unless homes at risk of flooding. Two quotes obtained. Cllr. Cole waiting for a third. Remains dependant on outcome of drainage feasibility assessment.

London Road pavement resurfacing and 'parking' layout changes: £500 payment made to ESCC for feasibility assessment

Village Hall: Two builders in the wings to quote when covid-19 restrictions allow

Emergency Plan: Cllrs. Vaughan and Magness to meet

Correspondence: Attached. Please ask for any copies required

High Street trees and pavement repairs: Carried forward, ESCC to respond to report regarding trip hazards