

**DRAFT ONLY – NOT YET APPROVED**

**EAST HOATHLY with HALLAND PARISH COUNCIL**

Meeting of the Full Council on **26<sup>th</sup> February, 2024 at 7.00pm.**  
**(Draft) MEETING MINUTES**

In attendance: Cllrs. Butcher, Cole, Freezer (chair), Magness, Pope, Thatcher and Whitlock.  
Also participating: Malcolm Ramsden (clerk), Verne Heath (rfo) (via Zoom) and two members of the public.

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

**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 Halland resident expressed how difficult it had been to talk, either face-to-face or by telephone, with a Highways representative regarding the blocked drains in Halland causing difficulties to pedestrians wishing to move about the village. His only, with a member of the Balfour Beatty team in Yorkshire, had failed to see the problem resolved. Cllr. Thatcher handed the gentleman a telephone number of the County Highways team and, in the absence of County Cllr. Bennett, the clerk offered to investigate on his behalf and report findings.*

**2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

*Clerk referred members to County Cllr. Bennett's previously circulated report. District Cllr. Draper had not provided a report.*

**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. Freezer regarding her membership of the Carnival Society.*

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

*Apologies received from County Cllr. Bennett.*

**5. MINUTES**

5.1 To resolve that the minutes of the Council Meeting held on Monday 29<sup>th</sup> January, 2024 be taken as read, confirmed as a correct record and signed by the Chairman

*Cllr. Cole asked to have a paper copy of the email detailing forthcoming road works at Hollow Lane.*

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

**0652** **RESOLVED** to approve that the minutes of the Council Meeting held on Monday, 29<sup>th</sup> of January, 2024 be taken as read and be signed by the Chair.

5.1.1 Matters arising from minutes not otherwise covered by agenda items

5.1.1.1 High Street pavement cherry trees

*Clerk reported that he had chased the preferred supplier but had heard nothing and would chase again. Chair remarked that the time for planting trees would soon be upon us. Carried Forward.*

5.1.1.2 Website improvements

*Cllr. Thatcher reported that discussions would be continuing with James Langley pointing out that a number of the current areas of functionality weren't being used and that improvements could be made to achieve easier use and provide a more intelligent feel to the site. Cllr. Butcher added that the site needed to look more interesting and chair asked members what would be considered critical that didn't currently appear, inviting members to look at the Ringmer Parish Council website. Responding to a question from Cllr. Magness, chair stated that there was no plan to change our existing email provider. Cllr. Butcher asked that a map showing the boundary of the parish be included. Chair and Cllr. Thatcher to continue to investigate and provide visuals for comment.*

- 5.1.1.3 Church Marks Lane pavement  
*Clerk updated members that Highways had responded to our concerns and that the preparation works had been carried out for a follow up surface treatment which would provide a uniform finish to the footpath. Clerk to chase progress regarding the dropped kerb re-instatement and raised metal cover near 15a.*
- 5.1.1.4 Application for 'listed' status of bow bell mile markers  
*Historic England advise that for the markers to be 'listed' they would need to be the originals and dated before 1840. Clerk advised that this did not apply to those in our parish.*
- 5.1.1.5 80<sup>th</sup> Dday anniversary events  
*Clerk reported that he believed the Carnival Society would be discussing, at their next meeting, the possibility of a beacon lighting. Clerk to contact the groups originally approached, as well as the vicar, and remind them of Council's grant scheme.*
- 5.1.1.6 Wildflower verge markers/licences  
*County yet to respond to questions relating to the requirement for a licence to replace the 'daisy' markers that County no longer provide. Clerk to chase.*
- 5.1.1.7 County gras cutting schedule  
*Clerk reported that an additional cut, above the two cuts provided by Highways, would cost £1,056.08 +vat.*

## **6. FINANCE/ADMINISTRATION**

- 6.1 To approve/note payments payable/paid January, 2024  
*Cllr. Cole raised a question relating to a payment noted in last month's minutes. In response to Cllr. Whitlock's question, chair explained that 'warm bank' funds had been put aside to provide lunches for parishioners during the cost of living crisis. Following a proposal by Cllr. Butcher and seconding by Cllr. Pope*

**0653 RESOLVED** to approve/note payments payable/paid January, 2024 totalling £4,958.27 (See appendix A).

- 6.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts not previously approved  
*Noted. Last month's minutes, previously circulated, highlighted that overspends in the areas of village furniture, pavilion consumables, insurance, staff training, professional fees and grants had previously been reported and approved.*
- 6.3 To note Bank Account Reconciliation  
*Noted. Chair had signed the bank statements and related cashbook summaries noting that the Cambridge Building Society was only a screen grab and did not clearly indicate that it related to Cambridge Building Society funds. Clerk/RFO to provide letter headed evidence of balance.  
Balances as at 31<sup>st</sup> December, 2023:  
Current - £7,748.86, Deposit - £56,082.78, s106 - £7,891.77,  
Camb. BS - £30,342.08, Camb. & Count. - £81,608.11 and Redwood - £82,126.96*
- 6.4 To appoint vice-chair  
*Necessitated following the resignation of Cllr. Vaughan.*

- Following a proposal by Cllr. Cole and seconding by Cllr. Pope*
- 0654 RESOLVED** to approve Cllr. Butcher as vice-chair.
- 6.5 To appoint Council representative to the Village Hall Committee  
*Necessitated following the resignation of Cllr. Vaughan.*  
*Following a proposal by Cllr. Butcher and seconding by Cllr. Freezer*
- 0655 RESOLVED** to approve Cllr. Thatcher as Council representative to the Village Hall Committee
- 6.6 To consider authorizing an additional bank account signatory  
*Necessitated following the resignation of Cllrs. Bradley and Vaughan. RFO and Cllr. Pope to obtain the necessary papers/emails to enable changes to be made.*  
*Following a proposal by Cllr. Freezer and seconding by Cllr. Magness*
- 0656 RESOLVED** to approve Cllr. Whitlock as an additional signatory to accounts.
- 6.7 To approve increase in level of Fidelity insurance cover  
*Balances have increased as a result of CIL receipts and will increase further when the first half of the precept monies will be received.*  
*Following a proposal by Cllr. Pope and seconding by Cllr. Freezer*
- 0657 RESOLVED** to approve an increase from £200k to £325k in the amount of cover for Employee Dishonesty at a pro rata cost of £142 per annum.
- 6.8 To approve payment of WM charity invoices containing vat from Council funds  
*Internal auditor has confirmed that sole managing trustees can pay and reclaim vat for expenditure of the trust. RFO to combine Council and Trust finances relating to the Trust for reporting purposes.*  
*Following a proposal by Cllr. Butcher and seconding by Cllr. Thatcher*
- 0658 RESOLVED** to approve payments of WM charity invoices containing vat from Council funds
- 6.9 To review Garden Plot rents  
*Chair referred members to RFO's previously circulated report showing surpluses in recent years with Cllr. Pope reminding members that surpluses were to be used to re-imburse Council for the original start-up costs which were in the region of £45,000. Members noted that what were thought to be the five vacant plots were in the organic section and either waterlogged or rocky and near the tree line.*  
*Following a proposal by Cllr. Pope and seconding by Cllr. Butcher*
- 0659 RESOLVED** to approve the continuation of the annual rent for 2025/26 at £50.
- 6.10 Grant policy  
*Members were referred to the previously circulated updated policy and clerk summarized the changes.*  
*Following a proposal by Cllr. Pope and seconding by Cllr. Butcher*
- 0660 RESOLVED** to approve the updated version as circulated .
- 6.11 Email policy  
*Chair referred members to the previously circulated policy. Cllr. Pope expressed his concern at the somewhat Draconian feel of the document reminding that Councillors were, in the main, non-corporate volunteers and wished to see the inclusion of a clause absolving members of transgressions if best efforts to conform had been applied. Concern was also felt that there was no control over individual's equipment, virus protection or other loaded programmes. Cllr. Magness noted that there was no reference to communication systems in place in the event of hardware/software problems and outages.*  
*Following a proposal by Cllr. Freezer and seconding by Cllr. Butcher*
- 0661 RESOLVED** to obtain details from our system suppliers as to how the robustness of members equipment could be confirmed.
- 6.12 Individual Councillors not able to commit Council  
*Chair reminded members that we act as body and that decisions and assurances can not be made by individuals on behalf of Council. Cllr. Butcher clarified the emailed response to clerk's request for confirmation received from ESALC as Council can not delegate responsibility or authority to an individual Councillor. It may only delegate to a committee, sub-committee, officer or another authority and never to an individual Councillor.*

## 7. PLANNING

- 7.1 Neighbourhood Plan

*Chair noted that the Regulation 16 consultation period had closed at 5pm.*

7.1.1 Update/Examiner selection

*Clerk reported that our chosen examiner, Christopher Lockhart-Mummery, had been asked by WDC to commence the examination on the 18<sup>th</sup> of March, 2024.*

7.1.2 District Council (draft) Local Plan update

*Chair reported that WDC Full Council had approved that the consultation commence in March, 2024, noting that a Consultation event had been scheduled for East Hoathly on the 22<sup>nd</sup> of April, 2024.*

7.2 WDC response to discharge of conditions 18 and 19 at Paddock Green

*Clerk confirmed that there had not been a response from District. Cllr. Pope asked that in view of Redrow's forging ahead with open days and especially in view of the rumours that they will be selling houses with sewage being tankered off site, the lack of response be escalated to Dist. Cllr. Partridge. Chair mentioned that complaints regarding the generator running through the night had been lodged.*

7.3 To consider Wheatlands access/bus shelters plan

*Chair reported that Council had been approached asking if we would like to adopt the two bus shelters proposed at the entrance to the Wheatlands site. Clerk reported that failure to adopt would result in poles being installed to indicate where buses should stop. The planned site access conflicts with the 'Circle' access and should be brought to the attention of District planners.*

*Following a proposal by Cllr. Thatcher and seconding by Cllr. Butcher*

**0662 RESOLVED** *to approve the adoption of the bus shelters.*

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

**0663 RESOLVED** *to express concern to District planners regarding proximity of access to the 'Circle' development.*

7.4 To consider Redrow offer re. Paddock Green 'play area'

*Chair referred members to the recently emailed Paddock Green play area adoption proposal. Members agreed that further information was required regarding the boundary, the exact amount available to Council and possible staggering of payments mentioned and the lack of timeline triggers. Cllr. Magness reminded members that we had previously, when funding for the sports field was refused, been of a mind to not adopt a play area on the development site. Clerk reported that Redrow were trying to arrange a meeting between us and District to learn more of just what might now be possible.*

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

**0664 RESOLVED** *to defer the decision until more was known.*

7.5 To note footpath 7a (part) diversion

*Noted.*

7.6 To note District Council and Planning Inspector decisions to date

*None notified.*

**8. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING**

8.1 Correspondence

*Noted. (See appendix B)*

8.2 Woodland footpath remedial action update

*Clerk reported that he was still waiting for quotes to provide a boardwalk specification. Carried forward.*

8.3 To consider May annual village meeting content

*Cllr. Butcher suggested refreshments be provided to encourage people to attend. The local societies and grant recipients could be invited to attend and report to residents. Clerk suggested that the APM and AVM dates needed to be separated. Members to provide clerk with groups/societies that should be invited.*

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

**0665 RESOLVED** *to approve the change of date of the Annual Village Assembly (date still to be agreed).*

8.4 To note WDALC meeting (draft) minutes

*Cllr. Pope noted that District called for reports relating to open spaces which might result in funding becoming available. Our sports field being compromised by poor drainage should be reported.*

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

**0666 RESOLVED** to approve the reporting as requested.

8.5 Clerk's progress report

*Clerk updated progress against his previously circulated report. Cllr. Magness to contact Jacqueline Bradley regarding the plans that she had been preparing. Noted.*

## **9. DATE OF NEXT MEETING**

To note that the next meeting of the Full Council will be held on Monday 25<sup>th</sup> March, 2024 at 7.00 pm at the Village Hall, East Hoathly

*Noted.*

*Meeting closed at 8.45pm*

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](mailto:clerk@easthoathlywithhalland.org.uk)

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

## Appendix A

Date	Payee Name	Amount
31/01/2024	HMRC	£747.85
31/01/2024	Natl Allotment Society	£66.00
31/01/2024	Peter Crawford	£260.00
31/01/2024	Salaries/expenses	£2,587.60
31/01/2024	Wealden District Council	£858.00
31/01/2024	Chris Bartholomew	£187.06
31/01/2024	Ashdown Solutions Ltd	£92.76
31/01/2024	Play Inspection Co	£99.00
31/01/2024	CPRE	£60.00
	Total	£4,958.27

## **Correspondence: 29<sup>th</sup> January, 2024 to 21<sup>st</sup> February, 2024**

1. WDC: Agenda for Cabinet, Wednesday, 7th February, 2024
2. Healthwatch East Sussex - January 2024 Newsletter
3. NALC events: 30Jan2024 (already forwarded to members)
4. ESALC: LNRS: briefing Parish & Town Councillors on Monday 26th Feb @ 6pm (already forwarded to members)
5. WDC: Newly published decision: Approval of the NNDR1 Form 2024/25
6. WDC: Newly published decision: Estimate of the Collection Fund Surplus for Distribution
7. WDC: Newly published decision: Local Plan Authority Monitoring Report (AMR) - 2022/23 period
8. WDC: Newly published decision: Brownfield Land Register 2023
9. Hallmaster Newsletter | January 2024
10. Edukit: Grants to promote racial justice, support YP and older people and more
11. WDC: Media release: Improvements made to Sports Hall at Crowborough Leisure Centre
12. The Rural Bulletin - 30 January 2024
13. WDC: Minutes for Standards Committee, Tuesday, 19th December, 2023
14. NALC newsletter: 31Jan2024
15. WDC: Newly published decision: Infrastructure Funding Statement (CIL Governance) December 2023 (Recommendation to Full Council)
16. SEE Newsletter - January 2024
17. WDC: Minutes for Planning Committee South, Thursday, 25th January, 2024
18. WDC: Supplement: Officer Updates to the agenda for Planning Committee North, Thursday, 1st February, 2024
19. WDC: Supplement: Agenda supplement: Appendix to Item 9 and Report and Appendices to Item 10 to the agenda for Cabinet, Wednesday, 7th February, 2024
20. WDC: Agenda for Full Council, Thursday, 8th February, 2024
21. NALC: Chief executive's bulletin 01Feb2024
22. WDC: media release: Business park in Crowborough given green light
23. Wealden Weekly Commencing 5 February
24. WDC: Minutes for Overview and Scrutiny Committee, Monday, 22nd January, 2024
25. ESALC: Information for Councillors : Personal Security Briefings 2024 (already forwarded to members)
26. AirS Rural Housing Enabling Service – How can we help you?
27. CPRE: This could be a huge win for our rooftop solar campaign
28. The Rural Bulletin - 6 February 2024
29. NALC events: 06Feb2024
30. Edukit: Grants for health inequalities, making sure children get the best start in life and more
31. WDC UK Shared Prosperity Fund Newsletter- Cuckoo Trail
32. ESCC: Growing Connections Project, Coventry University are offering growing trees from seed Biosecurity and Record Keeping Training
33. NALC newsletter: 07Feb2024
34. Edukit: Up to £200k to support mental health for YP
35. WDC: Decision sheet for Cabinet, Wednesday, 7th February, 2024
36. AirS Rural Housing Enabling Service – How can we help you?
37. WDC: Newly published decision: Constitution Review 2023 (Recommendation to Full Council)
38. NALC: Chief executive's bulletin 07Feb2024
39. WDC: Media release: Downlands Farm Appeal
40. WDC: media release: Wealden Community Lottery celebrates its first birthday
41. WDC: Minutes for Planning Committee North, Thursday, 1st February, 2024
42. Minutes for Planning Committee North, Thursday, 1st February, 2024
43. Minutes from the WGod Meeting held on the 31st January 2024
44. Media release: New chair appointed at Wealden

45. Wealden Weekly Commencing 12 February
46. WDC: Media release: Draft Local Plan approved and consultation due to start
47. Edukit: Up to £200k to help women get out of poverty and prevent domestic abuse
48. NALC events: 13Feb2024
49. WDC: Minutes for Local Plan Sub-Committee, Monday, 29th January, 2024
50. Edukit: Grants for social welfare, YP's power to make change and more
51. The Rural Bulletin - 13 February 2024
52. WDC: Agenda for Full Council, Wednesday, 21st February, 2024
53. Discover London Gatwick
54. Gatwick Airport FASI South ACP Update Briefing - January 2024 Presentation and Documents
55. WDC: media release: Life Saving Kit installed in Vicarage Field, Hailsham
56. Wealden Weekly Commencing 19 February
57. NALC Chief Executive's bulletin: 15<sup>th</sup> February, 2024
58. NALC Newsletter: 14<sup>th</sup> February, 2024
59. NALC events: 19Feb2024
60. Grey Matters Newsletter
61. Don't Forget - Let Us Know How Your Town or Parish Council is Taking Part in the #GBSpringClean!
62. WDC: Supplement: Agenda supplement: Questions from the Public to the agenda for Full Council, Wednesday, 21st February, 2024
63. The Rural Bulletin - 20 February 2024
64. Edukit: Grants for youth development, addressing social problems and more
65. On behalf of Halland resident – cc of WDC email: Stavertons Nursery Re: WD/2022/3294/FR
66. South East Water Want Your Views
67. WDC: cc Response re. 65 above
68. NALC Newsletter: 21<sup>st</sup> February, 2024
69. Edukit: Up to £200k of funding to address systemic economic inequalities
70. WDC: Agenda for Planning Committee South, Thursday, 29th February, 2024
71. WDC: Media release: Council Tax increase
72. NALC Chief Executive's bulletin: 22<sup>nd</sup> February, 2024
73. Garden Plots chair: Garden plots
74. WDC: King's Portrait - Town and Parish Councils
75. ESALC: D-DAY 80 Flag of Peace – Town and Parish Councils
76. Cc'd Response to 67 from 65