

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 14th March 2018 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 8 March 2018

Brian Holdstock, Clerk

A G E N D A

1. Apologies for absence

2. Disclosures of interest

- 2.1 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.

3. Additional agenda items

To consider such other items as the Chair decides are urgent and due notice of which has been given to the clerk by 12 noon on the day of the meeting.

4. Adoption of Minutes

- 4.1 To confirm the minutes of the ordinary meeting of the Council held on 10th January 2018 as a true and correct record.

5. Open Forum

- 5.1 To receive verbal reports on any matters to which RDC and ESCC Councillors wish to speak.
- 5.2 To receive verbal representations on any items, whether or not they are on the agenda, to which members of the public wish to speak.

6. Community matters

- 6.1 Local Action Plan – to note any updates.
 - 6.1.1 To note local representation for a children's play area.
- 6.2 Rural broadband – to receive a progress report from Cllr Andrew Hoad.
- 6.3 Parish website – to note any developments.
- 6.4 Community services
 - 6.4.1 Litter – to receive a report from Cllr Andrew Hoad.

7. RFO Report and Governance

- 7.1 RFO report
 - 7.1.1 To receive the schedule of receipts and payments for the months of January and February
 - 7.1.2 To receive the bank reconciliation to the end of February 2018
 - 7.1.3 To approve the following payments
 - 7.1.3.1 Nigel White – half yearly grounds maintenance - £400 (retrospective)
 - 7.1.3.2 Carol Lovett – pavilion cleaning Aug – Dec 2017 - £255
 - 7.1.3.3 Ashburnham PCC – 12mths pavilion advert in parish magazine - £25 (retrospective)
 - 7.1.3.4 Pump House Designs – interim fee for preparation of new hall drawing for building regulations approval - £1200 plus £240 vat (retrospective)
 - 7.1.3.5 Nigel Turner - window cleaning pavilion 6th Feb - £26 (retrospective)
 - 7.1.3.6 Viking Direct – paper towels, pavilion - £24.39 plus £4.88 vat (card purchase)
 - 7.1.3.7 Viking Direct – Filter bags - £14.85 plus £2.97 vat (card purchase)

7.1.3.8 Tim Wakeling – Quarterly web site maintenance and hosting - £45

7.1.3.9 Brian Holdstock – Clerk expenses - £21.91

7.2 Governance

7.2.1 To confirm the arrangements for the Annual Assembly on 26th April 2018.

7.2.2 Parish councillor vacancy -

7.2.2.1 To resolve to co-opt Dr Neil McClonky to fill the casual vacancy occasioned by the resignation of Richard Hann. (There being no call for an election the Parish Council may now co-op.)

7.2.2.2 GPDR compliance – to review arrangements prior to start date of 25th May 2018.

8. Premises

8.1 New village hall (Cllr Richard White to report as Chairman of the New Hall Steering Group)

8.1.1 Operations

8.1.1.1 To receive a position paper (attached) from the clerk regarding the relative merits of forming a new charity.

8.1.1.2 To resolve to register a new Charitable Incorporated Organisation named the Ashburnham & Penhurst Community Centre to be the lessee and operator of the new hall plus the existing pavilion and sports ground.

8.1.1.3 To resolve to resource the registration by paying for one day's consultancy with AiRS at a cost of £385 plus £77 vat.

8.1.2 Timetable

8.1.2.1 To recommend that the parish council adopt the proposed time line for the project (to be tabled at the meeting).

8.1.3 Constitution of New Hall Steering Group (an Advisory Committee of the parish council)

8.1.3.1 To recommend changes to membership of the committee and its working groups.

8.1.3.2 To define the role of the working groups and their expected deliverables.

8.1.4 Bids for funding

8.1.4.1 To receive an update on the bid to Awards For All.

8.1.4.2 To review the process for developing future bids.

8.1.4.3 To request that our District Councillor facilitates a bid to RDC which falls outside the scope of the Community Grant Scheme.

8.2 Pavilion (Clerk to report)

8.2.1 To review maintenance plans in the new financial year.

8.2.2 To note a new hiring agreement template.

8.2.3 To note a new long term let to a start up dog training business.

8.3 Village Hall (Cllr Richard White to report as Chairman of the Village Hall Management Committee)

8.3.1 To report progress with the redecoration of the hall.

8.3.2 To report on maintenance issues with the building and grounds.

9. Planning

9.1 Applications on previous agendas – none

9.2 Applications on the agenda for the first time

There were no new applications

9.3 Breaches and Enforcement – members noted updates and progress:

9.3.1 Buckwell Ghyll – to determine a response to a complaint received alleging a planning breach by virtue of residential occupation in a mobile home.

10. Highways matters

10.1 To confirm a date for an inaugural SLR meeting on either Tues 10th or Wed 18th April 2018 at a time to be arranged.

10.2 To note any matters concerning highways

11. Correspondence

11.1 see 6.1 Local Action Plan correspondence

12. Information for Councillors / Future Agenda items

13. Dates of Next Meetings

13.1 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 dates of meetings for the remainder of the council year are as follows:

Annual Assembly Thursday 26th April

9th May (Annual Meeting of the council)

13.2 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 dates of meetings for the remainder of the council year are as follows:

11th April

If there are no planning matters to consider the meeting will not be called.