

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 Wednesday 27th May 2020 at 7.30p.m. as an online virtual meeting

Signed *Brian Holdstock*

Date: 21 May 2020

Brian Holdstock, Clerk

This meeting is open to the public. Send an email to clerk@ashburnham-penhurst.net if you wish to be present online

The meeting is being held under the terms of the following Statutory Instrument:
SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

A G E N D A

1) Election of Chairman

Waived - Chairman Cllr Andrew Hoad continues in office

2) Election of Vice Chairman

Waived - Vice Chairman Cllr Richard White continues in office

3) Declarations of Acceptance of Office

Not applicable

4) Apologies for absence

5) 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.

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

To confirm the minutes of the ordinary meeting of the Council held on 20 March 2020 as a true and correct record. Confirmation to be minuted with signature later.

8) Open Forum

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

9) Planning

a) On-going applications *To note progress*

RR/2019/1694/P - Brays Hill Farm House, Brays Hill, Ashburnham TN33 9NZ - Two storey extension to rear of property and first floor side extension. Internal re modelling of kitchen and bedroom. Construction of detached double garage with storage space above. Alternative to RR/2018/1400/P. *Remains undecided. Councillors wish to be kept in touch*

RR/2020/7/P - Old Sprays Barn, Penhurst Lane, Penhurst TN33 9QN - Proposed bedroom within the loft void of the western (rebuilt) section of the barn with new glazed doors installed

in the West side elevation of the southern outshot. *Council has responded "Having received no representations the council takes no view and is content for the planning application process to take its course."*

RR/2019/2311/P - Honeyland, Honey Lane, Ashburnham/Dallington TN33 9PE - Proposed agricultural barns, (*Refused*)

RR/2020/95/P - Frankwell Farm, Brays Hill, Ashburnham TN33 9NZ - Construction of an orangery/conservatory, swimming pool, and associated outbuilding. *Undecided.*

b) New applications *To determine the council's response*

RR/2020/393/P - The White Cottage, Brownbread Street, Ashburnham, TN33 9NX - Porch to side elevation.

c) Breaches and Enforcement – to note updates and progress

Ongoing: **ENF/107/18/ASH** – Oak Bank Farm, Farthing Lane, Ashburnham – Notice of Breach of Condition of application RR/2012/1053/P served November 2018.

Breach continues. The hearing on 13th March 2020 at Hastings Magistrates court received a late request from the defendant for a large number of witnesses. This was declined and a date was set for a hearing to determine the admissibility of the proposed witnesses.

Ongoing: **ENF/40/19/ASH** Oak Bank Farm, Farthing Lane, Ashburnham – Unlawful extension of lawful development. *Enforcement report 30/5/19* **ENF/208/19/ASH** – Old Chapel House, Red Barn, Ponds Green – Erection of building (waiting further information)

d) Appeals

None

10) Community matters

a) Community services during Coronavirus pandemic:

- i) 0800 chat line review
- ii) Direct mailing to households
- iii) Cancellation of flower show marquee.

b) Village Action Plan

c) Rural broadband – to receive progress reports of the current BT programme.

d) Parish website - to note traffic reports and updating.

11) Membership of Committees

a) To confirm that all councillors are deemed members of the Planning Committee

b) To confirm membership of the New Hall Steering Group as follows:

Cllrs Ron King, Zoe O'Sullivan and Richard White (Chairman)

Co-opted members: Nicky Bishop, Keith Finch, Nick Heasman and Clive O'Sullivan (Vice Chairman)

12) Standing Orders and Financial Regulations

To note the date of the most recent review and confirm re-adoption

13) To approve the Asset Register of Council Property

14) To consider the appointment of members to serve on external bodies

15) To confirm the dates and times of future meetings

a) To hold ordinary council meetings on the last Wednesday of July, September, November, January, March and May.

b) To schedule planning committee meetings (if required) on the last Wednesday of June, August, October, December, February and April.

16) To confirm the date and time of the Annual Assembly

- a) Postponement of 23rd April 2020 until a future date.
- b) To set the date for the 2021 Annual Assembly as Thursday 22nd April

17) Governance

- a) Annual Governance and Accountability Return (AGAR)
 - i) To receive a Risk Assessment
 - ii) To review Systems of internal controls
 - iii) To approve the Annual Governance Statement
 - iv) To approve the Accounting Statement forming part of the AGAR.
- b) Internal auditor
 - i) To re-appoint Keith Robertson as the internal auditor for the financial year 2020/21.
- c) Coronavirus variations to Standing Orders and Financial Regulations - to authorise the following variations until such time as the council meets face to face.
 - i) Invoices to be approved for payment may be listed but not tabled at a meeting.
 - ii) Invoices requiring two signatures for approval shall be signed by one councillor during the meeting with the second signature being obtained on a separate occasion.
 - iii) The recreation ground will remain closed until government advice indicates it safe to reopen.
 - iv) Responses to planning application consultations will be determined by email with the majority view prevailing.

18) RFO Report

- a) Receipts and payments - to receive the attached schedule for the period 12th March to 21st May 2020.
- b) Bank reconciliation - to receive the attached reconciliation and note any verification by a councillor.
- c) Income and expenditure
 - i) To receive the end of year income and expenditure report against budget.
 - ii) To receive the report against budget for FY20/21 to the 21st May 2020.
- d) Earmarked reserves - to note the reserves position at the end of the previous financial year and to approve the allocations to reserves for FY20/21.
- e) Payments authorisation - to resolve to authorise the payments on the attached list forming an attachment to the minutes.
- f) To approve the following regular payments which arise from continuing contracts.
 - (1) Clerk salary 30 hours per month at hourly rate in accordance with National Joint Council for Local Government Services (NJC) Salary Scale Point (SCP) 7 in the range LC1. (£10.16 per hour from 1st April 2019)
 - (2) Castle Water - water supply to pavilion, invoiced in arrears periodically.
 - (3) Opus Energy - electricity supply to pavilion, paid by direct debit.

19) Premises

- a) New village hall
 - i) Funding: clerk to report
 - ii) Landlord and legal: clerk to report
 - iii) Construction: to review progress to date and remaining entrance widening works.
- b) Pavilion and Sports Field
 - i) To note the receipt of a Business Support Grant of £10,000 under the Small Business Rate Relief scheme.
 - ii) To determine a target date for the reopening of the pavilion and cricket field.
 - iii) To receive a verbal report on maintenance of the pavilion and field.

- c) Village Hall
To receive reports from the Village Hall Management Committee (Cllr Richard White to report)

20) Highways matters

- a) SLR Meetings to note that the next scheduled meeting is Tuesday 16th June 2020.

21) Correspondence

22) Information for Councillors / Future Agenda items

23) Dates of Next Meetings

- a) 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:

29th July

30th September

25th November

27th January

14th March

Annual Assembly Thursday 22nd April

26th May (Annual Meeting)

- b) 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:

24th June

26th August

28th October

30th December

24th February

28th April

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