

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 **27th November, 2023 at 7.00pm.**

Signed *Malcolm Ramsden* (22nd November, 2023)

AGENDA

Please note that meetings are recorded. Recordings are destroyed following adoption of the meeting minutes.

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

None received to date.

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 30th October, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

See 'documents', 'minutes' on website.

5.1.1 Matters arising from minutes not otherwise covered by agenda items

5.1.1.1 Risk register

5.1.1.2 High Street pavement cherry trees

See below for choices.

5.1.1.3 Website improvements

6. FINANCE/ADMINISTRATION

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

See below.

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

6.3 Use of s106 funds to meet cost of continued maintenance at Parish Woodland

Maintenance includes pond clearance (one third part) and bramble clearance.

6.4 To approve budget/precept for 2024/25 proposed by Finance & General Purpose committee

To follow.

6.5 To approve Earmarked Reserves as proposed by Finance & General Purpose committee

See below.

6.6 To approve adoption of a Respect and Dignity policy proposed by Finance & General Purpose committee

See below.

6.7 To approve continued adoption of Standing Orders proposed by Finance & General Purpose committee

See 'documents', 'policies' on website.

6.8 To approve continued adoption of Financial Regulations proposed by Finance & General Purpose committee

See 'documents', 'policies' on website.

6.9 To approve continued adoption Code of Conduct proposed by Finance & General Purpose committee

See 'documents', 'policies' on website.

7. PLANNING

7.1 Neighbourhood Plan

7.1.1 Update

District Council have suggested changes to Consultation Statement and Basic Conditions Statement.

7.2 Response from Wealden District Council to Southern Water's response re. Paddock Green

Awaited.

7.3 Response from Southern Water regarding Paddock Green

Awaited.

7.4 To note District Council and Planning Inspector decisions to date

See below.

8. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING

8.1 Correspondence

To follow.

8.2 Christmas trees update

Tree up on 17th with lights added on 20th. Light switch on at 5.30pm on 24th.

8.3 Woodland footpath remedial action update

Specification being worked on.

8.4 To note Garden Plots meeting minutes

See below.

8.5 Clerk's progress report

9. DATE OF NEXT MEETING

To note that the next meeting of the Full Council will be held on Monday 29th January, 2024 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/>*

5.1.12

Malus Rudolph

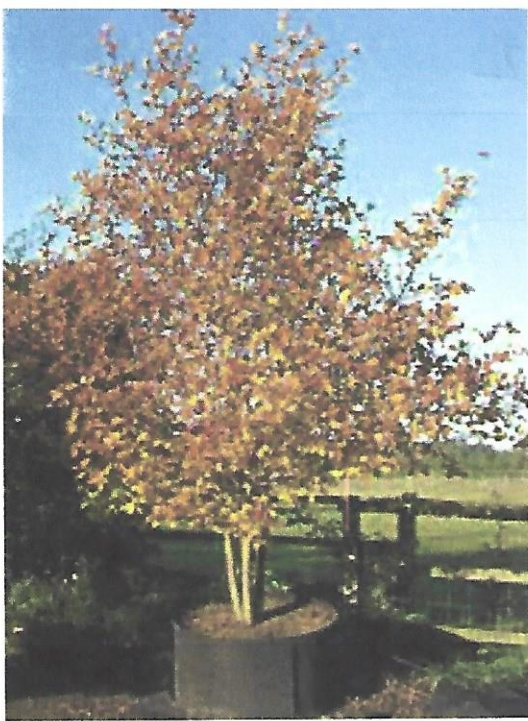


Malus Baccata



Pyrus calleryana Chanticleer





Crataegus prunifolia Splendens



Prunus Umineko



Amelanchier arborea Robin Hill

6.1

October items payable/paid

Payee Name	Amount	Transaction Detail
AJGIBL (Came ins.)	£367.36	AJGIBL (Came ins.)
PKF Littlejohn	£378.00	External audit
Mulberry and Co	£203.64	Interim internal audit
Ashdown Solutions Ltd	£117.36	Support re computer
HMRC	£450.18	Tax and NI
East Hoathly and Halland WM	£3,000.00	Grant to war memorial
Affinity Sel Insurance serv	£1,470.11	Pavilion only insurance.
Salaries	£2,655.97	
Allowances	£52.00	
Mileage	£191.25	
Postage	£0.75	
Virtual meetings	£12.99	
Phone	£22.91	
Stationery	£2.49	
Pavilion consumables	£4.99	
misc. vat	£46.93	
Wealden District Council	£765.61	Election
Hallmaster	£451.20	Halls booking system
Total	£10,193.74	

6.5

Account	Earmarked Reserves		
	Opening Balance	Net Transfers	Closing Balance
320.00 EMR - s.106 July 2011 (20yrs)	£1,893.96	-£295.00	£1,598.96
321.00 EMR - Woodland	£6,000.00		£6,000.00
323.00 EMR - Election	£2,500.28	£900.00	£3,400.28
324.00 EMR - Halland Projects	£26,250.00		£26,250.00
325.00 EMR - Playground Upgrade	£15,647.15		£15,647.15
326.00 EMR - Maintenance	£11,625.00	£3,750.00	£15,375.00
328.00 EMR Pavilion Build	£27,500.00		£27,500.00
331.00 EMR CIL Oct 24 2022 HALLAND(5	£8,542.81	-£1,932.00	£6,610.81
332.00 EMR Insurance	£0.00	£2,000.00	£2,000.00
333.00 EMR Waste / dog bins	£0.00	£1,500.00	£1,500.00
334.00 EMR CIL 24/04/2023 (5yrs)	£0.00	£82,126.96	£82,126.96
	£99,959.20	£88,049.96	£188,009.16

Respect and Dignity Policy

It is in all of our best interests to create a dignified and respectful culture as part of our overall commitment to equality and a diverse workforce.

To help facilitate this we have designed our Respect and Dignity at Work policy. This policy outlines our expectations regarding employee and councillor behaviour towards co-workers and other councillors.

This policy also details how to effectively deal with harassment in the workplace.

This policy applies to all employees and councillors as well as contractors and visitors.

It is everyone's duty to prevent unacceptable behaviour across East Hoathly with Halland Parish Council and ensure that their behaviour is in line with this policy. It is the Chair and Vice Chairs responsibility to continually reinforce standards of acceptable behaviour. Everyone should ensure that they act with fairness and equity so that their own behaviour is not taken as harassment.

In support of our value to respect others East Hoathly with Halland Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the Council or members of the public from the community which it serves. The Parish Council is committed to the elimination of any form of intimidation in the workplace.

Expectations

All employees and councillors must act in accordance with the legal framework complying with environmental, safety, employment law and ethical business practice legislation.

Dignity at work is the principle of maintaining a healthy, safe and enjoyable place of employment. It can only be achieved once each of these points is met:

- The workplace and council is free from bullying, harassment and victimisation
- All staff and councillors are considerate of each other and treat each other with respect
- Unlawful discrimination in any form is never experienced
- All employees' and councillors' skills, competencies and abilities are valued and championed

All employees and councillors should familiarise themselves with our policies and procedures and act in accordance with those policies and procedures.

This policy reflects the spirit in which the Parish Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Parish Council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct. The Parish Council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack.

The Parish Council will also share this policy with contractors, visitors and members of the public via the Parish Council website.

Definitions

Harassment is defined as "any conduct based on age, gender, pregnancy or maternity, marriage or civil partnership, sexual orientation, gender reassignment, disability, HIV status, race, religion, or belief

political, trades union or other opinion, national or social origin, association with a minority, domestic circumstances, property, birth or other status which is unreciprocated or unwanted and which affects the dignity of men and women at work.”

Harassment covers certain types of discrimination, bullying and victimisation. It includes insults, inappropriate jokes, unnecessary contact, threatening behaviour, ostracism and gossip

Bullying is defined as “the unwanted behaviour, one to another, which is based upon the unwarranted use of authority or power.”

Direct discrimination occurs when a person is treated less favourably because they possess a certain characteristic, whereas **indirect discrimination** occurs when a person is disadvantaged by unjustified criteria that are directed at people with certain characteristics.

The characteristics that a person can be discriminated for is age, sex, sexual orientation, disability, gender identity, race, religion, marriage and maternity.

Victimisation happens when an employee has made or supported a complaint and has been treated badly because of it.

Victimisation is often targeted behaviour. It can include such things as the exclusion of one particular person from work-related tasks or making an environment oppressive or penalising someone, all because they have made a complaint.

Inappropriate behaviour includes (but is not limited to) using unacceptable language in the workplace, acting in a manner which unfairly excludes people, unfairly denying access to opportunity, physical assault or inappropriate use of humour.

In all cases, it will be for the recipient to define what is inappropriate behaviour.

‘At work’ includes any place where the occasion can be identified with either the requirements of the employer or with social events linked to the same employment.

‘At work’ does not include socialising with other employees and councillors outside the workplace in non-work or council related events but, if behaviours that originated at such an event do impact on workplace behaviours, then it will be handled in accordance with this policy.

Process

If you feel that you have been subject to bullying, harassment or have not been treated with dignity and respect you should follow the steps outlined below. All complaints should be taken seriously and investigated promptly and thoroughly.

In the first instance please let the person know that their behaviour or comments are not acceptable and that you wish them to stop.

If the unwanted behaviour does not stop or you do not feel able to deal with the person directly please contact the Chair. The Chair and/or a nominated deputy (or the vice-Chair if the complaint relates to the Chair) will investigate your complaint and a factual report will be created as soon as possible after the initial complaint and will be presented to the affected employee.

Confidentiality will be maintained as far as is compatible with thorough investigation and the effective handling of each case but please note that an alleged harasser will have the right to be informed in writing of the complaint made against them and the outcome of any investigation.

Steps will also be taken to ensure that complainants and witnesses remain free from victimisation

It is the responsibility of the Chair and/or nominated deputy to produce an outcome to a valid complaint which offers a remedy which may include mediation.

The Chair and/or nominated deputy will decide whether the disciplinary procedure needs to be invoked for the alleged harasser, if the harasser is an employee.

When it transpires that a complaint was not to be made in good faith and/or is malicious, the Chair/or nominated deputy will decide whether the disciplinary procedure be invoked for the complainant, if the Complainant is an employee.

If elected Members are bullying or harassing employees, contractors, fellow councillors or others then a referral through the Standards process in place at the time, reported as a contravention of the Member's Code of Conduct, could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party, the Parish Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Parish Council should take appropriate legal advice, often available from the Council's insurer, if such a matter arises. Any other party to the Parish Council, other than an employee, who feels they are being bullied or harassed, should raise their complaint with the Parish Council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting and a hearing held to discuss the facts and recommend the way forward. A member of the public who feels they have been bullied or harassed by any members or officers of a council should use the Parish Council's official Complaints Procedure.

Appeals

The procedure should allow for either party to appeal.

The complainant may appeal if it is felt that the process of investigation and subsequent application, or not, of the disciplinary procedure has been unfairly or poorly carried out or agreed. There is no appeal allowed to the complainant against the perceived severity or leniency of the disciplinary action taken.

The alleged harasser may appeal if it is felt that the process of investigation or subsequent application of the disciplinary procedure has been unfairly or poorly carried out or agreed. The alleged harasser is also allowed to appeal against the perceived severity of the disciplinary action taken in accordance with the Disciplinary Appeal Procedure.

Dealing with complaints

If an allegation of harassment or bullying occurs, or if the Respect and Dignity at Work policy has been strayed from, employees can utilise the Grievance Procedure.

Compliance

All employees have a role to play in enforcing this policy.

Any employee refusing to observe the policy may be liable to disciplinary action in accordance with our disciplinary policy up to and including dismissal.

Guests who violate our workplace policies will be asked to leave and prosecuted if appropriate. All parties to the Parish Council have a responsibility to ensure that their conduct towards others does not

harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. The Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislation, best practice and organisational changes. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed,

Amendments

Should any amendments, revisions or updates be made to this policy it is the responsibility of the Chair to ensure that all employees are aware of the changes.

Approvals

7.4

Application No. WD/2023/2197/F PROPOSED SINGLE STOREY REAR EXTENSION TO REPLACE EXISTING CONSERVATORY ASHMORE HOUSE, 16 HIGH STREET, EAST HOATHLY, BN8 6EB 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 23 October 2023.

**Minutes Of East Hoathly with Halland Garden Plots Sub Committee Oct 26th
2023**

- 1) Apologies for absence
John Tarry JT, Jacqueline Bradley JB, James Hamilton Andrews JAH Note we do not have a rep from the PC as yet.
- 2) Present Kate Richardson KR, David Burroughs DB, Roger Discombe RD, Andy Jeavons AJ, Jerry Booth JB, Frances Mills FM. Emma Justice EJ
- 3) Matters arising from the previous minutes
 - a) Plot 58. Ben Martin's vacated plot. It was decided to leave the plot until the spring and then strim it off. **DB has a strimmer.**
 - b) It was decided not to pursue building a pond on the social area for now.
 - c) Cow manure . It was decided to not request anymore cow manure from the Courtney's
 - d) Soil improver pile has now been removed
 - e) Compost heaps. **Rob from the Community Garden has volunteered to maintain all 6 compost heaps. AJ to liaise with Rob and KR to notify all plot holders when the heaps are ready**
 - f) Hedge Cutting .**AJ has a hedge trimmer. JB and hopefully JT to do the job. KR to help picking up. Cuttings to be piled up and burnt . KR to warn plot holders who will be affected**
 - g) Wood Chip. Request for more at the top of the field.
- 4) Maintenance **KR to ask Courtneys if the Topper could come and cut the area between the garden plots and the woods**
- 5) The committee awaited a new PC representative.
DB and KR to write to PC regarding a) PC rep b) Status of the plots as allotments declaring subcommittee supported this change to go ahead. A new lease will have to be signed. c) Progress of greenhouse request, d) Signatories for bank account TP?
- 6) Committee would very much welcome Jacs Bradley on the Committee.
KR to e mail JACs
- 7) Inspection of plots to take place on first Sunday of the month at 12noon.
KR, AJ, DB Intention is to be supportive to plot holders who may be struggling.
- 8) Water Supply **JT to switch off shortly and drain troughs**
- 9) Hort Soc AGM and quiz Nov 17th 2023 **KR to inform plot holders**

10) KR to produce map of plots. Attached. Compost heaps are between plots 2 and 3

11) Letting plots. 2 vacant plots no waiting list. EJ to put a post on Facebook indicating plots could be shared

Parish mag , posters around village to be pursued depending on Facebook response. FM, KR EJ

12) Consider a need and funding for fencing the plots in light of proposed building.