

Ashburnham and Penhurst Parish Council

Clerk: Brian Holdstock

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Parish Council Members are Summoned to the Ordinary Meeting of the Parish Council to be held on Wednesday 13th July 2016 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 6 July 2016

Brian Holdstock, Clerk

A G E N D A

1. Apologies for absence

2. Disclosures of interest

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.

3. Adoption of Minutes

- 3.1. To confirm the minutes of the ordinary meeting of the Council held on 11th May 2016 as a true and correct record.
- 3.2. To confirm the minutes of the Planning Committee meeting of the Council held on 8th June 2016 as a true and correct record.

4. Open Forum

- 4.1. To invite RDC and ESCC Council representatives to speak to any matters they wish.
- 4.2. To invite members of the public to speak about any matters they wish, whether or not they are on the agenda.

5. Finance and Governance

5.1. RFO report

- 5.1.1. To receive a written report from the internal auditor.
- 5.1.2. To receive and approve the End of Year Accounts
- 5.1.3. To adopt revised Financial Regulations.
- 5.1.4. To receive the first quarter financial reports.
- 5.1.5. To appoint a member who is neither a cheque signatory nor an authorisor of payments to verify the bank balances (Financial Regulations 2.2)
- 5.1.6. To review financial planning in relation to new village hall

5.2. Receipts and payments

- 5.2.1. To note the schedule of receipts
- 5.2.2. To note the schedule of payments
- 5.2.3. To receive and approve the following payments:
 - 5.2.3.1. ESALC and NALC subscription - £120.64
 - 5.2.3.2. Pavilion window cleaning - £25

5.3. Governance

- 5.3.1. To note that the Parish Council is obliged by law to publish the following information online by 1st July every year and to review compliance:

- 5.3.1.1. All items of expenditure over £100
- 5.3.1.2. End of year accounts
- 5.3.1.3. Annual Governance Statement
- 5.3.1.4. Internal Audit Report
- 5.3.1.5. List of Councillor's responsibilities
- 5.3.1.6. The details of public land and building

6. Planning

- 6.1. Applications previously considered - to note outcomes or status
 - 6.1.1. RR/2016/705/P - Naulakha, Lakehurst Lane, TN33 9LZ - Erection of three sheds (retrospective) – *(approved conditional)*
 - 6.1.2. 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. – *(approved conditional)*
 - 6.1.3. 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) – *(approved conditional)*
 - 6.1.4. RR/2016/1125/P - Burnt Barns Farm, Freckley Hollow, Ashburnham - Agricultural worker's dwelling to serve the essential needs of the holding. Variation of conditions 2 & 5 to provide ground floor extension – *(approved conditional)*.
 - 6.1.5. Considered by Parish Council Planning Committee 8th June 2016
 - 6.1.5.1. RR/2016/1273/P and 1273/L - Agmerhurst House, Kitchenham Road, Ashburnham, TN33 9NB – Two storey rear extension to existing house, with alterations to ground floor courtyard and minor internal alterations. *(Planning approved conditional, Listed Building Consent granted. Planning Committee declared interests and declined to comment)*
 - 6.1.5.2. RR/2016/1390/P - Agmerhurst House, Kitchenham Road, Ashburnham, TN33 9NB – Hard surfaced tennis court for private use, with surrounding fence and associated landscaping. *(Undecided. Planning Committee declared interests and declined to comment)*
- 6.2. New applications – to determine the position of the council
 - 6.2.1. RR/2016/1139/L - 4 Brays Hill Cottages, Ashburnham, TN33 9NZ - Internal secondary glazing and addition of fitted kitchen. (Retrospective) *(undecided)*
 - 6.2.2. RR/2016/1570/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Change from holiday let to residential (Class C3) use. *(undecided)*
 - 6.2.3. RR/2016/1766/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Modification of section 106 agreement relating to RR/2002/1141/P to allow residential use. *(undecided)*
- 6.3. Breaches and Enforcement – to note updates and progress
 - 6.3.1. none
- 6.4. Appeals – to note updates and progress

7. Highways matters

- 7.1. Reporting problems
 - 7.1.1. To receive a verbal report on the new arrangements.
- 7.2. Finger posts
 - 7.2.1. Ongoing maintenance
- 7.3. Road Name signs
- 7.4. Potholes - Cllr Hann to report

8. Premises

- 8.1. Village Hall

8.1.1. To receive a report from the Annual General Meeting of the Village Hall Management Committee (Cllr Richard White to report)

8.2. New village hall

8.2.1. To appoint a planning consultant to work with the architect.

8.2.2. To receive a report from Baker Associates (architects)

8.2.3. To review the governance of the proposed Charitable Incorporated Organisation (CIO)

8.3. Pavilion

8.3.1. To waive the hire fee payable by the VHMC for the Flower Show and Country Fair on 30th July,

8.3.2. To note that a local contractor has been engaged to reset the gatepost.

9. Community matters

9.1. Local Action Plan 2015 - 20

9.1.1. To review progress

9.2. Rural broadband -

9.2.1. To receive the report from Huw Merriman, M.P.

9.2.2. To determine the council's response to Huw Merriman's question.

9.2.3. To note the plans of ESCC Scrutiny Committee panel of enquiry

9.3. Parish notice board for Penhurst – permission for siting required.

10. Correspondence

11. Information for Councillors / Future Agenda items

12. Circulation folder

13. Dates of Next Meetings

13.1. The schedule of ordinary council meetings for the remainder of 2016-17 is as follows:

14th September

9th November

11 January 2017

8 March

10 May

13.2. The schedule planning committee meetings (if required) for the remainder of 2016-17 is as follows:

10th August

12th October

14th December

8 February

12 April

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