

Ashburnham and Penhurst Parish Council

Clerk: Brian Holdstock

Little Midge, Ashburnham, Battle, TN33 9PB
Tel: 01323 832082 Email:clerk@ashburnham-penhurst.net

Parish Council Members are Summoned to the Annual Meeting of the Parish Council to be held on Wednesday 9th May 2018 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 3 May 2018

Brian Holdstock, Clerk

A G E N D A

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Declarations of Acceptance of Office**
- 4. Apologies for absence**
- 5. Disclosures of interest**
 - 5.1 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.
- 6. 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.
- 7. Adoption of Minutes**
 - 7.1 To confirm the minutes of the ordinary meeting of the Council held on 14th March 2018 as a true and correct record.
- 8. Membership of Committees**
 - 8.1 To confirm membership of the Planning Committee.
 - 8.2 To confirm membership of the New Hall Steering Group.
- 9. Standing Orders and Financial Regulations**
 - 9.1 To note the date of the most recent review and confirm re-adoption.
- 10. To approve the Asset Register of Council Property**
- 11. To consider the appointment of members to serve on external bodies**
- 12. To confirm the dates and times of future meetings**
 - 12.1 To change the dates of ordinary council meetings to the last (instead of the second) Wednesday of alternate months:
 - 12.2 To change the dates of planning committee meeting to the last (instead of the second) Wednesday of alternate months:
- 13. To confirm the date and time of the Annual Assembly 2019**

Thursday 25th April 2019

14. Open Forum

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

15. Community matters

- 15.1 Local Action Plan
- 15.2 Rural broadband – to receive progress reports of the current BT programme. s
- 15.3 Parish website

16. RFO Report and Governance

- 16.1 Annual Governance and Accountability Return
 - 16.1.1 To review the effectiveness of the systems of internal control.
 - 16.1.2 Subject to the findings of 16.1.1 above to Approve the Annual Governance Statement (by resolution).
 - 16.1.3 To approve the accounting statements (by resolution) and witness the signing thereof.
 - 16.1.4 To certify the parish council as exempt and meets the criteria to submit a Certificate of Exemption to the external auditor.

16.2 RFO report

- 16.2.1 To receive the schedule of receipts and payments for the period.
- 16.2.2 To receive the bank reconciliation to end of April 2018.
- 16.2.3 To approve the following payments
 - 16.2.3.1 Pav fire extinguisher check, ION Safety - £45.00 (no vat)
 - 16.2.3.2 Annual Assembly buffer, Champagne & Caviar - £75.00 (no vat)
 - 16.2.3.3 Pavilion window cleaning 1/5/18, Nigel Turner - £26.00 (no vat)
- 16.2.4 To receive the end of year accounting statement against budget.
- 16.2.5 To confirm the salary of the clerk for the next 12 months and adopt the NALC Pay Award for salary point 18 in scale LC1 (£9.808 per hour).

16.3 Governance

- 16.3.1.1 To review the Annual Assembly on 26th April 2018 and note points for 2019.
- 16.3.1.2 Data Protection – to appoint the clerk as Data Protection Officer as defined in the General Data Protection Regulations 2018.

17. Premises

- 17.1 New village hall – to note progression since the last parish council meeting.
- 17.2 Pavilion – to note developments with lettings and with maintenance since the last meeting.
- 17.3 Village Hall – to note significant points from the AGM of the Village Hall Management Committee on 3rd May 2018.

18. Planning

- 18.1 Applications on previous agendas –
 - 18.1.1 RR/2018/350/P - Brigden Hill Farm, The Barn, Farthing Lane, Ashburnham TN33 9PB - Hard surfaced tennis court for private use with surrounding fence and associated landscaping. *Members offered no objections. RDC refused.*
 - 18.1.2 RR/2018/504/P - Hill Farm, Tower House Road, Penhurst, TN33 9QS – Repairs and changes to the use of outbuildings at Hill Farm including the renovation of Sussex Barn, the conversion of Oast to ancillary living accommodation, the replacement of dilapidated small barn with holiday let unit and removal of redundant modern barns. *Members supported. Undecided by RDC.*
- 18.2 Applications on the agenda for the first time.
 - 18.2.1 RR/2018/702/MA – The White Cottage, Brownbread Street, Ashburnham, TN33 9NX - Minor amendment to planning permission RR/2017/2343/P in respect of: 1) The new roof is

to have a central valley with double pitched roofs either side. 2) Lower sill of corner window by 250mm, making a window height of 1350mm. – *Undecided, decision due 29/3/18.*

18.2.2 RR/2018/845/P - Ashburnham Recreation Ground, Church Road, Ashburnham TN33 9NU - Variation of Conditions 2 and 10 imposed on RR/2015/998/P To allow for some design changes to the approved building. *Undecided, decision due 18/5/18.*

18.2.3 Green Pastures, Ashburnham Place, Ashburnham TN33 9NE - Lawful Development Certificate for an existing conversion of residential annex building and use as a separate residential building. *Undecided, decision due 4/6/18*

18.3 Breaches and Enforcement

18.3.1 Buckwell Ghyll – alleged planning breach by virtue of residential occupation.

19. Highways matters

19.1.1 To review points arising from the inaugural SLR meeting on Wednesday 8th May 2018.

20. Correspondence

20.1 Playground question from an elector.

21. Information for Councillors / Future Agenda items

22. Dates of Next Meetings

22.1 To note that ordinary council meetings are scheduled for the last 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:

25th July

26th September

28th November

30th January

27th March

Annual Assembly Thursday 26th April

29th May (Annual Meeting)

22.2 To note that planning committee meetings are scheduled for the last Wednesday of alternate months when there is no parish council meeting at 7.30pm in the Sports Pavilion.

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