

EAST HOATHLY with HALLAND PARISH COUNCIL

Members of East Hoathly with Halland Parish Council are summoned to attend an ordinary meeting of the **FULL COUNCIL** to be held at the Village Hall, East Hoathly on **30th October, 2023 at 7.00pm.**

Signed *Malcolm Ramsden* (24th October, 2023)

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).

2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

See below

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

4. APOLOGIES – to receive apologies for absence

5. MINUTES

5.1 To resolve that the minutes of the Council Meeting held on Monday 25th September, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

See below

- 5.1.1 Matters arising from minutes not otherwise covered by agenda items
- 5.1.2 Village Hall buildings insurance
- 5.1.3 Risk register
- 5.1.4 Structures at Garden Plots
- 5.1.5 Review of hire conditions
- 5.1.6 High Street pavement cherry trees
- 5.1.7 Website improvements
- 5.1.8 Martyn's Law

5.2 To resolve that the minutes of the Council Meeting held on Monday 16th October, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

- 5.2.1 Matters arising from minutes not otherwise covered by agenda items

6. FINANCE/ADMINISTRATION

6.1 To approve/note payments payable/paid September, 2023

See below

- 6.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts not previously approved
- 6.3 Appointment as Council representative/s to Garden Plots Committee
- 6.4 Appointment as Council representative/s to Parish Woodland Committee
- 6.5 Appointment as additional signatory for bank accounts and F&GP Committee
- 6.6 To approve additional grass cuts at the sports ground if weather/conditions necessitate
- 6.7 To consider grant request re. Halland Christmas tree
- 6.8 To review Reserves policy

See below

- 6.9 To review Grant policy
See below
- 6.10 To consider signing up to the NALC Civility and Respect pledge
See below
- 6.11 To approve 2024 meeting dates
See below
- 6.12 To note 2023/24 interim internal auditor's report
See below
- 6.13 To note 2022/23 external auditor's report and certificate
See below
- 6.14 To note budget/precept for 2024/25 will be an agenda item for the next meeting of the Finance and General Purpose Committee
- 6.15 To note bank account reconciliations

7. PLANNING

- 7.1 Neighbourhood Plan
 - 7.1.1 Update
Neighbourhood Plan and associated documents with Wealden District Council (WDC)
Motion: To approach Fera Urbanism for advice if WDC response necessitates
- 7.2 To formulate response and next actions following Southern Water response re. capacity
See below
- 7.3 To note District Council and Planning Inspector decisions to date
See below

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

- 8.1 To note draft minutes of Trustee meeting held 25th September, 2023

9. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING

- 9.1 Correspondence
See below
- 9.2 To consider response to Ninfield Neighbourhood Plan consultation
See below
- 9.3 Christmas trees update
- 9.4 Woodland footpath remedial action update
- 9.5 To note WDALC meeting minutes
See below
- 9.6 Clerk's progress report
See below

10. DATE OF NEXT MEETING

To note that the next meeting of the Full Council will be held on Monday 27th November, 2023 at 7.00 pm at the Village Hall, East Hoathly

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

*Background papers that are available can be found on the Parish Council website:
<https://easthoathlywithhalland.org.uk/>*

Report to Parish Councils

October 23

Cllr. Nick Bennett, ESCC

Finances

The overall finance position for **revenue** amounts to an overspend for departments of £16.8m. This is largely due to a forecast overspend in Children's Services of £15.2m due to pressures on Early Help and Social Care. The largest area of overspend is Looked After Children (£14.2m) with the main pressures being External Residential costs of £12.7m due to growth in demand with an additional 26 children and young people requiring residential placements, plus a £1.8m pressure around additional staffing costs in our children's homes. Adult Social Care is projecting an overspend of £1.0m, Communities, Economy and Transport are forecast to overspend by £0.3m, and Governance Services by £0.4m.

This is a challenging financial position but mitigations have been found:

Within **Treasury Management**, centrally held budgets and corporate funding there is an underspend of £11.2m. This includes the general contingency underspend of £4.9m, a planned £1.7m use of the in year provision made for budgetary risks and an estimated £4.3m underspend on Treasury Management.

Planned **capital** expenditure for the year is projected to be £96.3m against a budget of £104.5m, a net variation of £8.2m. Of the net variation position, £4.8m relates to Local Enterprise Partnership funded projects being delivered by or in partnership with others, where the timing of expenditure and delivery is largely outside of the Council's control. With a further £4.4m being slipped due to the need to assess the impact of an ecology survey on a Special Education Needs development.

Carbon Reduction

The County Council has had a programme to cut its own carbon emissions since 2008-9. Since then we have reduced our scope 1 and 2 corporate emissions by over 73%, by investing in carbon reduction projects. Collectively, these have helped to reduce our energy bills by over £900,000 per year.

Last year we invested a further £4.26 million in carbon reduction measures, mostly in capital projects such as improving building fabric, heat pumps for schools, low energy lighting and solar panels. We know, from independent consultants, that this is the best use of our resources to cut both carbon and energy bills. Some of this investment came from successful bids that we made for external funding.

Highways Maintenance Programme

9,321 potholes have been repaired by Contractors since May. The gangs are being increased from 12 to 17 to pick up on a range of safety defects.

As the Surface Dressing programme is now complete, the crews are being moved across to help with the Patching Programme. Currently there are 4 Patching crews operating, 2 more will be joining them shortly.

Engagement sessions continue to be rolled out and the Balfour Beatty communications team are planning autumn roadshows with both Parish/Town Councils and ESCC members.

Later this month we will start checking gritting routes for the winter.

Waste

The early opening trial for the Eastbourne Household Waste Recycling Site has been successful and will continue into the autumn and winter. This allows residents to access the site 30 minutes earlier from Monday to Friday.

Bus Service Improvement Plan

Work on improving bus stop infrastructure has begun with some significant improvements being delivered over the summer and autumn. Over half of all bus stops now have QR plates (which provide people with the ability to scan and receive next bus information for that stop) with all bus stops expected to have QR plates by the end of October.

Real Time Information (RTI): major roll out of new RTI signs at stops across the county expected to commence later this month.

Libraries

This year's Summer Reading Challenge was highly successful with 7,198 people registered, the highest number of participants in the last 5 years, and a 26% increase on last year.

Nick Bennett

09Oct2023

5.1

DRAFT ONLY – NOT APPROVED

EAST HOATHLY with HALLAND PARISH COUNCIL

Meeting of the Full Council on **25th September, 2023 at 7.00pm.**
(Draft) MEETING MINUTES

In attendance: Cllrs. Bradley, Cole, Freezer (chair), Magness, Partridge, Pope, Thatcher and Vaughan.
Also participating: County Councillor Nick Bennett, Malcolm Ramsden (clerk), Verne Heath (rfo) (via Zoom) and three 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 (subject to any items considered as confidential within the terms of the Public Bodies (Admission to meetings) Act 1960).

A representative of the Carnival Society outlined a further possible solution regarding avoidance of pinch points resulting in fencing changes at the Playing Field involving the replacement of some of the gates with removable slip rails and offered to pay for half of any costs incurred with their suggestion. Chair agreed to include within the agenda item 8.2.2 and thanked the Carnival Society for their offer.

2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Members learnt from County Cllr. Nick Bennett that there was nothing to add to his previous report circulated at an earlier meeting but that Cabinet were to be meeting on the 28th of September, 2023. At that meeting it was expected that the high demands on social care and progress towards the County net-zero target would feature. In response to a question regarding a Blacksmiths Lane report, members noted that there wouldn't be a report as none existed.

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. and Cllr. Bradley declared her interest in matters relating to the Garden Plots as did Cllr. Freezer regarding her membership of the Carnival Society.

4. APOLOGIES – to receive apologies for absence

None. In response to a question regarding District Cllr. Draper, the clerk confirmed that he had been invited.

5. FINANCE/ADMINISTRATION

5.1 To approve/note payments payable/paid July/August, 2023

Following a proposal by Cllr. Freezer and seconding by Cllr. Bradley

0591 RESOLVED to approve/note payments payable/paid July/August, 2023 totalling £11,916.00 (See appendix A).

5.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts not previously approved

Noted.

5.3 To approve regular (direct debit/standing order) payments from accounts

In response to a question from Cllr. Cole regarding CPRE newsletters, RFO to enquire.

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

- 0592 RESOLVED** to approve continuation of regular payments to Castle Water, Wealden District Council, CPRE and the Information Commission Office.
- Cllr. Vaughan chaired the meeting for items 8.2.2 and 5.4
- 8.2.2 Carnival Society request
See also 'Public Participation' for changes to the sports ground fencing to be considered and agenda item 5.4.
- 5.4 To approve costs for Playing Field fence modifications
Prior to the solution proposed by the Carnival Society, three quotes had been received; £3,563, £2,185 and £1,240.
Following a proposal by Cllr. Freezer and seconding by Cllr. Bradley
- 0593 RESOLVED** to approve costs of up to £1,240 provided that Cllr. Freezer, Cllr. Bradley and the clerk confirm with the Carnival Society preferred fencing contractor that the specification was understood and would be followed.
- 5.5 To approve insurance premium costs
Cllr. Vaughan referred members to the previously circulated insurance quotation provided by Gallagher, the broker, and were reminded that the Village Hall (building only) was included in the cover. Clerk to ask if the Village Hall committee would consider a contribution to the costs and Cllr. Vaughan to clarify the bonfire element cover in the Carnival Society policy as our insurance requires that no bonfire is held within 25m of any building.
Following a proposal by Cllr. Pope and seconding by Cllr. Bradley
- 0594 RESOLVED** to approve costs of £5,248.85 in respect of the renewal premium with a contribution to be made of £1,000 from the Sports Ground charity funds.
- 5.6 Account signatory for Cambridge Building Society
Members learnt from the Finance Officer that some of our banks insisted that the contact recorded for the accounts be one of the signatories and that the Finance Officer was not a signatory to any of the accounts which would make administration of the accounts unwieldy.
Following a proposal by Cllr. Bradley and seconding by Cllr. Cole
- 0595 RESOLVED** to notify the banks involved that Cllr. Vaughan be the signatory contact.
- 5.7 Precept/Budget Setting timetable
Members agreed to start putting forward funding requirements at the October meeting of the Full Council for consideration at the November meeting of the F&GP committee for approval at the November meeting of the Full Council which would still leave the January meeting for any urgent changes that might be required before submission to the District Council. Cllr. Pope suggested that an overall increase in the region of 10% might not be inappropriate in the current financial climate.
- 0596 RESOLVED** to suspend Standing Orders will some members left the room.
- 0597 RESOLVED** to re-instate Standing Orders.
- 5.8 To consider co-opting new member
Chair referred members to the previously circulated c.v. and co-option process. The one candidate present offered to answer any questions that members might have.
There were none.
Following a proposal by Cllr. Freezer and seconding by Cllr. Vaughan
- 0598 RESOLVED** to approve Linda Butcher's request to fill the remaining Councillor vacancy.
- 5.9 Improved transparency
Members agreed that more information should be made available on the Council website to include background material regarding agenda items, news items and updates from liaison group meetings.
- 5.10 To approve the latest version of the Risk Assessment
Chair noted that further work was required and would suggest additions.
Following a proposal by Cllr. Freezer and seconding by Cllr. Pope
- 0599 RESOLVED** to adopt the previously circulated Risk Assessment.

6. MINUTES

- 6.1 To resolve that the minutes of the Council Meeting held on Monday 31st July, 2023 be taken as read, confirmed as a correct record and signed by the Chairman
Following a proposal by Cllr. Cole and seconding by Cllr. Pope
- 0600 **RESOLVED** to approve that the minutes of the Council Meeting held on Monday, 31st of July, 2023 be taken as read and be signed by the Chair.
- 6.1.1 Matters arising from minutes not otherwise covered by agenda items
Members agreed to Cllr. Partridge's suggestion that 'minutes' feature earlier in future agendas.

7. PLANNING

- 7.1 Neighbourhood Plan
- 7.1.1 Approval of latest version amendments and Consultation Statement
Chair informed members that details of a possible amendment had been received too late for inclusion in the agenda.
Following a proposal by Cllr. Freezer and seconding by Cllr. Bradley
- 0601 **RESOLVED** that a further meeting be held to include the Neighbourhood Plan as an agenda item.
- 7.2 Future allotment provision
Clerk informed members that Wealden District Council had no Devolution of Assets policy and that as Broomy Lodge is included in the SHELAA mapping, that it is unlikely that there would be no decision regarding possible use as an allotment site until at least the publication and subsequent approval and adoption of the Local Plan. Members agreed to Cllr. Magness's offer and nominated him to walk the land, subject to owner's permission, measure and assess its suitability and liaise with the soon to be appointed asset manager at Wealden District Council. Clerk to chase Jason Hughes for a response regarding timing of their assessment of their assets and future use.
- 7.3 To formulate response and next actions following Southern Water response re. capacity
In responding to chair's request for comments, Cllr. Pope highlighted from the response that the proposed pumping station does not appear on any plan and would like to know where it will be sited and who will be responsible for its provision. Further details of the system preventing sewer system water for entering the buildings during severe storms or heavy rainfall are required. Cllr. Pope was anxious to see the District Council's response, still awaited, referring members to their not having yet completely discharged conditions 18 and 19 of the permission. Members agreed to hold the formulation of a response over until the next meeting, by which time a response should have been received to our questions put to the District Council.
- 7.4 To formulate response and next actions following request to District Council re. Southern Water capacity
Response not yet received. Carried forward.
- 7.5 Buttsfield Lane update
Members noted that the LDE certificate had been issued and asked that thanks to County Cllr. Bennett be noted for his efforts with this issue.
- 7.6 To note District Council and Planning Inspector decisions to date
Noted.

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

- 8.1 Pavilion
- 8.1.1 Roof replacement update
Members learnt from Cllr. Magness that to replace the existing roof with a metal roof and add a second floor would cost in the region of £30-35,000 which would negate the need for annual asbestos surveys and allow the fitting of solar panels. Concern was expressed that this cost might be challenged in the event of a plan emerging to replace the building. Carried forward.
- 8.1.2 Replacement cooker

Members learnt from the clerk that the Village Hall were replacing their cooker and offered the Council the existing one for use at the pavilion. The cooker in question was wider than the current cooker and would require alterations to the cupboard, worktop and fridge layout costing in the region of £250 with a further charge of £145.75 for electrical works. Whilst members agreed it would be nice to replace the existing cooker, but all the time it remained adequate, the cost of the necessary alterations would exceed the cost of replacing the existing cooker on a like for like basis and asked that, in thanking the Village Hall for their most kind offer, on this occasion, we decline.

8.1.3 Review of hire terms/conditions

Suggestions for inclusion were to prohibit the use of bouncy castles and inflatables, unless evidence of appropriate event insurance cover be provided and that the letting off of fireworks in the pavilion be prohibited. Chair asked that members email the clerk with any more suggestions for inclusion.

8.2 Sports Ground

8.2.1 Sports ground access

Clerk updated members with progress and expected the Susans Close entrance gate to be in place the next day.

8.2.2 See above

8.3 General

8.3.1 To approve separation of Trust items from Council business to a dedicated meeting of the charity trustees

Following a proposal by Cllr. Vaughan and seconding by Cllr. Freezer

0602 RESOLVED to approve the separation of Trust items from Council business to a dedicated meeting of the charity trustees.

8.3.2 End of Year account review

Members noted the year-end review previously circulated showing bank balances as at the 31st of March, 2023 of £2,000.77.

9. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING

9.1 Correspondence

Noted. (See appendix B).

9.2 Land purchases

Chair expressed that in view of the often short timescale offers of land becoming available for purchase that a statement/policy be approved for publication regarding how Council proposed to respond to sale opportunities in the future. An asset acquisition policy to include the possibility of agreement by emailed delegated authority regarding future purchases might be feasible.

Cllr. Pope cautioned strongly against auction purchases as our structure would make it very difficult to participate and further suggested that an assessment of parcels of land that would have no possibility of development might be drawn up that would not need to be protected by way of Council purchase such as ancient woodland.

Following a proposal by Cllr. Freezer and seconding by Cllr. Bradley

0603 RESOLVED to approve the investigation of a policy to apply to any plots of land that come up for sale within the parish and consider purchase by delegated decision based on price, method of sale, location, status and level of current protection (ancient woodland, environmental status, etc., etc.).

9.3 Structures at the Garden Plots

Members learnt from Cllr. Bradley that she had been working on proposals to put to the District Council planning department. Carried forward.

9.4 Christmas trees

Chair outlined arrangements under way concerning the East Hoathly Christmas tree and that approval was needed for this unbudgeted item. Two quotes had been obtained for the purchase of a 17ft tree (£245 and £380) and quotations for lighting installation were being obtained. A grant application for the funding of a Halland tree had been received. Following a proposal by Cllr. Freezer and seconding by Cllr. Pope

- 0604 RESOLVED** to approve the purchase of a tree for £245 and to approve costs of up to no more than 20% more than last year's costs for the lighting installation from General Reserves.
- 9.5 Woodland Path remedial action
Members learnt that the branches making up part of the footpath surface had become loose and were hazardous. Clerk to approach the County Rights of Way team to obtain a specification for a solution to then enable us to obtain quotes.
- 9.6 Village planter maintenance
Clerk advised that Robbie Innes was no longer able to tend and water the planters by the village sign. Members asked that a vote of thanks for all of his work with the planters be noted. Cllr. Bradley offered to take on the role for the time being. Following a proposal by Cllr. Freezer and seconding by Cllr. Pope
- 0605 RESOLVED** to approve the purchase of a £25 gift voucher and card of thanks for Mr. Innes.
- 9.7 Jubilee Garden update
Members learnt that Stavertons would be treating the docks and brambles, cutting and clearing away the area when the seeds have dropped.
- 9.8 High Street pavement cherry trees
Cllr. Bradley reported that English Woodland had recommended replacing the trees with ornamental pear, crab apple or amelanchier and that she was obtaining quotes. Carried forward.
- 9.9 Website improvements
Members agreed that improvements to the website were needed and were asked to supply lists of improvements and news items for inclusion to the clerk. Members might also like to look at other Council's websites and recommend which supplier might be preferred.
- 9.10 Martyn's Law
Legislation here is still being formulated and, when finalized, Council will need to conform.
- 9.11 To note draft minutes of July, 2023 WDALC meeting
Draft minutes of the meeting had been previously circulated and Cllr. Cole updated members on her attendance at the meeting. Chair thanked Cllr. Cole for attending. Noted.
- 9.12 Clerk's progress report
Clerk updated members with regard to progress with the mile markers and fingerposts.

10. DATE OF NEXT MEETING

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

Meeting closed at 9.25pm

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Appendix A

Date	Payee Name	£ Amount	A/c	Transaction Detail
31/07/2023	HMRC	£633.67	4030	Tax and NI
31/07/2023	Wealden Citizens Advice	£300.00	4230	Grant
31/07/2023	Groundsman	£1,013.00	4310	grass cuts/maintnce
31/07/2023	Ashdown Solutions Ltd	£117.36	4220	Monthly support/storage
31/07/2023	Wealden District Council	£858.00	4350	Bins 4x dog 7 x ord Defibrillator x3
31/07/2023	East Sussex Healthcare NHS	£180.00	4290	maintenance
31/07/2023	Castle Water	£124.33	4380	Garden plot water
31/07/2023	Cllr. Expenses	£7.08	4320	Battery for card reader
31/07/2023	Finance Officer	£323.72	4000	Salary
			4035	wfh allowance
			4180	stamps
31/07/2023	ESALC Limited	£96.00	4110	Training for cllrs-planning
31/07/2023	Groundsman	£1,013.00	4310	Grass cutting and m/tnce
31/07/2023	Bartholomews	£229.85	4290	Trace heating
31/07/2023	Caretaker	£457.50	4020	Salary
31/07/2023	Clerk	£2,126.44	4010	Salary
			4020	Caretakers salary
			4035	wfh allowance
			4100	Mileage
			4220	zoom
			4170	Stationery
			4180	Postage
			4200	Phone
			4310	Play area comms board
			4315	Pavilion keys and padlock
31/08/2023	HMRC	£621.82	4030	VAT and NI July
31/08/2023	ESALC Limited	£4.88	4185	Good Employer guide
	East Hoathly/Halland War			
31/08/2023	Mem	£1,000.00	4230	Grant re costs to war mem
31/08/2023	Castle Water	£154.15	4380	Garden plot water
31/08/2023	Caretaker	£457.50	4020	Salary
31/08/2023	Finance Officer	£256.71	4000	Salary
			4035	wfh allowance
31/08/2023	Clerk	£1,940.99	4010	Salary and expenses
			4035	wfh allowance
			4020	Caretaker work
			4100	Mileage
			4220	zoom
			4180	postage
			4200	phone
			4170	stationery
			4315	cleaning, padlock etc.
	Total	£11,916.00		

Appendix B

Correspondence: 26th July, 2023 to 22nd September, 2023

1. WDC: media release: South East Water distributes £50k Community Fund to good causes in Wealden
2. NALC newsletter – 26th July, 2023
3. NALC Chief Executive’s bulletin – 27th July, 2023
4. WDC: Supplement: Member's Question - Written Response PEVENSEY LEVELS AND CUCKMERE VALLEY WATER LEVELS MANAGEMENT BOARD QUESTION FROM CLLR GREAVES TO CLLR WILLIAMS to the agenda for Full Council, Wednesday, 19th July, 2023
5. WDC: Supplement: Member's Question - Written Response - SANGS AND THE SANGS POLICY QUESTION FROM CLLR REED TO CLLR TYSH to the agenda for Full Council, Wednesday, 19th July, 2023
6. WDC: Wealden Weekly Commencing 31st July
7. Healthwatch East Sussex - July 2023 Newsletter
8. The Rural Bulletin - 1 August 2023
9. Welcome to the Applause August Newsletter
10. WDC: Minutes for Planning Committee North, Thursday, 20th July, 2023
11. WDC: Media release - Cuckoo Trail barrier improvement project completed
12. WDC: Media release - Double success as two waste carriers prosecuted by Wealden council
13. WDC: Media release - Organisations encouraged to apply for King’s Award for Voluntary Service
14. WDC: media release: Wealden Crematorium open day
15. NALC newsletter – 2nd August, 2023
16. RSN Rural Funding Digest - August 2023 Edition
17. WDC: Media release: Wealden organisation continues to benefit from funding agreement
18. Update on London Gatwick's Northern Runway Development Consent Order Application
19. Wealden Funding Opportunities - July 2023 (no.3)
20. ESCC: Rural Verges as Wildlife Corridors – Trial of Early Season Reduction in Rural Grass Cutting
21. WDC: media release: Wealden resident withdraws court case against council officers and councillors
22. Wealden Weekly Commencing 7th August
23. Hosepipe ban restrictions lifted in Kent and Sussex
24. Your Voice Counts Healthwatch East Sussex Annual Event 2023
25. The Rural Bulletin - 8 August 2023
26. ESCC: Hedgerow protection consultation - Tree Warden opportunity for engagement
27. Ashdown Solutions: Protect your business from cybercriminals
28. WDC: Agenda for Planning Committee South, Thursday, 17th August, 2023
29. Playdale: The Added Value of Playgrounds
30. NALC Chief Executive’s bulletin – 10th August, 2023
31. Grey Matters Newsletter
32. WDC: Wealden Weekly Commencing 14th August
33. NALC events
34. The Rural Bulletin - 15 August 2023
35. Communication Board
36. NALC newsletter – 16th August, 2023
37. Village Concerns: TPO, East Hoathly, “Circle of Oaks”
38. WDC: Supplement: Officer Updates to the agenda for Planning Committee South, Thursday, 17th August, 2023
39. WDC: Preliminary Review of Polling Districts and Polling Places 2023 - Informal Consultation
40. NALC Chief Executive’s bulletin – 17th August, 2023
41. Gatwick FASI-South IOA Outcomes Stakeholder Engagement July 2023 - Presentation and info Pack
42. WDC: Dog Fouling PSPO Extension 2023
43. Gatwick FASI-South IOA Outcomes Stakeholder Engagement July 2023 – extension
44. RISE & Shine August 23: Changing Places Update
45. Wealden Weekly Commencing 21st August
46. The Rural Bulletin - 22 August 2023
47. Healthwatch East Sussex - August 2023 Newsletter

48. NALC newsletter – 23rd August, 2023
49. ERTA - Guildford-Horsham Rail Reopening 1
50. NALC Chief Executive's bulletin – 24th August, 2023
51. WDC - Media release: Wealden Community Lottery introduces refer a friend feature
52. WDC: Media release: One You East Sussex roadshow returns to Wealden offering free health checks
53. ERTA - Guildford-Horsham Rail Reopening 2
54. Wealden Weekly Commencing 28th August
55. VGW News #05 August 2023
56. Sussex Police & Crime Commissioner Survey
57. What Matters to You - the East Sussex County Council Adult Social Care Strategy
58. Satswana Council Update - Autumn 2023
59. WDC - media release: Don't lose your vote
60. WDC: Agenda for Cabinet, Wednesday, 6th September, 2023
61. Hallmaster Newsletter | August 2023
62. WDC - Minutes for Planning Committee South, Thursday, 17th August, 2023
63. WDC - Agenda for Planning Committee South, Thursday, 7th September, 2023
64. NALC newsletter – 30th August, 2023
65. The Rural Bulletin - 30 August 2023
66. WDC - Media release: Residents' Satisfaction Survey launched 2023
67. WDC - Media release: Wealden Community Sports Hub progresses
68. ESCC - Coronation Living Heritage Fund - find out more!
69. NALC Chief Executive's bulletin – 31st August, 2023
70. WDC - Agenda for Overview and Scrutiny Committee, Monday, 11th September, 2023
71. WDC: Media release: Wealden cuts bin lorry emissions by 90%
72. WDC: Act now so Wealden District Council can check who is eligible to be registered to vote at your address
73. EH resident: Proposed excavation work in Mill Lane to lay power cable
74. Wealden Weekly Commencing 4th September
75. WDC: media release: Lets Talk Wealden goes live
76. WDC: Rural England Prosperity Fund - EV charging
77. The Rural Bulletin - 5 September 2023
78. WDC: Media release: Journey's Festival of Dance comes to Hailsham
79. SEE Newsletter - September 2023
80. NALC newsletter – 6th September, 2023
81. WDC: Agenda for Planning Committee North, Thursday, 14th September, 2023
82. WDC: Supplement: Officer Updates to the agenda for Planning Committee South, Thursday, 7th September, 2023
83. WDC: Decision sheet for Cabinet, Wednesday, 6th September, 2023
84. NALC Chief Executive's bulletin – 7th September, 2023
85. WDC: Minutes for Audit, Finance and Governance Committee, Wednesday, 26th July, 2023
86. Active Places: Newsletter September 2023
87. Wealden Weekly Commencing 11th September
88. The Rural Bulletin - 12 September 2023
89. WDC: Agenda for Audit, Finance and Governance Committee, Wednesday, 20th September, 2023
90. NALC newsletter – 13th September, 2023
91. RSN Rural Funding Digest - September 2023 Edition
92. WDC: Agenda for Licensing Sub-Committee, Monday, 2nd October, 2023
93. NALC Chief Executive's bulletin – 14th September, 2023
94. WDC: Minutes for Planning Committee South, Thursday, 7th September, 2023
95. Wealden Weekly Commencing 18 September
96. ESALC: TfSE Transport Forum - 4 September Minutes
97. WDC: Change of date for meeting 27/09/2023, 10:00, Standards Committee
98. The Rural Bulletin - 19 September 2023
99. NALC newsletter – 20th September, 2023
100. WDC: New issue: Wealden Community Sports Hub (Exempt)
101. WDC: New issue: Crowborough Learner Pool (Exempt)
102. NALC Chief Executive's bulletin – 21st September, 2023

6.1

Date	Payee Name	Amount	Transaction Detail
30/09/2023	Stavertons nursery	£552.00	wood chip and garden services
30/09/2023	Grass cutting/sports ground maintenance	£1,245.00	August
30/09/2023	Castle Water	£147.31	garden plot water
30/09/2023	HMRC	£580.19	tax and ni
30/09/2023	Wealden District Council	£858.00	4 dog bins 7 litter 1/4ly pyt
30/09/2023	Salaries	£1,972.83	
	Working from home allowances	£52.00	
	Postage	£0.75	
	Mileage	£57.00	
	Online meeting	£12.99	
	Phone	£10.41	
	Pavilion Consumables	£20.00	
	vat	£20.88	
30/09/2023	ESALC Limited	£48.00	councillor training
30/09/2023	Wealden Dist Assoc Local Council	£22.00	annual subscription
30/09/2023	AJGIBL (Came ins.)	£5,323.85	Insurance
30/09/2023	Grass cutting/sports ground maintenance	£1,033.00	September
30/09/2023	Ashdown Solutions Ltd	£204.72	IT support August/September
		£12,160.93	

6 v 8

EAST HOATHLY WITH HALLAND PARISH COUNCIL FINANCIAL RESERVES POLICY

PURPOSE

East Hoathly with Halland Parish Council is required to maintain adequate Financial Reserves to meet the needs of the Parish Council. The purpose of this policy is to set out how the Council will determine and review the level of Reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of Reserves that an authority should hold and it is the responsibility of the Responsible Finance Officer to advise the Council about the level of Reserves and to ensure that there are procedures for their establishment and use.

TYPES OF RESERVES

Reserves may be categorised as General or Earmarked. Earmarked Reserves can be held for several reasons and are intended to be restricted for that agreed use. General Reserves are funds that do not have any restrictions as to their use. These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, or can be held in case of unexpected events or emergencies.

Earmarked Reserves – Earmarked Reserves will be established on a ‘needs’ basis, in line with anticipated requirements. Any decision to set up a Reserve must be given by the Parish Council. Expenditure from Reserves can only be authorised by the Parish Council.

Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the Reserves would be exhausted. To the extent that Reserves are used to meet short term funding gaps, they must be replenished in the following year. However, Earmarked Reserves that have been used to meet a specific liability (or project) would not need to be replenished, having served the purpose for which they were originally established.

General Reserves – the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 50% of the annual precept figure.

The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish Reserves that have been consumed in the previous year.

The Council must build and maintain sufficient working balances to cover the key risks it faces.

If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources.

Policy in Practice

The Council will hold Reserves for these three main purposes: -

- ❖ A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the General Reserves
- ❖ A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserves
- ❖ A means of building up funds (Earmarked Reserves), to meet known or predicted requirements.

Movements in Earmarked and General Reserves shall be reported to the Council on a monthly basis as part of the normal accounting reports, and on an annual basis as part of the annual accounting report. The use of Reserves shall be approved by the Council having regard to this policy and Council's Financial Regulations.

Adopted April, 2018

6.9

Grant Policy

East Hoathly with Halland Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the parish community by improving or supporting local activities or parish facilities. Applicants must be able to demonstrate a clear need for financial support.

- An overall limit to the value of grants in any one year will be determined as part of the budget setting process with no more than 50% committed in the first half of the financial year.
- Applicants must complete a grant application form and return it, together with the required financial information, to East Hoathly with Halland Parish Council. Decisions on grant applications will normally be made within eight weeks.
- Grants will not normally exceed 50% of the cost of the project or activity.
- Applicants will provide details of the project/activity and the number of East Hoathly with Halland residents expected to benefit.
- Organisations must provide a report of how the money has been spent. Any unspent money must be returned to East Hoathly with Halland Parish Council.
- As a condition of receiving a grant, organisations will be required to acknowledge the Parish Council's support in publicity material.
- As a condition of receiving a grant, organisations will be required to give the Parish Council a report on how the grant has been spent within a year of the grant being received.
- Unless there is some clear community benefit, East Hoathly with Halland Parish Council will not normally support commercial organisations, major charities, individuals, political or religious activities or purposes, or bodies considered to be self-funded or provided for by other government authorities.
- Grants cannot be made retrospectively.
- Grant applications are considered four times a year at meetings of the Committee and should be submitted at least two weeks before the meeting date.

Adopted:

Updated:
16May2018
13Jly2020

Reviewed:
28Jne2021 (Resolution 0381)



CIVILITY AND RESPECT PROJECT

ABOUT

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

CIVILITY AND RESPECT PLEDGE

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

The pledge

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Take the pledge



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner

organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
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WEBLINK: [Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk)

6.11

East Hoathly with Halland Parish Council

Meeting dates – 2024

Full Council:-

January 29th

February 26th

March 25th

April 29th

May 20th (AGM)* *starts 6.30pm*

June 24th

July 29th

August – no meeting

September 30th

October 28th

November 25th

December – no meeting

Finance & General Purpose Committee:-

February 12th

June 10th

September 9th

November 11th

Planning Committee:-

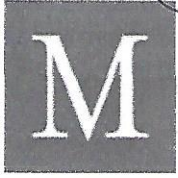
As and when required

Annual Village Assembly (Parish meeting):-

May 20th* *starts 7.30pm*

**All meetings to be held in the Village Hall, Church Marks Lane
and start at 7pm unless stated otherwise*

6.12



MULBERRY & CO

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Registered Auditors

& Chartered Tax Advisors

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Our Ref: MARK/EAS009

Mr M Ramsden
East Hoathly with Halland Parish Council
Chiltern Stone Cross Road
Wadhurst
East Sussex
TN5 6LR

3 October 2023

Dear Macolm.

Re: East Hoathly with Halland Parish Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 3 October 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at East Hoathly with Halland Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Michelle Webber on behalf of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, the council's Responsible Financial Officer (RFO) had supplied the information via the Clerk. The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.easthoathlywithhalland.org.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The external auditor's report for 2022/23 was not qualified and has been published on the council website, along with the Notice of Conclusion of Audit, and will be reported to the council on 30 October 2023.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning, Finance and General Purpose. Terms of reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website, ordinarily within 10 days of the meeting taking place. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in 28 November 2023 (minute ref 0538).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in 28 November 2023 (minute ref 0539). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over [£5,000];*
- *a duly delegated committee of the council for items over [£500]; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and, where necessary, also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.5. In cases of extreme risk to the delivery of council services the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The clerk shall report such action to the council as soon as possible.

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.1 (g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

The council was in the process of getting quotations for fingerposts signs, I will review the quotations at year end, to ensure the process is undertaken within the thresholds within the financial regulation and presented to full council.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 31 July 2023 which showed a refund amount due of £1,161.65. I was able to confirm receipt of this amount to the council's bank account on 23 August 2023. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council on 28 November 2023 (minute ref 0530). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid the insurance policy with Hiscox and it expires 30 September 2024. The policy schedule includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee of £250,000 which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £68,185 for 2023/24. With a tax base of 716.1, this equates to a band D equivalent of £95.22 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process has begun at full council 25 September 2023, discussing at Finance and General-purpose meeting in November 2023 with the aim to agree the budget and precept at the January 2024 council meeting.

The Clerk presents the budget performance information at every council meeting for review. This shows spend against budget although it is currently missing a 'percentage spend' figure, which may help councillors understand the information more clearly.

The council began the year with a balance of £171,281 with £100,000 of this amount earmarked for the use of clearly defined projects and Community Infrastructure Levy (CIL). This leaves circa £71,281 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33). The general reserve balance is at the higher than the

recommended range. On discussion with the Clerk, there are plans in place for potential projects for use of reserves. The Council should keep the level of reserves this under review.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council budgets to receive income from the garden plot income, interest, and solar farm. The council reviewed its fees and charges pending I will review at year end.

Unbudgeted amounts received during the year came from CIL, bank interest and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 3 employees and has a signed contract of employment, based on the NALC template. The salaries for the 2 staff are aligned to the NJC scale point range.

The council processes payroll in house, who calculates the PAYE and pension deductions. I reviewed the payslips for August 2023 and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has no Public Works Loan Board (PWLB)

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.'

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	15 May 2023
Date inspection notice issued	16 May 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of East Hoathly and Halland War Memorial Sports Ground (305212). I reviewed the information on the Charity Commission website, which shows the council correctly listed as the sole trustee and that all reporting is up to date.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	√		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Michelle Webber
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The council doesn't have a transparency page, it's not statutory but I would recommend having a page in place for full transparency.	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	

6.13

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

East Hoathly with Halland Parish Council – ES0031

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

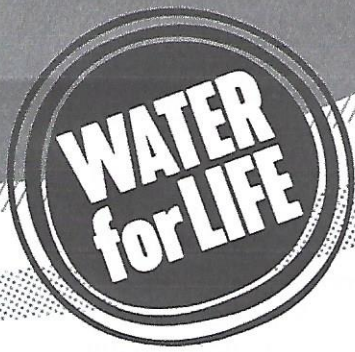
External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

25/09/2023



702

from
**Southern
Water** 

easthoathlywithhallandpc@gmail.com

Date

24th August 2023

Contact

Tel 0330 303 0368

Dear Mr Ramsden

**The Environmental Information Regulations 2004
Request for Information
EIR reference 1998**

Thank you for your request for information which we received on 13th July 2023. We have dealt with your request under the Environmental Information Regulations 2004. This letter provides the response to your request, as follows: a complete copy of your original request is provided in Appendix A.

Paddock Green (Redrow) Development in East Hoathly Planning reference WD/2020341/MAJ

We can confirm that Southern Water does hold information of the type you have requested as follows:

1. What anti-flood devices have been installed and where?

Southern Water are in the process of fitting 8 Anti Flood devices (AFD) protecting 4 properties in the BN8 6Q* area. There are two gravity AFD's to be fitted at each property.

Please note, we have not provided the full postcode due to Data Protection considerations as per Regulation 12(3) and 13 of the Environmental Information Regulations.

Under the Regulations Southern Water does not have to provide you with a copy of this information if one of the exceptions in the Regulations applies. In this case Southern Water considers that Regulation 12(3) & 13 "the information requested includes personal data of which the applicant is not the data subject" applies, so will not be providing you with the full postcode data.

2. How do these anti flood devices work?

During a severe storm or heavy rainfall, the sewer system cannot always remove the sheer volume of water fast enough. The water pushes back from the sewer into properties and can cause flooding. The ADF is a protection system effectively preventing sewer system water from entering the building.

3. Where is the surface water being diverted to?

Our records indicate that the developer will be utilising Sustainable Urban Drainage (SuDS) to dispose of surface water. The SuDS the developer has opted for is a swale type which is discharged to a water course at a restricted rate. Draining surface water through SuDS on site has many benefits to the local aesthetics, increasing biodiversity and building resilience to flooding and pollution.

4. *If the surface water is being diverted to existing water courses- what is the condition of these water courses, have they been surveyed and do they have the capacity to handle increased flow?*

As advised above, the new developments will be separately drained so surface water runoff will be routed elsewhere.

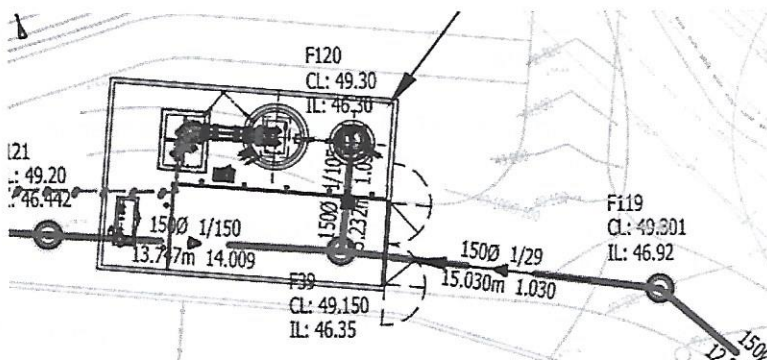
The Council's Building Control officers/technical staff and the Environment Agency should be consulted by the developer regarding surface water disposal and any enquiry relating to surface water should be directed to them.

5. *Given that the flow direction of surface water from the site is towards the River Uck in Uckfield, what measures have been put in place to ensure that the River Uck can handle this additional load?*

Please refer to the answer to question 4 above.

6. *What pumping station is being utilised and what is the location of the pumping station?*

For this size of development, a type 3 pumping station is required. Please find the below screen shot of the same.



7. *What anticipated increase have you forecast in flows as a result of the Redrow development, and how have you modelled this to ensure that the mitigating measures will work?*

The development is for the disposal of foul wastewater and in our calculations, we have assumed the following:

- An occupancy of 2.4 persons per property
- Each person will discharge 125 litre per head per day to the sewer.

- That the system won't be watertight and 10% of the base flow will be from groundwater infiltration
- That the peak flow rate into the sewer is 3 times the average daily flow

For the 205 properties this equates to 0.7 litres/second (l/s) with an additional average daily flow and 2.2 l/s at peak times. This was the rate considered in the assessment.

8. *What testing and modelling has been undertaken and what were the results of this?*

The sewerage system for East Hoathly serves a current population of around 800 and the sewerage system is generally of smaller diameter pipes of 150mm increasing to 225 mm as the flows lead to the wastewater treatment works. Due to the size of the catchment and low flows the system does not have a hydraulic model as flows would be too low to accurately record and verify in a model. The assessment was, therefore, desk based making use of reported incidents relating to hydraulic overload and the flow rate relative to the capacity of the sewer and properties draining to it.

The system is designed for foul only and the peak flow generated from the existing properties plus the 205 additional would equate to around 6.6 (l/s). This flow would be at the end of the sewer system once all the flows have accumulated and higher up in the system the flow to the sewer would be less. The conveyance capacity of the foul drainage system in the 150mm sewers is around 14 l/s, which is sufficient to allow the system to drain in peak dry weather.

The next check looked at the reported incidents relating to sewer capacity and at any properties known to be at risk of flooding in rainfall conditions, based on previous history. Our records show there are no incidents of internal flooding to properties in East Hoathly and although there are records of wet weather external flooding in the main these appear to be infrequent. Due to the relatively low additional flow from the development, we concluded that the development would not cause an increase in the frequency of flooding.

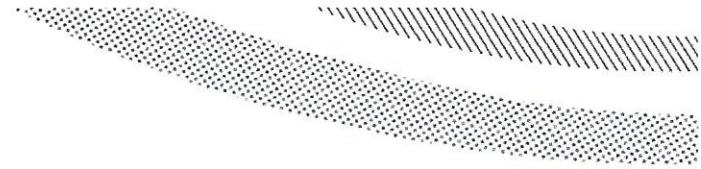
9. *How are these measures going to improve on the current unacceptable discharges of untreated sewage into existing water courses?*

It has been recognised in wet weather any additional flow into the system may marginally increase the volume of flood water. As this would result in a slight worsening of the current performance, Southern Water are recommending that the developer includes a real time control system as part of their drainage for the site. This arrangement will mean that at times of higher flow in the system the flows from the site will be detained in a storage tank and released into the system once the storm flow has subsided. Balancing these flows at source will be the most effective way to ensure the site does not adversely impact the performance of the sewerage system.

10. *How are you going to help us to reassure residents that these measures are going to improve both the current situation and the increased load as a result of this development?*

Our records show that most of the incidents in East Hoathly are due to the failure of mechanical and electrical equipment or sewer blockages, not hydraulic overload.

We are entitled to make a reasonable charge for information provided under the Regulations. Details of our charging scheme can be found on our website: <https://www.southernwater.co.uk/water-for-life/protecting-the-environment/environmental-information>. In this case we have decided to waive our charge.



If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within forty working days of the date of receipt of this response and should be addressed to Head of Legal, Southern Water Services Ltd, Southern House, Yeoman Road, Worthing, West Sussex BN13 3NX or you can email EIR.Internal.Review@southernwater.co.uk.

If you are dissatisfied with the outcome of the internal review, you can apply, without charge, to the Information Commissioner, who will consider whether Southern Water has complied with its obligations under the Regulations, and can require Southern Water to remedy any problems. You can find out more about how to do this, and about the Regulations in general, on the Information Commissioner's website at: www.ico.org.uk. Complaints to the Information Commissioner can be made via the "report a concern" section of the Information Commissioner's website.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

EIR Officer

7.3

Approvals

Application No. WD/2023/2047/F CHANGE OF USE FROM STAFF ACCOMMODATION TO 1NO ONE BEDROOM BUNGALOW CROCKSTEAD FARM HOTEL, EASTBOURNE ROAD, HALLAND, BN8 6PT You recently commented on the above proposal and I now write to advise you that, after considering all the representations received, the Council has decided to APPROVE the above application on 26 September 2023.

9.1

Correspondence: 22nd September, 2023 to 24th October, 2023

1. Wealden Weekly Commencing 25 September
2. NPG: Limited Time Only! Autumn Grant Funding Promotion
3. WDC: Ninfield Neighbourhood Plan Consultation (Regulation 16)
4. WDC: Supplement: Additional Information provided by Driver to the agenda for Licensing Sub-Committee
5. RSN: The Rural Bulletin - 26 September 2023
6. WDC: Media release: New physical activity programme and funding support tackling health inequalities to launch in Wealden
7. WDC: Media release: Wealden Citizens Advice receives financial support from Wealden District Council
8. WDC: Wealden Funding Opportunities - September 2023
9. Electrical Safety Fund Opening – 2023
10. NALC Newsletter: 27th September, 2023
11. WDC: Agenda for Planning Committee South, Thursday, 5th October, 2023
12. WDC: Media release: Eastwell Place Bridge art project
13. WDC: Minutes for Overview and Scrutiny Committee, Monday, 11th September, 2023
14. WDC: Media release: Wealden council receives silver status for employee wellbeing
15. RSN Rural Funding Digest - October 2023 Edition
16. Wealden Weekly Commencing 2 October
17. Welcome to the Applause October Newsletter
18. Chair/Vice Chair of Wealden District Council – Bulletin
19. NALC: Star Council awards 2023
20. WDC: Grants for the refurbishment of rental accommodation for veterans, climate change and more
21. The Rural Bulletin - 3 October 2023
22. WDC: Media release: Polling station review
23. WDC: Review of Polling Districts and Polling Places 2023
24. Tennis Club: Memorial Playing Fields Access and Planning
25. WDC: Agenda for Cabinet, Wednesday, 11th October, 2023
26. WDC: media release: Wealden Community Spaces Grants Programme
27. NALC Newsletter: 4th October, 2023
28. WDC: Agenda for Planning Committee North, Thursday, 12th October, 2023
29. NALC: Chief Executive's bulletin 5th October, 2023
30. WDC: Minutes for Licensing Sub-Committee, Monday, 2nd October, 2023
31. WDC: Newly published decision: Consultation Response to Regulators for Social Housing proposed changes to their fee's regime.
32. WDC: Media release: Wealden residents enjoy Journey's Festival of Dance success
33. WDC: Newly published decision: Response to the consultation on Social Housing Regulators revised regulatory consumer standards
34. NALC events 12th October, 2023
35. WDC: Media release: 3VA celebrating communities event
36. Wealden Weekly Commencing 9 October
37. WDC: Agenda for Licensing Sub-Committee, Monday, 20th November, 2023
38. The Rural Bulletin - 10 October 2023
39. WDC: Minutes for Full Council, Wednesday, 19th July, 2023
40. WDC: Supplement: Millbrook Nursery, Treblers Road, Crowborough, TN6 3RP - Mr Clarke - Objector to the agenda for Planning Committee North, Thursday, 12th October, 2023
41. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee North, Thursday, 12th October, 2023
42. NALC Newsletter: 11th October, 2023
43. WDC: Funding of up to £10k to provide opportunities for disadvantaged C&YP
44. WDC: Supplement: Officer Updates to the agenda for Planning Committee North, Thursday, 12th October, 2023
45. WDC: Decision sheet for Cabinet, Wednesday, 11th October, 2023
46. NALC: Chief Executive's bulletin 12th October, 2023
47. WDC: Minutes for Licensing Committee, Friday, 22nd September, 2023
48. Satswana Council Update - Autumn 2023
49. Wealden Weekly Commencing 16 October
50. ESCC: Investment in better roads for East Sussex
51. WDC: Minutes for Planning Committee South, Thursday, 5th October, 2023
52. The Rural Bulletin - 17 October 2023
53. NALC events

54. WDC: Grants for the blind & partially sighted people, education, poverty and more
55. WDC: media release: Wealden welcomes decision to turn down 290 homes
56. WDC: media release: Recycling week 2023
57. NALC Newsletter: 11th October, 2023
58. ESALC: Community Matters newsletter – Autumn
59. WDC: Funding of £208k to help women get out of poverty & prevent violence
60. East Hoathly with Halland Parish - Regulation 15 Submission Neighbourhood Plan
61. NALC: Chief Executive's bulletin 19th October. 2023
62. Sussex Police looking to recruit Police Community Support Officers (PCSOs)
63. WDC: Newly published decision: Public Spaces Protection Order (Dog Fouling) (Recommendation to Full Council)
64. Wealden Weekly Commencing 23 October
65. CPRE: Fwd: Our new report on Local Green Spaces is out! (already forwarded to all members)
66. CPRE: Fwd: Get involved! Opportunities to help on hedges, planning and our Board
67. ESALC: Woodland Trust - Free Trees
68. WDC: Grants for health and welfare of animals, disabled & disadvantaged people and more
69. Parish Online Newsletter #44
70. WDC: Wealden bids for Swimming Pool Support Fund
71. The Rural Bulletin - 24 October 2023
72. WDC: Funding of £40k to deliver sports & physical activity to YP
73. NALC events

9.2

Dear Consultee,

Ninfield Neighbourhood Plan Consultation (Regulation 16)

Ninfield Parish Council has prepared a draft neighbourhood plan covering the parish of Ninfield that sets out a vision for the future of the area, as well as planning policies that, if adopted, will be used to determine planning applications in the Parish and will form part of Wealden District Council's Development Plan.

In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) Wealden District Council is inviting representations on the Submission Draft of the Neighbourhood Development Plan and supporting documents for a **7-week period from 9am on Monday 25th September 2023 to 5pm on Monday 13th November 2023**. All representations received will be forwarded to an independent examiner appointed to examine the Neighbourhood Plan.

The Neighbourhood Plan and supporting documents are available to view on the Council's consultation page: <https://consult.wealden.gov.uk/kse>

Printed copies of the Neighbourhood Plan and the supporting documents can be viewed at the following locations:

- The Ninfield Stores, Lower Street, Ninfield, TN33 9EA (Open Monday to Saturday 7am-6pm, Sunday 7am- 2pm).
- The Community Café, Methodist Hall, Church Lane, Ninfield, TN33 9JW (Every Friday Morning 10am to 11.30am).
- Sparke Pavilion, The Recreation Ground, Church Lane, Ninfield, TN33 9JW (By appointment with the Parish Clerk clerk@ninfieldpc.co.uk or 07725 843505).
- Methodist Hall, Church Lane, Ninfield, TN33 9JW (Saturday 7th October 2pm-5pm).
- The Village Market Memorial Hall, Bexhill Road, Ninfield, TN33 9EE (Saturday 21st October 9.30am- 12pm).
- Wealden District Council, Council Offices, Vicarage Lane, Hailsham, BN27 2AX (Open Monday, Tuesday, Thursday, Friday 8.30am-5pm, Wednesday 9am -5pm).

You can make comments on the Ninfield Neighbourhood Plan and supporting documents using the consultation response form, which you will find on our consultation page <https://consult.wealden.gov.uk/kse>. You can either send the form to us:

- By post: print and complete the response form and send it to Planning Policy, Wealden District Council, Vicarage Lane, Hailsham, BN27 2AX
- By email: complete the response form and send it to Nplans@wealden.gov.uk

You can make comments on any of the information submitted for the consultation. Please make it clear which document you are commenting upon alongside the paragraph/page number. Your comments should address whether the Neighbourhood Plan meets the basic conditions. These are outlined in the Regulation 16 Guidance Notes, which can be found on our consultation page at <https://consult.wealden.gov.uk/kse>.

Representations cannot be treated in confidence and copies of all representations, along with your name or organisation, will be made publicly available on the Council's website and sent to the Independent Examiner thereafter. However, the Council will not publish your personal contact

information such as telephone numbers, email or private addresses. By submitting your views, you confirm your consent to the above and that you accept full responsibility for your comments.

For any questions relating to the consultation or submitting your comments, please contact the Planning Policy Team on 01892 602008 or e-mail

Nplans@wealden.gov.uk.

Kind regards.

The Planning Policy Team

Planning Policy, Wealden District Council

01892 602008

nplans@wealden.gov.uk

Council Offices | Vicarage Lane | Hailsham | East Sussex | BN27 2AX

9.5

Wealden District Association of Local Councils

DRAFT

Minutes of a Meeting of the Wealden District Association of Local Councils held at the Civic Community Hall, Vicarage Lane in Hailsham on Wednesday 4th October 2023 at 7.00 pm

1. Present: Councillors Keith Stevens (Chairman, Wartling), Kay Moss (Crowborough), Diane Ward (Uckfield), Martyn Garrett (Crowborough), Martin Cooper (Willingdon and Jevington), Christine Payne (Willingdon and Jevington), Stephanie Blackledge (Herstmonceux), Ann Loyd (Hooe), Chris Lilley Mayfield and Five Ashes) and John Castle (Hellingly),

Also in attendance; Nick Mills (Southern Water), Sue Cobb (Southern Water), Councillor James Partridge (Leader of Wealden District Council), Chris Bending (Director of Place, Wealden District Council) and Alison Stevens (Honorary Secretary).

2. Apologies for Absence: Apologies for absence were received from: Beryl Smith (Berwick), Sally Carnie (Berwick), Graham Knight (Horam), Andy Watkins (Willingdon and Jevington), Shirley McKinnon (Pevensey), Deveda Redman (Mayfield and Five Ashes), Martin Craddock (Maresfield), Lolita Reeves (Maresfield), Douglas Murray (Polegate), Patrick Coffey (Heathfield), Susan Cole (East Hoathly with Halland), Long Man Parish Council and Warbleton Parish Council.

3. Draft Minutes of the Annual General Meeting held on the 12th July 2023 – The minutes of the Annual General Meeting held on the 12th July 2023 were read, approved by all and signed by the Chairman.

4. Speakers Mr Nick Mills and Ms Sue Cobb, both of whom are from Southern Water

The Chairman welcomed Mr Mills and Ms Cobb from Southern Water. Mr Mills gave a presentation on the work its Clean Rivers and Seas Taskforce is doing, a copy of which is attached to these minutes.

In answer to Councillors questions he confirmed:

- The scheme has been set up to deal with storm overflows and will cost approximately £8bn the cost of which will be born ultimately by the customer. When asked why the cost isn't being taken from the company's profits, Mr Mills pointed out the shareholders haven't received any dividends since 2017.
- For the first time ever they are also sealing private drains.
- The Government recently changed the Environment Act and as a result the reports which now take priority are those causing harm to animals or humans and those affecting shellfish. The area known as The Ghyll in Crowborough and the situation at the Hailsham Pumping Stations, which have just had a £1bn upgrade, will also be investigated.
- A map will soon be available on the Southern Water website for customers to use to chart the progress of the Taskforce.
- The work is nothing to do with the new developments. It is needed anyway.
- The plan is to repair 30% of the problems by 2030.
- The situation is particularly bad in Sussex and Hampshire because of the chalk.
- Councillors are invited to visit Southern Water and see the work taking place.
- That if anyone has any further questions, he would be happy to answer them, via the Honorary Secretary, by email.

5. Overdevelopment in Wealden

Councillors Sambrook and Tolhurst (Chair and Vice Chair of Wealden Against Over Development Group), met Mr Chris Bending recently. Mr Bending felt it was a positive meeting with the common goal being to get the standard method of calculation for the housing numbers changed.

6. Updates from Wealden District Council

Councillor Partridge said the key points from Wealden are:

- Hydrogenated vegetable oil has replaced diesel in all its waste collection and street cleansing vehicles.

- The District Council's main priority is the Local Plan which is now due out for consultation early next year.
- Wealden's Economic Development Strategy 2023-2033 is on its website.
- District Councillors met South East Water who apologised for the problems their customers are experiencing. They are going to meet OFWAT next to help keep the pressure up.
- Applying for planning permission to build a Sports Hub at Hailsham.
- Reviewing how it cares for homeless people.

In answer to Councillor's questions, Councillor Partridge confirmed;

- The meeting with OFWAT will take place behind closed doors and a press release will follow.
- The District Council would like suggestions on how it can improve the sports facilities elsewhere in the District. It was agreed that this will be an item on the agenda for the next Association meeting to allow members time to ask their communities. Plans currently being considered are improving the learner pool at the Beacon, and the facilities at both Crowborough and Uckfield Leisure Centres. The Council will also consider improving the Pavilion at the Wolf Recreation Ground.
- There is no conflict of interest if Wealden considers its own planning application because Planning Committees are autonomous and have to exercise independent judgement or else they could be subject to a Judicial Review.

7. Reports from Outside Meetings

Councillor Stevens, in his role as Chair of NALC, reported that;

- NALC has earned its White Ribbon Accreditation.
- The Government has acknowledged the role of parish and town councils in their latest £1bn fund for Towns and allowed parishes to bid in the Community Ownership Fund.
- Had meetings with the LGA and met the new Chair Shaun Davies.
- The finalists for the Star Council Awards have just been announced. The winners will be revealed at the parliamentary reception being held on 29th November.

8: Request from Pevensey Parish Council

Pevensey Parish Council is asking the other parish and town councils in the District to support its request to ask Wealden to 'take a lead' in dealing with issues of concern relating to dogs in the District ie: fouling, loose dogs, unregulated dog walkers and dog attacks.

A discussion followed during which everyone agreed the problem is District wide.

Mr Bending said there is a team of three officers who can visit any areas of concern and issue fixed penalty notices for dog fouling. They are happy to look at the other issues but will need evidence. That evidence can take the form of dates, times, photographs or witness statements and needs to be sent to <https://www.wealden.gov.uk/recycling-and-waste/dog-bins/>

He also confirmed the existing Public Space Protection Order is to be extended.

9: Standards Committee

It was resolved to appoint Councillor John Castle as the WDALC's third representative on the Standards Committee.

Councillor Christine Payne will replace Councillor Andy Watkins when he is unable to attend.

10. Next Association Meeting: The next Association Meeting will be held on the on 17th January 2024 via Zoom.

There were no further questions and this meeting ended at 8.20pm.

Updates from previous meetings agenda items (if not already included as agenda items for current meeting)

Would members please email/telephone with any questions/queries/comments regarding the updates so that they may, hopefully, be dealt with before the meeting proper. Many thanks

Bus shelter replacements: South Street/High Street EH. ESCC chased (20Apr2022). Chased again (25Aug). Acknowledged – New officer appointed promised update (13Spt). Messages left for Dave Smith (08Nov). Meeting with Dave Smith and NFF scheduled for 23rd November. Groundwork contractor quote now with ESCC Highways; awaiting ESCC next steps. Chased again (21Mch2023).

Hallmaster integrated within webpage: Netwise and Hallmaster offered solutions. Not yet completed.

Hits (visits) to website in last 7 days: 152.

Village Hall licence: No progress.

Wildflower patch at Sports Ground: Stavertons appointed to treat and strim as above – due during September.

Emergency Plan: Still ‘on hold’.

Pop Up screen and additional website headers: Netwise advise against pop ups. Asked for some sort of sign up system.

Pavilion ladies loo seats and Home changing room cold water tap – Loo seat fixed. Awaiting plumber (23Oct2023).

Fingerposts: JAKK appointed. Expected completion date requested (14Spt2023).

No.48 mile marker: Back board painted and prepared. Tony Read preparing quote for completion.

Village planter maintenance: Jacqueline Bradley kindly agreed to take on.

Would members please email/telephone with any questions/queries/comments regarding the updates so that they may, hopefully, be dealt with before the meeting proper. Many thanks.