

# EAST HOATHLY with HALLAND PARISH COUNCIL

Meeting of the Full Council on 25<sup>th</sup> October, 2021 at 7.00pm.

## MEETING MINUTES

In attendance: Cllrs. Bradley, Cole, Freezer, Magness, Partridge, Pope (chair) and Vaughan.  
Also participating: Malcolm Ramsden (clerk), Verne Heath (rfo) and five members of the public

## AGENDA

### 1. 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.

*In response to a question regarding what could be done with the 'Hesmonds Village' situation Councillors explained that there was nothing to stop District Councils engaging with developers and landowners and that Parish Councils were no longer involved in such meetings but would press to be involved in future and hoped to re-establish 'protocol' meetings.*

*A representative of Village Concerns expressed surprise that District Council meetings with the Parish Cluster Groups weren't minuted. Cllr. Magness explained the purpose of the meetings was for District to update parishes with progress and stated the reasons given by District for the meetings not being minuted but agreed that it should be requested again in view of transparency.*

*Members were alerted by a third member of the public of his understanding that an organization, Development Opportunities Ltd., had hosted a meeting in East Hoathly offering consultancy regarding objections.*

*Comment regarding the felling of trees alongside the A22 included the existence of a felling licence and the possibility that the wood was to be used as power station fuel.*

*The final item raised regarded construction traffic access to the Buttsfield Lane site but no developments are expected until March next year.*

Chairman and members agreed to promote the discussion of agenda item 7.1 and suspend the meeting to hear from Jonathan Walker

*Mr. Walker reported that District Council comments made in response to version 9 of the draft Neighbourhood Plan had been absorbed, where appropriate, into version 10 and that version 11 now included the previously unresolved items. The latest version of the Neighbourhood Plan and the Basic Conditions Statement would be circulated to members in time for comments to be received in time for adoption to be considered at the next meeting of the Full Council.*

Chairman re-convened the meeting.

7.1 Neighbourhood Plan update

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

**0406 RESOLVED** *that approval be sought from members by email following agreement of revisions to the SEA before being submitted to Wealden District Council by the clerk.*

### 2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

*None presented. Cllr. Cole took the opportunity to mention that she thought the verge cutting had not been done very well this year.*

### 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., Cllr. Bradley declared her interest in matters relating to the Community Gardens and Cllr. Freezer declared her interest in matters concerning the Garden Plots.*

**4. APOLOGIES** – to receive apologies for absence

*Apologies received and reasons noted from Dist. Cllr. Draper and PCSO Farrance.*

**5. FINANCE**

5.1 To approve/note payments payable/paid September, 2021

*Members' attention was drawn by the chairman to payments relating to the playing field, Land Registry searches and Garden Plots.*

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

**0407 RESOLVED** to approve/note payments payable/paid September, 2021 totalling £2,695.43. (See appendix A).

5.2 To note income/expenditure-vs-budget and approve, if necessary, over/underspends

*Members noted the overspend in the area of insurance. Cllr. Vaughan reminded members that approval for this overspend had previously been granted in respect of payment for the Village Hall buildings insurance premium but agreed to raise the issue of future payments with the Village Hall Management Committee.*

5.3 To approve Parish Woodland Lund project expenditure increase

*Members learnt that since the original quote in February prices for trees and associated planting supports protection had increased by £242.74.*

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

**0408 RESOLVED** to approve payment of the increased amount of £459.94.

5.4 To approve Hallmaster increased costs

*Clerk reported that the payment agreed at the last meeting was for 'from £354.00' and not £354.00 and that the actual amount payable had ended up at £484.00.*

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

**0409 RESOLVED** to approve payment of the increased amount of £484.00.

5.5 To consider budget requirements for 2022/23

*Members were asked to consider next year's budget requirements ahead of the budget/precept setting process and suggestions included additional funding for playing field maintenance, insurance provision, web-based pavilion bookings, additional litter bin emptying and planter maintenance/planting.*

**6. MINUTES**

6.1 To resolve that the minutes of the Council Meeting held on Monday 27<sup>th</sup> September, 2021 be taken as read, confirmed as a correct record and signed by the Chairman

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

**0410 RESOLVED** that the minutes of the Council Meeting held on Monday 27<sup>th</sup> September, 2021 be taken as read, confirmed as a correct record and be duly signed by the Chairman.

6.2 Matters arising from minutes not otherwise covered by agenda items

6.2.1 Halland vehicle speed reduction measures

*Members noted Marion Salmon's correspondence relating to the possibility of a 40mph sign on the B2192 but decided to proceed with the previously agreed moving of the 'Halland' sign and erection of village gateways. Clerk to contact ESCC traffic safety manager to progress.*

6.2.2 Chiddingly Parish Council housing development statement

*Members learnt that a letter to Michael Gove and Nus Ghani was being prepared regarding housing in the area with the intention that a number of Parish Councils will sign up to it. Agreement was reached to compose our own letter to be approved by delegated email.*

**7. PLANNING**

7.1 Neighbourhood Plan update

*See above.*

7.2 To consider response to planning applications

7.2.1 WD/2021/1579/MAJ – Staverton Nursery –Three bay addition to existing south-eastern polytunnels

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

**0411 RESOLVED** that Council's response be 'No Objection'.

7.3 Bramblebank development appeal

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

**0412 RESOLVED** that Council repeat its previously stated objections to the Inspector.

7.4 To note District Council decisions to date

*Noted.*

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

8.1 To discuss progress regarding drainage/landscaping, including enhancements to playing field equipment, and installations

8.1.1 Landscaping/Drainage

8.1.1.1 Project update

*Topographical survey completed. Planned site visit postponed as consultant has contracted C-19. Carried forward.*

8.1.2 Equipment/Facilities/Amenities

8.1.2.1 To consider hosting mobile 'phone mast

*Robust debated touching on various aspects of concern concluded that, as no formal request had been received, no further action be taken at this time.*

8.1.2.2 To consider signage request from Tennis Club

*Discussion around the previously circulated proposed sign concluded that the sign was too large and made no reference to the Memorial Ground itself.*

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

**0413 RESOLVED** that that the sign be smaller (800mm x 600mm) and include reference to East Hoathly with Halland Memorial Ground.

8.1.3 Pavilion

8.1.3.1 Installation of telephone and broadband

*Following notification of costs to connect cable to pavilion being in the region of £3,000 it was agreed that other options be explored.*

8.1.3.2 Generator power-over switch

*Only one quotation for costs received to date. Further quotes to be obtained.*

8.1.3.3 Hire charges for 'local' groups

*Members noted that the hourly hire charge was £10 with a £2 discount for local groups. Also noted was the fact that with the heating being powered by electricity there would be an increase in costs following the recent increases in electricity charges.*

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

**0414 RESOLVED** that the hourly hire charge be £8 for local groups and £12 for all others.

8.2 Rectory Close access to sports field

*Clerk reported that responses had not yet been received from one of the Rectory Close residents or Wealden District Council. Carried forward.*

## **9. WRITTEN REPORTS FOR APPROVAL, DISCUSSION OR NOTING**

9.1 Correspondence

*Noted. (See appendix B).*

9.2 Garden Plots toilet and fencing

*Chairman referred members to the previously circulated request for fencing following a risk assessment having been carried out at the Plots. The fencing would separate children and those users with learning disabilities from the vehicles that are permitted to enter the plots. A further request for the erection of a disabled toilet was discussed but as this was not the previously agreed make and model it was agreed that further*

*investigation regarding environment agency approval, further risk assessment, maintenance schedules and approval of proposed contractor be sought. Members noted that, to date, £2,100 towards the £4,400 cost of the previously approved toilet had been raised.*

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

**0415 RESOLVED** *that erection of the fencing, as proposed, be approved on safeguarding grounds.*

9.3 Garden Plots Terms of Reference

*Members noted that the current Terms of Reference (TOR) preclude the Garden Plot committee from maintaining their own bank account. Discussion concluded that a review of the remaining document would be appropriate.*

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

**0416 RESOLVED** *that the existing TOR be amended to allow the Garden Plot committee to maintain and operate a bank account but with rentals continuing to be banked with the Parish Council account and, further, to review the remaining conditions.*

9.4 Parish Woodland Working Group

*No progress. Carried forward.*

9.5 Woodland bramble control

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

**0417 RESOLVED** *that the offending brambles be pulled out by hand, by the roots.*

9.6 Woodland boardwalk/paths

*Carried forward.*

9.7 Sussex Lund project

*Clerk to schedule a meeting to clarify progress.*

9.8 Young Persons Council

*Cllr. Bradley reported that poster encouraging participation had been placed around the area. Carried forward.*

9.9 Wildflower verges around Parish

*Cllr. Freezer reported that a meeting was being arranged with a resident to take the project forward. Cllr. Magness reminded members that there was a lady looking after wildflower verges already in Halland. Carried forward.*

9.10 County grass cutting

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

**0418 RESOLVED** *that Council continue with the County two cuts over the course of a year.*

9.11 Queen's Jubilee celebrations

*Members discussed possible options including tree planting and favouring lasting commemoratives. Cllrs. Bradley and Freezer to prepare a proposal.*

9.12 South East Water consultation

*Noted.*

9.13 Data retention policy

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

**0418 RESOLVED** *to adopt the previously circulated proposal with amendments to the length of time for retaining items relating to insurance policies and employees' records. (See appendix C).*

9.14 To note minutes (draft) of WDALC meeting held 13<sup>th</sup> October, 2021

*Noted. Members agreed to nominate Cllr. Magness as deputy for WDALC meetings.*

9.15 Newsletter progress

*Carried forward.*

9.16 Clerk's progress report

*Noted.*

## **10. DATE OF NEXT MEETING**

To note that the next meeting of the Full Council will be held on Monday 29<sup>th</sup> November, 2021 at 7 pm at the Village Hall, East Hoathly.

*Noted.*

*Meeting closed at 10:00pm*

*Appendix A*

30/09/2021	PKF Littlejohn	£408.00	Annual audit fee
30/09/2021	Anthony Read	£100.00	Rec work August Tony
30/09/2021	HMRC	£296.67	Tax and NI
30/09/2021	ESALC Ltd	£96.00	Councillor training
30/09/2021	Verne Heath	£362.20	Salary Mileage
30/09/2021	Derek Keeley Malcolm	£260.00	Salary
30/09/2021	Ramsden	£1,017.57	Salary Mileage zoom wfh allowance Paper Land registry fee Garden plot water adj figure
30/09/2021	Castle Water	£154.99	
	<b>Total Payments</b>	<b>£2,695.43</b>	

## Appendix B

### Correspondence: 16<sup>th</sup> September, 2021 to 13<sup>th</sup> October, 2021

1. WDC: Agenda for Audit, Finance and Governance Committee, Wednesday, 22nd September, 2021
2. WDC: Meeting cancelled - 24/09/2021, 10:00, Licensing Committee
3. WDC: Supplement: Draft Statement of Accounts 2020/21 to the agenda for Audit, Finance and Governance Committee, Wednesday, 22nd September, 2021
4. WDC: Agenda for Standards Committee, Monday, 27th September, 2021
5. WDC: Media release: Top 10 ranking for council owned landmark in Hailsham
6. WDC: MyAlerts - Week Commencing 20th September
7. WDC: Supplement: Code of Conduct Complaints (Exempt) to the agenda for Standards Committee, Monday, 27th September, 2021
8. WDC: Minutes for Overview and Scrutiny Committee, Monday, 13th September, 2021
9. WDC: Wealden Parish Bulletin - September 2021
10. WDC: Holding Space Parent Support Sessions
11. WDC: NHS COVID-19 App Webinar and Q&A Session
12. WDC: MyAlerts - Week Commencing 27th September
13. News from Healthwatch East Sussex
14. WDC: Agenda for Planning Committee South, Thursday, 7th October, 2021
15. WDC: Minutes for Audit, Finance and Governance Committee, Wednesday, 22nd September, 2021
16. WDC: Newly published decision: Provisional Revenue and Capital Outturn 2020/21
17. WDC: MyAlerts - Week Commencing 4th October
18. ESALC: Statement from Sussex Police
19. WDC: Supplement: Presentation Slides for Confidential Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 7th October, 2021
20. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 7th October, 2021
21. WDC: Supplement: Statements from Interested Parties on Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 7th October, 2021
22. WDC: Agenda for Cabinet, Wednesday, 13th October, 2021
23. WDC: Agenda for Planning Committee North, Thursday, 14th October, 2021
24. WDC: Supplement: Officer Updates to the agenda for Planning Committee South, Thursday, 7th October, 2021
25. Netwise: Email phishing scams are on the rise - Please be vigilant
26. Housing today
27. WDC: MyAlerts - Week Commencing 11th October
28. Copy email from Village Concerns to WDC: Planning Department Relationship with Developer Already forwarded to all members)
29. Wealden CAB: East Hoathly Grant App 2022/23
30. WDC: Minutes for Standards Committee, Monday, 27th September, 2021
31. Introduction to the Town and Country Planning Association (TCPA)
32. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee North, Thursday, 14th October, 2021
33. Charity Commission News
34. WDC: Decision sheet for Cabinet, Wednesday, 13th October, 2021
35. WDC: Supplement: Officer Updates to the agenda for Planning Committee North, Thursday, 14th October, 2021

## East Hoathly with Halland Parish Council – Data Retention Policy

The table below shows the documents / data the parish council is likely to hold, and the retention periods relating to each type of data, with a reason provided for each of the retention periods used. The retention periods are often stipulated or governed by statute or other provisions. Further information can be found in the references identified in this policy.

Document	Minimum Retention Period	Reason
Minute Book	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Receipt and Payment Accounts	Indefinite	Archive
Certificate of Employer's Liability	Indefinite	Audit / Legal
Certificate of Public Liability	Indefinite	Audit / Legal
Allotments register and plans	Indefinite	Audit, Management
Asset Register	Indefinite (kept up to date)	Audit
Deeds, Leases, Investments	Indefinite	Audit / Management
Salary and Wages Records	12 years	Superannuation
Agenda Papers	6 years	Management
Receipts Books	6 years	VAT
Scale of fees and charges	6 years	Management
Cheque Book stubs (as a proxy for paid cheques)	6 years	Limitation Act 1980 (as amended)
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid Invoices	6 years	Limitation Act 1980 (as amended)
VAT records	6 years (20 years for any VAT on rents)	VAT
Petty Cash, Postage and Telephone Books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Tax and National Insurance	6 years	Audit / Management / HMRC

Insurance Policies	25 years	Audit / Management / Legal
Lettings diaries & hire contracts relating to use of Council facilities, including football pitch	6 years	VAT
Timesheets	Last completed audit year, + 3 years	Audit / Personal Injury
Bank Statements	Last completed audit	Audit / Management
Paying in Books	Last completed audit	Audit / Management
Members' records, including declarations of interest	While Valid	Management
Employees' records	Indefinite	Management
Electors' records (register, other schedules)	While Valid	Management
All emails and correspondence not otherwise covered in this schedule	1 year	Management
Adopted: 25Oct2021 – Resolution No.0418		