

EAST HOATHLY with HALLAND PARISH COUNCIL

Meeting of the Full Council on **28th November, 2022 at 7.00pm.**

MEETING MINUTES

In attendance: Cllrs. Bradley, Cole (from 7:07pm), Freezer, Magness, Partridge, Pope (chairman) and Vaughan.

Also participating: Malcolm Ramsden (clerk), Verne Heath (rfo) (via Zoom) and one representative from Sussex Community Housing Hub.

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 (subject to any items considered as confidential within the terms of the Public Bodies (Admission to meetings) Act 1960).

Chairman welcomed the representative from Sussex Community Housing Hub (SCHH) who alerted members to the imminent closure of the village Community Land Trust which would result in some £2,000 of funding being returned to funders and no longer being available for certain valid community projects. In spite of efforts to take on the legal responsibility for the funds no replacement officers had been identified.

7:07 pm Cllr. Cole arrives

The status of the legal entity is that of a Community Friendly Society requiring at least three people with a commitment to meet at least three or four times a year and undertake several statutory responsibilities, reports and financial oversight. Cllrs. Bradley, Freezer, Magness, Pope and Partridge agreed to become involved with initial guidance from the SCHH and would meet early in the New Year to take the project further.

2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Chairman summarized County Councillor Bennett's written report which had been previously circulated. Noted by members.

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. Cllrs. Bradley and Freezer declared their interest in matters relating to the Garden Plots.

4. APOLOGIES – to receive apologies for absence

None.

5. FINANCE/ADMINISTRATION

5.1 To approve/note payments payable/paid October, 2022

Chairman referred members to the Hallmaster payment together with receipts from the Old Hartfield development CIL scheme and vat refund.

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

0517 **RESOLVED** to approve/note payments payable/paid October, 2022 totalling £3,376.78 (See appendix A).

5.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts

- Noted.
- 5.3 Christmas tree funding
Members learnt that the tree would be provided by Stavertons with the benefit of a generous grant of £300 from the tennis club and that JPB Fencing would put the tree in the usual place with lighting to be arranged by Bartholomews. Thanks noted to all and to Cllr. Bradley for agreeing to provide refreshments and contacting the primary school regarding seasonal song singing at the lighting ceremony due for December 5th. Clerk to notify the press on the event.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0518 RESOLVED to approve payments of £320 and £879 for the tree and lights, respectively from the village furniture budget.
- 5.4 NALC pay award
Members noted the NALC pay award for implementation from 1st April, 2022 and agreed to review staff scale points at the next meeting.
- 5.5 Replacement of officer laptops
Cllr. Vaughan referred members to the previously circulated paper relating to the replacement of the two office laptops, Microsoft 365 for file retention and mailbox migration to resolve existing email problems.
Following a proposal by Cllr. Pope and seconding by Cllr. Magness
0519 RESOLVED to approve payments of up to £2,500 to replace laptops, mailbox migration and monthly Ms365 fee.
- 5.6 2023/4 Budget/precept proposals
Chairman expressed thanks to RFO for work in compiling the budget which had been prepared at the Finance and General Purpose meeting. Members noted that the precept level had remained unchanged for the last three years but that costs in most areas had risen during that time and it was felt prudent to increase the precept level this year from £61,804 to £68,185.
Following a proposal by Cllr. Vaughan and seconding by Cllr. Pope
0520 RESOLVED to approve 2023/24 budget and precept as circulated at £68,185.
- 5.7 Halland Christmas tree grant application
Members discussed the grant request from the new landlords at the Blacksmiths Arms to fund the Halland Christmas tree.
Following a proposal by Cllr. Vaughan and seconding by Cllr. Pope
0521 RESOLVED to approve a payment for £363.95 for the Halland Christmas tree..

6. MINUTES

- 6.1 To resolve that the minutes of the Council Meeting held on Monday 31st October, 2022 be taken as read, confirmed as a correct record and signed by the Chairman
Chairman referred members to the previously circulated copy of the draft minutes.
Following a proposal by Cllr. Pope and seconding by Cllr. Cole
0522 RESOLVED to approve that the minutes of the Council Meeting held on Monday 31st October, 2022 be taken as read, confirmed as a correct record, and be signed by the Chairman.
- 6.1.1 Matters arising from minutes not otherwise covered by agenda items
Clerk tasked to contact District Councillor Draper to learn more of his understanding of the 'Hesmonds' development CIL funding.

7. PLANNING

- 7.1 Neighbourhood Plan
 7.1.1 Update
Members learnt from Cllr. Magness that the District Council were continuing to suggest that we delay our Plan until the District Local Plan had been approved. Discussion considered the impact of purdah on any timetable and agreed that a further meeting of the Steering Group was needed to arrange the final preparation if the pre-consultation stage was to be early in 2023.
Following a proposal by Cllr. Pope and seconding by Cllr. Magness
0523 RESOLVED to forward the latest version of the Neighbourhood Plan as our formal Pre Submission Draft Plan (Reg.14) to District Council with a meeting to be held to determine the

strategy, consultation period, printing costs which were thought to be in excess of £1,000 with approval delegated to members at that meeting and by subsequent email if required.

7.2 To note District Council and Planning Inspector decisions to date

Noted.

7.3 Cluster Group update

Cllr. Magness reported back from the recent Cluster Group meeting that items covered included notification that the Environment Agency had no powers regarding local water companies pumping stations and sewage treatment plants. Agreement was reached to support the previously circulated Cluster letter to the District Planning department relating to Southern Water with particular focus on suggesting refusal of planning applications where Southern Water and/or South East Water are unable to serve new developments. A further request to support seeking legal advice relating to possible charges against ESCC Highways regarding road maintenance was not supported.

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

No update.

8.1.1.2 Grant funding

No update.

8.1.2 Pavilion

8.1.2.1 Booking arrangements/fees for 2023

Members learnt that Chairman and Clerk had met with the tennis club chair and explained the changes for 2023/24 but still had to arrange meetings with the other clubs having long standing agreements to use the pavilion. Members agreed that a review of charges would be appropriate for other hirers.

8.1.2.2 Toilet access

Members agreed to changes to the entrance lobby lighting taking place to ensure sufficient lighting to both elements of the lobby when the partitioning door is in place.

8.1.3 Playing field

8.1.3.1 Tennis club clubhouse

No update. Clerk to chase solicitors for progress.

9. WRITTEN REPORTS FOR APPROVAL, DISCUSSION OR NOTING

9.1 Correspondence

Noted. (Appendix B).

9.2 Bench policy

Chairman referred members to his previously circulated draft bench policy.

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

0524 **RESOLVED** to approve the previously circulated draft policy with minor amendments. (See appendix C).

9.3 Replacement of 'Clarke' bench

Members learnt from the clerk that attempts to contact a representative of the Clarkes had failed and members discussed the replacement of the Clarke bench with a 'Queen Elizabeth II 1926-2022' memorial bench.

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

0525 **RESOLVED** to approve costs of up to £1,000 to replace the Clarke bench with a metal or composite Queen Elizabeth memorial bench.

9.4 Warm spaces/lunch

Members asked that thanks be noted to Cllr. Bradley for all her work in arranging for regular lunch sessions to be established in response to the 'warm spaces' initiative. Cllr. Bradley managed to secure fortnightly sessions at the Village Hall.

- Following a proposal by Cllr. Pope and seconding by Cllr. Freezer*
0526 **RESOLVED** to approve costs of £5 per hour in respect of Village Hall hire charges..
 9.5 Council email provider
Refer to item 5.5 above.
 9.6 Schedule of works at Parish Woodland
Members discussed the outstanding works required to fulfil the Sussex Lund grant award.
Following a proposal by Cllr. Pope and seconding by Cllr. Bradley
0527 **RESOLVED** to appoint Meredith-Hardy to carry out the one third clearance works scheduled for the pond and ditch at a cost of no more than the Sussex Lund grant award.
 9.7 Emergency Plan
No progress. District Council recommended contact chased and response awaited.
 9.8 East Sussex transport consultation
Members noted that the consultation format was not best suited to a Council response with members considering individual responses only.
 9.9 Village Hall 'licence'
Template obtained but work not yet completed.
 9.10 Review of Standing Orders
Chairman referred members to the previously circulated Standing Orders.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0528 **RESOLVED** to approve the current Standing Orders without amendment.
 9.11 Review of Financial Regulations
Chairman referred members to the previously circulated Financial Regulations.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0529 **RESOLVED** to approve the current Financial Regulations without amendment.
 9.12 Review of Risk Assessment
Chairman referred members to the previously circulated Risk Assessment asking that members noted that an upgraded Assessment was to be completed for review by members.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0530 **RESOLVED** to approve the current Risk Assessment without amendment but that this item would be returned to Council when updated.
 9.13 Review of Asset Register
Chairman referred members to the previously circulated Asset Register and asked that members note that at the auditor's suggestion, items that had been included within the Register for many years that had no value recorded, be recorded as having a value of £1 in the absence of any indication otherwise.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0531 **RESOLVED** to approve the current Asset Register as amended.
 9.14 Review of Code of Conduct
Chairman referred members to the previously circulated Code of Conduct.
Following a proposal by Cllr. Pope and seconding by Cllr. Freezer
0532 **RESOLVED** to approve the current Code of Conduct without amendment.
 9.15 Clerk's progress report
Clerk updated members with details of the bus shelters project that still need an estimate to be provided of groundwork costs.

10. DATE OF NEXT MEETING

To note that the next meeting of the Full Council will be held on Monday 30th January, 2023 at 7.00 pm at the Village Hall, East Hoathly

Noted.

Meeting closed at 9.15pm with Chairman wishing all a merry Christmas.

IF YOU WOULD LIKE TO RECEIVE E-MAILED COPIES OF THIS AND FUTURE AGENDAS
 PLEASE CONTACT THE CLERK (07948 496760) and/or
 easthoathlywithhallandpc@gmail.com

Appendix A

Payee Name	Amount
HMRC	£290.50
Wealden Dist Assoc Local Cncl	£22.00
Anthony Read	£185.00
Castle Water	£27.02
Tony Pope	£34.89
Hallmaster	£451.20
Mulberry and Co	£176.04
Verne Heath	£341.99
Malcolm Ramsden	£1,848.14
Total Payments	£3,376.78

Appendix B

Correspondence: 30th October, 2022 to 26th November, 2022

1. WDC: Household Support Fund (HSF) grants - food poverty/insecurity in Wealden
2. WDC: Supplement: WD/2022/1571/F - Barklye Farm, Broad Oak - Statement from Local Ward Member, Cllr Bowdler to the agenda for Planning Committee South, Thursday, 3rd November, 2022,
3. WDC: Supplement: WD/2022/1150/F - 1 The Drive, Hailsham, Mike Farrell of Draft 2 Design, Support to the agenda for Planning Committee South, Thursday, 3rd November, 2022
4. Halland resident: Planning Application at Horsted Roundabout
5. SE Railway: Annual Stakeholder survey (already forwarded to members)
6. WDC: Media release - Willingdon and Jevington CGR
7. NALC NEWSLETTER
8. WDC: Agenda for Planning Committee North, Thursday, 10th November, 2022
9. WDC: Minutes for Planning Committee North, Thursday, 13th October, 2022,
10. HRH King Charles III: Note of thanks (already forwarded to all members)
11. WDC: BCE - Revised Parliamentary Constituency Proposals - Parish Bulletin
12. Halland resident: Planning Application at Horsted Roundabout
13. ESCC: Sussex Community Foundation and ESCC Grant Fund
14. WDC: Agenda for Overview and Scrutiny Committee, Monday, 14th November, 2022
15. Gatwick Airport FASI-S Parish Council Stakeholder Briefing Sessions December 2022
16. East Hoathly resident: copy email to WDC and Dist Cllr. Draper re East Hoathly and the sewage system
17. WDC: Media release - CIL payments go to Wealden town and parish councils
18. WDC: media release: Framfield Community Governance Review
19. WDC: Christmas Waste and Recycling Collections
20. WDC: media release: Wealden Remembrance Day Services
21. ESCC: Big Sparks Event
22. WDC: Media release - Boundary Commission Review
23. Have your say on South East Water's plans to secure future drinking water supplies in the south east up to 2075
24. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee North, Thursday, 10th November, 2022,

25. WDC: Supplement: LAND OPPOSITE NEWTON, EAST STREET, MAYFIELD, TN20 6TY - Statement from Local Ward Member, Cllr Redman to the agenda for Planning Committee North, Thursday, 10th November, 2022
26. WDC: Supplement: Statements from Interested Parties for Applications Listed on the Agenda to the agenda for Planning Committee North, Thursday, 10th November, 2022
27. WDC: Sussex Community Foundation Winter Support Fund for East Sussex
28. Parish Online Newsletter #35
29. WDC: Supplement: Officer Updates to the agenda for Planning Committee North, Thursday, 10th November, 2022
30. WDC: Subject - Rural England Prosperity Fund
31. WDC: Newly published decision: Provision of Solar PV at the Wealden Crematorium
32. NALC Newsletter - Civility & Respect podcast
33. WDC: Media release - Two Wealden landmarks placed on 'at risk' register
34. WDC: Wealden District Councils' EV charging Network - powered by Connected Kerb
35. WDC: Agenda for Full Council, Wednesday, 23rd November, 2022
36. WDC: Minutes for Planning Committee South, Thursday, 3rd November, 2022
37. WDC: Change of date for meeting 22/03/2023, 09:30, Audit, Finance and Governance Committee
38. WDC: media release: New roles at Wealden help prevent homelessness
39. Action in rural Sussex Newsletter
40. Sport England: Active Places -Take the Next Step
41. Action in rural Sussex Newsletter
42. ESALC AGM & Conference - November 30th
43. NALC: CHIEF EXECUTIVE'S BULLETIN
44. ESCC: National Tree Week - The Tree Council Resource Pack to Help You Spread the Word
45. WDC: Newly published decision: Complaints Handling - Housing Ombudsman Code of Guidance
46. Civility and Respect - Latest newsletter
47. National Grid's Little Horsted electricity supply point project – Compulsory Purchase Order (CPO) public inquiry
48. WDC: Newly published decision: Rural England Prosperity Fund (REPF)
49. WDC: Agenda items for Climate Change, Public Health & Community Leadership Cabinet Advisory Group
50. The Rural Bulletin - 22 November 2022
51. WDC: Agenda for Planning Committee South, Thursday, 1st December, 2022
52. Healthwatch East Sussex - November 2022 Newsletter
53. WDC: Wealden District Councils' EV charging Network – powered

EAST HOATHLY WITH HALLAND PARISH COUNCIL

BENCH POLICY

- 1) All applications for the provision of a memorial bench/seating in the Parish will be made to the Parish Clerk. No work shall be done until PC approval has been given.
- 2) The required location of the bench can be requested, but the final decision of actual location offered will be at the PC's discretion. The site may not be on land owned by the PC, in which case an individual separate request may have to be made to the landowner/authority.
- 3) The style of the bench required will be submitted to the PC for approval. A short list/examples of preferred benches can be made available (need to make a list). The applicant will pay for the supply of the bench at cost.
- 4) Wooden benches. These deteriorate relatively quickly outdoors and need regular maintenance. Placing a wooden bench will attract an extra charge of £300 and in consideration, the PC will maintain the bench for 10 years.
- 5) After 10 years, wooden benches may well be beyond maintenance or economic repair. The applicant may elect to replace with a new bench and maintenance contract, otherwise the PC reserves the right to remove it and dispose of it appropriately.
- 6) Memorial engraving or plaques to be approved by the PC and costs thereof are the responsibility of the applicant.
- 7) Metal and other materials that deteriorate more slowly for benches will be considered and, if approved, £100 will be charged up front for routine cleaning for 10 years. After 10 years, condition (5) will apply.
- 8) Applicants will be required to leave their contact details (GDPR applies) with the Clerk and every attempt will be made to advise when a bench is scheduled for removal. However, we cannot guarantee a bench for perpetuity and take no responsibility for summary disposal in the case of the original applicants being uncontactable.