

Ashburnham and Penhurst Parish Council

Clerk: Brian Holdstock

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Parish Council Members are Summoned to the **Annual Meeting** of the
Parish Council to be held on Wednesday 11th May 2016
at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 5 May 2016

Brian Holdstock, Clerk

A G E N D A

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Declaration of Acceptance of Office**
- 4. Apologies for absence**
- 5. To Approve the Asset Register of council property**
- 6. To appoint members to serve on Sussex Association of Local Councils**
- 7. To confirm the dates of future meetings**
 - 7.1 Council meetings – the second Wednesday of July, September, November, January (2017), March and May.
 - 7.2 Planning committee (if required to meet) – the second Wednesday of June, August, October, December, February (2017) and April.
- 8. To set the date for the Annual Assembly 2017**
- 9. Disclosures of interest**
 - 9.1 To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct.
- 10. Adoption of Minutes**
 - 10.1 To confirm the minutes of the Ordinary Council Meeting held on 16th March 2016 as a true and correct record.
- 11. Open Forum**
 - 11.1 To invite RDC and ESCC Council representatives to speak to any matters they wish.
 - 11.2 To invite members of the public to speak about any matters they wish, whether or not they are on the agenda.
- 12. Annual Return**

Local Audit and Accountability Act 2014; Accounts and Audit Regulations 2015

 - 12.1 To review the effectiveness of the systems of internal control.
 - 12.2 Subject to the findings of the above review at 12.1, to approve the Annual Governance Statement (by resolution).

12.3 To approve the accounting statements (by resolution) and witness the signing thereof.

13. Finance

13.1 To receive the 4th Quarter financial report from the RFO

13.1.1 Budget final report for 2015/16

13.1.2 Bank reconciliation

13.2 To approve the following payments:

13.2.1 Clerk gross salary – 30 hours per month at £9.21 per month until 30 April 2017 (£276.21 per month)

13.2.2 EDF Energy – Electricity supply pavilion – £27 per month, paid by standing order. Approve retrospective 2015_16 and continuing through 2016-17

13.2.3 JAKK Designs - £1524.72 (includes VAT £254)- Gross cost of signs at Forge Lane and Compass Lane

13.2.4 Nigel White – £847 - first phase landscaping around war memorial (retrospective)

13.2.5 Nigel Turner - £25 - window cleaning, pavilion

13.2.6 Society of Local Council Clerks - £250 – CiLCA registration fee

14. Planning

14.1 Existing applications

14.1.1 RR/2016/705/P - Naulakha, Lakehurst Lane, TN33 9LZ - Erection of three sheds (retrospective) - *undecided*

14.1.2 RR/2016/825/P - Burnt Barns Farm, Freckley Hollow, Ashburnham, TN33 9LZ - Relocation of former agricultural worker's cabin and its conversion to tourist accommodation. - *undecided*

14.1.3 RR/2016/982/P - Naulakha, Lakehurst Lane, TN33 9LZ - Deck with access slope to provide a fire exit (suitable for disabled), to balance the building as there is a deck on the west end of the building for access. (Part Retrospective) - *undecided*

14.2 New applications – none

14.3 Breaches and Enforcement – to note updates

14.3.1 ENF/ASH/2011/293 - Brays Hill - holiday let rules breached - enforcement action. Holiday home used as permanent home. *Awaiting information*

14.3.2 ENF/177/15/ASH - Naulakha, Lakehurst Lane, Ashburnham - Alterations to holiday let and possible permanent residential use.. *Visit being arranged.*

14.3.3 ENF/193/15/ASH – Buckwell Ghyll, Lakehurst Lane, Ashburnham – caravan noted.

15. Highways matters

15.1 Finger posts

1.1.1 To review future works following replacement of posts at Forge Lane and Compass Lane.

1.1.2 Road signs – the provenance of the two new signs at the entrance to Akehurst Field has still not been established but RDC Cllr Curtis continues to pursue the matter.

15.2 Potholes progress (Cllr Hann)

16. Premises

16.1 New village hall

16.1.1 Governance – proposals for new independent body (a Charitable Incorporated Organisation) to be the vehicle for construction and operation.

16.2 Village Hall

16.2.1 To receive reports from the Village Hall Management Committee (Cllr Richard White to report)

16.3 Pavilion

16.3.1 To receive report from the clerk

17. Community matters

17.1 Rural broadband

17.2 Parish notice board for Penhurst

17.3 Refuse collection

18. Correspondence

19. Information for Councillors / Future Agenda items

20. Circulation folder

21. Dates of Next Meetings

21.1 Parish Council: 13th July (second Wednesday)

21.2 Planning Committee: 8th June (second Wednesday)

If there are no planning matters to consider the meeting will be cancelled.