

# 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 Tuesday 16th May 2017 at 7.30p.m. in the Ashburnham Sports Pavilion**

Signed *Brian Holdstock*

Date: 10 May 2017

Brian Holdstock, Clerk

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### **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 external bodies**
- 7. To confirm the dates and times of future meetings**
  - 7.1 Council meetings on the alternate second Wednesday: 12 July, 13 Sep, 8 Nov, 10 Jan 2018, 14 Mar, 9 May (AGM).
  - 7.2 Planning Committee on the second alternate Wednesday: 7 Jun, 9 Aug, 11 Oct, 13 Dec, 14 Feb 2018, 11 April
- 8. To confirm the date and time of the Annual Assembly**

Thursday 20 April 2018 called for 7pm
- 9. 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.
- 10. Adoption of Minutes**
  - 10.1 To confirm the minutes of the ordinary meeting of the Council held on 8th March 2017 as a true and correct record.
- 11. Open Forum**
  - 11.1 To receive verbal reports on any matters to which RDC and ESCC Councillors wish to speak.
  - 11.2 To receive verbal representations on any items, whether or not they are on the agenda, to which members of the public wish to speak.
- 12. Community matters review**
  - 12.1 Local Action Plan
  - 12.2 Rural broadband – to receive progress reports of the current BT programme.
  - 12.3 Parish website
  - 12.4 Purchase of phone box

### **13. RFO Report and Governance**

#### 13.1 Annual Return

- 13.1.1 To review the effectiveness of the systems of internal control.
- 13.1.2 Subject to the findings of the above review at 12.1,1 to approve the Annual Governance Statement (by resolution).
- 13.1.3 To approve the accounting statements (by resolution) and witness the signing thereof.

#### 13.2 Governance

- 13.2.1 Casual vacancy – to review expressions of interest in the vacancy occasioned by the resignation of Cllr Andy Proudfoot and to co-opt a suitable applicant if so resolved.

#### 13.3 RFO report

- 13.3.1 To receive the 4th quarter financial reports

#### 13.4 Receipts and payments

- 13.4.1 To receive the schedule of receipts and payments since the last meeting
- 13.4.2 To approve the following payments
  - 13.4.2.1 Clerk salary 12 months
  - 13.4.2.2 EDF Standing Order @ £25 pcm
  - 13.4.2.3 Fast Maintenance Services Ltd, pavilion water heater - £400 plus vat
  - 13.4.2.4 East Sussex ALC Ltd £120.51 (no vat)
  - 13.4.2.5 AiRS CBAS £144 inc VAT
  - 13.4.2.6 Champagne & Caviar catering for Annual Assembly
  - 13.4.2.7 Kit Print, Assembly signage - £132 (no vat)
  - 13.4.2.8 Nigel Turner, pavilion window cleaning - £26
  - 13.4.2.9 Keith Robertson, internal audit - £130.65
  - 13.4.2.10 Image Flooring, new floor covering in pavilion plus spares - £2391 incl vat £398.50

### **14. Planning**

#### 14.1 Applications on previous agendas – to note status

- 14.1.1 RR/2016/3092/P & /3093/L - Ashburnham Place, Ashburnham, TN33 9NF - Conversion of redundant traditional 'bothy' style sheds into four artisan workshops. *(Remains undecided.)*

#### 14.2 Applications on the agenda for the first time – to determine the council's response (or note it if determined by the Planning Committee)

- 14.2.1 RR/2017/685/P - Court Lodge Farm, The Forge, Ashburnham TN33 9PJ - Proposed extension to existing stable. RDC decision by 16/5/17
- 14.2.2 RR/2017/855/P - Beechurst, Marlpits Lane, Ashburnham TN33 9LE - -Erection of single storey rear extension and balcony with log store under. RDC decision by 23/5/17
- 14.2.3 RR/2017/863/P - Burnt Barns Farm, Freckley Hollow, Ashburnham, TN33 9LZ, Erection of stables. RDC decision by 25/5/17

#### 14.3 Breaches and Enforcement – to note updates and progress

- 14.3.1 Burnt Barns Farm, Freckley Hollow - ENF/11/17/ASH – breach of condition 3 of RR/2013/829/P “the boat house . . . shall be used only for purposes incidental to the occupation and enjoyment of the occupants of Burnt Barns Farm . . . and not for any trade or business.”

#### 14.4 Appeals – to note updates and progress

- 14.4.1 To note the following appeal against the enforcement notice ENF/14/15/ASH above. APP/U1430/C/16/3156685 –(RDC portal ref 2408) - Little Acre (Clear View Farm), Brays Hill, Ashburnham - Appeal against Enforcement Notice

RR/2016/2630/ENF requiring land to be reinstated to former use. *Status: Appeal dismissed, enforcement upheld.*

- 14.4.2 The Stables, Brays Hill, TN33 9NZ – Appeal against refusal of planning applications RR/2016/1570/P and RR/2016/1766/P accepted by Inspectorate. Waiting start date and appeal reference number.

## **15. Highways matters review**

- 15.1 Finger posts
- 15.2 Potholes (Cllr Hann)

## **16. Premises**

- 16.1 New village hall
  - 16.1.1 To review actions required in order to meet the planning approval conditions.
  - 16.1.2 To review the agenda for the next consultation with AiRS Community Buildings Advisory Service..
- 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 note the recent renewal of the flooring.
  - 16.3.2 To consider the provision of a coffee machine.

## **17. Correspondence**

- 17.1 Thanks from PCC re magazine support
- 17.2 Request from Ashburnham Place regarding bus services

## **18. Information for Councillors / Future Agenda items**

## **19. Circulation folder**

## **20. Dates of Next Meetings**

- 20.1 To note that ordinary council meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and that the date of the next meeting will be 12 July 2017
- 20.2 To note that planning committee meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and that the date of the next meeting will be 7th June 2017.  
If there are no planning matters to consider the meeting will not be called.