

# 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 29th July 2020 at 7.30p.m. as an online virtual meeting

Signed *Brian Holdstock*

Date: 23rd July 2020

Brian Holdstock, Clerk

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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) Attendance

- a) Apologies for absence.
- b) Mr Chris Sinden
  - i) To resolve to co-opt Chris Sinden to fill the casual vacancy on the council.
  - ii) To agree to defer, if necessary, Mr Sinden's signing of Notice of Acceptance.

#### 2) Disclosures of interest

- a) 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

To authorise the Chairman to sign the minutes of the meeting of the Parish Council held on the 27 May 2020 as a correct record of the proceedings.

#### 5) 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.

#### 6) 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.*

**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.

*Approved with conditions 2nd June 2020.*

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

*Approved with condition 5 June 2020.*

- b) New applications *To determine the council's response*  
**RR/2020/996/P** - Little Oak Hall, Penhurst Lane, Penhurst TN33 9QN - Proposed conversion and extension of existing outbuilding to form new holiday let and construction of new single garage.  
*To determine the council's response to the consultation.*

- 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 has ceased due to police action investigating a criminal matter. The court process on the planning breach has been interrupted by the pandemic, but the process will continue as and when it is able to.*

**ENF/40/19/ASH** Oak Bank Farm, Farthing Lane, Ashburnham – Unlawful extension of lawful development. *Enforcement report 30/5/19. No further information.*

- d) Appeals  
None

## 7) **Community matters**

- a) Coronavirus response  
i) Direct mail of newsletter.
- b) Village Action Plan  
To receive reports from members relating to their lead area.
- c) Affordable housing  
To receive any new information.

## 8) **RFO Report**

- a) Receipts and payments since previous meeting – to receive the attached schedule for the period 22nd May - 24th July 2020.
- b) Bank reconciliation – to receive the attached reconciliation and note any verification by a councillor.
- c) Income and expenditure – to receive the attached report against budget to the 24th July 2020.
- d) Earmarked reserves – to receive the attached report of movements in reserves.
- e) Payments to authorise – to resolve to authorise the payments on the list attached.

## 9) **Governance**

- a) Internet banking - annual review of those authorised.

## 10) **Premises**

- a) New village hall  
To note the minutes of the New Hall Steering Group meeting on 1st July 2020 and receive reports on:  
i) Planning and Design:  
ii) Construction:  
iii) Funding:  
iv) Landlord and Legal:  
v) Commissioning and Handover:
- b) Pavilion and Sports Field  
To receive reports from the clerk on:  
i) Lettings  
ii) Pavilion maintenance  
iii) Sports Field maintenance

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

#### **11) Highways and Byways**

- a) Finger posts  
To receive progress reports on the authorised work in progress.
- b) SLR meeting
  - i) To note the new date for the next meeting as Tuesday 24th November 2020 at 2.25pm in the sports pavilion.
  - ii) To note any items for the agenda for November.
- c) Street naming
  - i) To consider policy if future requests for further changes.

#### **12) Correspondence**

- a) Pat Winfield (street naming)

#### **13) Information for Councillors / Future Agenda items**

#### **14) Dates of Next Meetings**

- a) Council meetings The dates of the meetings for the remainder of the council year are: 30th September, 25th November and in 2021, 27th January, 31st March and 26th May (Annual Meeting).  
Annual Assembly Thursday 22nd April 2021.
- b) Planning committee meetings are scheduled for the last Wednesday of the alternate months in which there is no council meeting at 7.30pm in the Sports Pavilion.  
If there are no planning matters to consider the meeting will not be called.