

Ashburnham with 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 29th May 2019 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 23 May 2019

Brian Holdstock, Clerk

A G E N D A

1. Election of Chairman

2. Apologies for absence

3. Declarations of Acceptance of Office

4. Co-option to the parish council

- 4.1 To resolve to co-opt Andrew Hoad to the parish council to represent Penhurst parish.
- 4.2 To resolve to co-opt Jeremy Tucker-Wall to the parish council to represent Ashburnham parish.

5. Election of Vice Chairman

6. 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.

7. 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.

8. Adoption of Minutes

- 8.1 To confirm the minutes of the ordinary meeting of the Council held on Wednesday 27th March as a true and correct record.

9. Membership of Committees

- 9.1 To confirm membership of the Planning Committee
- 9.2 To confirm membership of the New Hall Steering Group

10. Standing Orders, Financial Regulations and Code of Conduct

- 10.1 To note the dates of the most recent reviews and confirm re-adoption
 - 10.1.1 Standing Orders – Adopted Sep 2015, last amended Nov 2017
 - 10.1.2 Financial Regulations – Adopted July 2016, last amended Nov 2018
 - 10.1.3 Members Code of Conduct – Adopted July 2012

11. To approve the Asset Register of Council Property (restated)

12. To consider the appointment of members to serve on external bodies

- 12.1 RALC – Rother Association of Local Councils

13. To confirm the dates and times of future meetings

- 13.1 To continue to schedule ordinary council meetings as the last Wednesday of alternate months:
31 July, 24 Sep, 26 Nov, 28 Jan 2020, 25 Mar, 27 May (Annual Meeting)
- 13.2 To continue to schedule planning committee meeting as the last Wednesday of alternate months.

14. To confirm the date and time of the Annual Assembly in 2020

Thursday 23rd April 2020

15. Open Forum

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

16. Community matters

- 16.1 Rural broadband – to receive progress reports of the current East Sussex rollout programme.
- 16.2 Other community matters
 - 16.2.1 Phone box
 - 16.2.2 Rother Rural Trust application

17. Finance and Governance

17.1 Annual Governance and Accountability Review (AGAR part 3)

- 17.1.1 To receive a Risk Assessment
- 17.1.2 To review Systems of internal controls
- 17.1.3 To approve the Annual Governance Statement (page 4)
- 17.1.4 To receive the end of year account of income and expenditure.
- 17.1.5 To approve the Accounting Statement forming part of the Annual Return (page 6)
- 17.1.6 To receive the Internal Audit Report
- 17.1.7 To receive the bank reconciliation

17.2 RFO Report

- 17.2.1 To receive the schedule of receipts and payments for the months of April and May 2019
 - 17.2.2 To approve the following payments
 - 17.2.2.1 Clerk Salary monthly as per national scale of £304.09 (30hrs/mth @ £10.163)
 - 17.2.2.2 EDF new direct debit mandate to be effective once current credit balance is zero.
 - 17.2.2.3 Richard White, Hedge plants, guards and canes, £322.84 plus £64.57 vat
 - 17.2.2.4 Fast Maintenance Services, outside tap at pavilion, £150 plus £30 vat
 - 17.2.2.5 Nigel Turner, window cleaning pavilion, £26
 - 17.2.2.6 BHIB Insurance Brokers, annual insurance renewal, £493.19
 - 17.2.2.7 Keith Robertson, Internal Audit fee, £108.51
 - 17.2.2.8 NexisLexis £110.99 Arnold Baker 11th Edition
 - 17.2.2.9 Chandlers, building supplies (retrospective) £614.53 plus £122.90 vat
 - 17.2.2.10 Robin Ratcliffe, plumbing components for pavilion, £41.83
 - 17.2.2.11 John French, decorating materials for phone box, £60
 - 17.2.2.12 Champagne and Caviar, Annual Assembly refreshments, £75
 - 17.2.2.13 Castle Water, water at pavilion, £43.94
 - 17.2.2.14 Lidl, Annual Assembly refreshments, £36.26 (credit card, retrospective)
 - 17.2.2.15 Nigel White, grounds maintenance final account, £150
 - 17.2.2.16 Brightling Parish Council, re Castle Water debits in error, £24.50
 - 17.2.3 To note the opening of a current account at Lloyds bank (to replace Unity Trust Bank).
 - 17.2.4 To resolve to apply to Lloyds Bank plc for the issue of a Business Debit Card to the RFO.
 - 17.2.5 To consider opening an interest bearing deposit account.
 - 17.2.6 To resolve to close the accounts at Unity Trust Bank and surrender the Lloyds Corporate Card.
- #### 17.3 Governance
- 17.3.1.1 To re-appoint Keith Robertson as Internal Auditor.

18. Premises

18.1 New village hall

- 18.1.1 Entrance widening
- 18.1.2 New lease
- 18.1.3 Design and construction matters

18.2 Pavilion

- 18.2.1 To resolve to waive the booking fee for the plant sale on 18th May 2019.
- 18.2.2 To consider a request from the Play Cafe for a shed 8 x 6 to keep their toys in.
- 18.2.3 To note a change of grounds man and review grounds upkeep.

18.3 To receive reports from the Village Hall Management Committee (Cllr Richard White)

- 18.3.1 Exterior decoration
- 18.3.2 Surface water drainage
- 18.3.3 Car park

19. Planning

19.1 Applications on previous agendas – to note the current status.

19.1.1 RR/2018/1910/MA - The White Cottage, Brownbread Street, Ashburnham TN33 9NX - Minor amendment to RR/2017/2343/P to allow enlargement of 2no. windows in front elevation of extension. Formation of a porch on the side elevation. *The amendment to enlarge 2 windows in the front elevation was approved. The proposed front porch was not approved as a minor amendment.*

19.1.2 RR/2018/2316P – Peans Farm, Penhurst TN33 9QR - Single storey oak framed orangery extension to west elevation and replacement of existing window with door to north elevation. Listed building consent also applied for. *Council has opposed as being out of character. Remains undecided.*

19.1.3 RR/2018/2906/P - Old Sprays Barn, Penhurst Lane, Penhurst TN33 9QN - Conversion of outbuilding to ancillary self-contained domestic accommodation, erection of shed for garden equipment and modification of S106 (RR/2000/591/P). *Approved conditional*

19.2 Planning applications on the agenda for the first time – to determine the council's response.

19.2.1 RR/2019/855/P - Bunces Farm, Lakehurst Lane, Penhurst TN33 9PG - Proposed new barn for storage of machinery and meadow hay. *Parish Council has posted concern and urged further scrutiny.*

19.3 Breaches and Enforcement –updates and progress noted

19.3.1 On previous agendas

19.3.1.1 Neighbouring Parish (Catsfield): Land adjacent to Deer Park Lodge *carry forward*

19.3.1.2 Buckwell Ghyll – alleged planning breach by virtue of residential occupation of motor home. *No further information,*
Members resolved to ask RDC Cllr Gary Curtis to request information

19.3.1.3 ENF/107/18/ASH – Oak Bank Farm, Farthing Lane, Ashburnham – Breach of condition of application RR/2012/1053/P. *Officers have visited; enforcement action continues.*

19.3.1.4 ENF/40/19 ASH - Oak Bank Farm, Farthing Lane, Ashburnham – Unlawful extension of lawful development. *(11th March list) Officers have visited; enforcement continues.*

19.4 Appeals – No new appeals.

20. Highways matters

20.1 SLR

20.1.1 To propose a date for the next meeting.

20.2 Finger posts

20.2.1 To note refurbishment work by adopters

21. Correspondence

21.1 Welcome letter from Trevor Legg, SSALC Chief Exec

22. Information for Councillors / Future Agenda items