

# Ashburnham with 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 31st July 2019 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 25 July 2019

Brian Holdstock, Clerk

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### 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 Annual Meeting of the Council held on 29th May 2019 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 Rural broadband – to receive progress reports of the current BT programme.
- 6.2 Local Action Plan
  - 6.2.1 To consider a process for generating a plan for the period 2020-25.
    - 6.2.1.1 Topics list
    - 6.2.1.2 Leads for each topic
- 6.3 Parish website
  - 6.3.1 To note transfer of domain hosting.
  - 6.3.2 To review authorised editors.
- 6.4 Other community matters

#### 7. RFO Report and Governance

- 7.1 RFO report
  - 7.1.1 To approve the schedule of receipts and payments for the months of June and July 2019.
  - 7.1.2 To receive the bank reconciliation and confirm any verification by a councillor
  - 7.1.3 To authorise the following payments:
    - 7.1.3.1 To consider renewal of subscription to AiRS Community Buildings Advisory Service, £120 plus vat (*invoice in Payables*)
    - 7.1.3.2 Quarterly web site maintenance and hosting, Tim Wakeling, £45 (retrospective) (*invoice in Payables*)
    - 7.1.3.3 Clerk expenses March '18 to June '19, B P Holdstock, £94.98

- 7.1.3.4 Robins of Herstmonceux, shingle and top soil for pavilion, £1092 plus vat (retrospective)
- 7.1.3.5 Douglas Andrews, new fingerpost at Mansfield Cross, £832.32 plus vat (retrospective)
- 7.1.3.6 R&M Fencing, boundary fence and gate, £854.40 plus vat.
- 7.1.3.7 Nigel Turner, window cleaning pavilion, £26 (retrospective).
- 7.1.3.8 Amazon, key safe for pavilion, £10.99 (retrospective).
- 7.1.3.9 Curtis & Shaw, combination padlock for pavilion, £29.40 (retrospective).
- 7.1.3.10 C.Brewer & Son, finger post maintenance materials, £65.14 + £27.98 (retrospective).
- 7.1.3.11 Jewson, fixings for benches at pavilion, £19.19 + £24.24 (retrospective).
- 7.1.3.12 Nisbets, hand towels and toilet rolls, pavilion, £45.56 (retrospective).
- 7.1.3.13 Amazon, fixing for benches at pavilion, £3.75 retrospective).
- 7.1.3.14 World of Flags, Sussex flags (3) for pavilion, £17.97 (retrospective).
- 7.1.3.15 Upper Bridge Enterprises, domain hosting for half year, £24.00 (retrospective).
- 7.1.3.16 Cotswold Seeds, grass seed for pavilion, £113.00 (retrospective).
- 7.1.3.17 World of Watering, Gardena auto micro drip irrigation, £197.29 (retrospective).
- 7.1.3.18 GoDaddy, domain name hosting for 9 years, £128.79 plus vat (retrospective).
- 7.1.4 To receive an income and expenditure report against budget to the end of July 2019.
- 7.1.5 To review earmarked reserves and approve planned additions and withdrawals. (2)
- 7.2 Governance
  - 7.2.1.1 To revise the published list of councillors' Lead Responsibilities (*The Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494*)
  - 7.2.1.2 To receive a report from the clerk on options for a new parish notice board in Penhurst.
  - 7.2.1.3 Risk Assessment review

## 8. Premises

- 8.1 New village hall
  - 8.1.1 Planning & Design – to review progress with:
    - 8.1.1.1 Planning authority matters.
    - 8.1.1.2 Detailed design matters
  - 8.1.2 Construction – to review process of selecting suppliers to invite to tender.
  - 8.1.3 Funding – to receive a report from Cllr White on local fund raising.
- 8.2 Pavilion
  - 8.2.1 Report from parish clerk.
- 8.3 Village Hall
  - 8.3.1 To receive reports from the Village Hall Management Committee (Cllr Richard White to report)

## 9. Planning

- 9.1 Applications on previous agendas – to note the current status (*in italics*).
  - 9.1.1 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. Approved conditional.*
  - 9.1.2 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. Application refused. Appeal lodged.*
- 9.2 Planning applications on the agenda for the first time – members to determine the council's response.
  - 9.2.1 RR/2019/1242/P - The White Cottage, Brown Bread Street, Ashburnham TN33 9NX – Detached single garage. *Parish Council has lodged no objections. Remains undecided – decision due 29th July.*
  - 9.2.2 RR/2019/1498/P - Distant Holding For Olivers Hill Farm, Olivers Hill, Lakehurst Lane, TN33 9PE - Change of use of existing care farm facility into a school.
- 9.3 Breaches and Enforcement –updates and progress noted

### 9.3.1 On previous agendas

- 9.3.1.1 Neighbouring Parish (Catsfield): Land adjacent to Deer Park Lodge. *carry forward*
- 9.3.1.2 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.
- 9.3.1.3 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.*
- 9.3.1.4 ENF/40/19 ASH - Oak Bank Farm, Farthing Lane, Ashburnham – Unlawful extension of lawful development. *(11th March list) Officers have visited; enforcement continues.*

### 9.4 Appeals – No new appeals.

## 10. Highways matters

### 10.1 Finger posts

- 10.1.1 To note any plans for maintenance by finger post adopters.

### 10.2 SLR meeting

- 10.2.1 To receive a report from those present at the meeting held on 23rd July 2019.

### 10.3 Street naming

## 11. Correspondence

None

## 12. Information for Councillors / Future Agenda items

## 13. Dates of Next Meetings

- 13.1 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 - 2019: 24 Sep, 26 Nov; 2020: 28 Jan, 25 Mar, (Parish Meetings Thursday 23rd April), 27 May (Annual Meeting of the Council)

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

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