

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 25th May 2022 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 19 May 2022

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**
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**
 - a) To confirm the minutes of the ordinary meeting of the Council held on 30th March 2022 as a true and correct record.
- 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) **Membership of Committees**
 - a) To confirm membership of the Planning Committee
 - b) To confirm membership of the New Hall Steering Group
 - c) To confirm membership of the Finance & General Purposes Committee
- 10) **Standing Orders and Financial Regulations**
 - a) To note the date of the most recent reviews and confirm re-adoption Standing orders; Financial Regulations
 - b) To appoint two additional councillors to authorise online bank payments
- 11) **To approve the Asset Register of Council Property**
- 12) **To consider the appointment of members to serve on external bodies**

13) To confirm the dates and times of future meetings

- a) To change the timing of ordinary council meetings to the second (instead of the last) Wednesday of alternate months:
- b) To change the timing of planning committee meeting to the second (instead of the last) Wednesday of alternate months:

14) To confirm the date and time of the Annual Assembly in 2023

15) 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 Mulberry & Co as the internal auditor for the financial year 2022/23.

16) RFO Report

- a) Receipts and payments since previous meeting – to receive the attached schedule for the period 26 March to 20 May 2022.
- b) Bank reconciliation – to receive the attached reconciliation at 20 May 2022 and note any verification by a councillor.
- c) Income and expenditure – to receive the attached report against budget to 20th May 2022.
- 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.
- f) Precept stats and S.137 allowance.
- g) March - to authorise direct debits or standing orders for next FY.

17) Planning

- a) Ongoing applications *Current position:*
 - RR2021/2956/P** - Springfield, Forge Lane, Penhurst, TN33 9QR - Extensions to the front, side and rear of the property and alterations to existing dwelling.
Parish Council has posted support. Approved conditional
 - RR/2022/455/P** - Frankwell Farm, Brays Hill, Ashburnham TN33 9NZ - Erection of first floor side extension and balcony above existing porch.
Members viewed the application on line and resolved to post a comment that they are neither opposed nor supportive. Approved conditional
 - RR/2022/28/P** The Woodman's Yard, Penhurst Lane, Penhurst TN33 9BW - Demolition of existing storage building and construction of building for brewery production, parking, landscaping and associated works. Use of existing access and retention of existing buildings.
Councillors have visited. Members noted the massive support voiced on the Rother planning portal. Members confirmed their support for the application (already posted) Undecided
- b) New applications *Council response to be determined at this meeting*
 - RR/2022/302/P** - Parkes Farm, Brays Hill, Ashburnham TN33 9NZ - Proposed menage and new barn for straw and hay.
 - RR/2022/691/P** - Burnt Barns Farm, Freckley Hollow, Ashburnham TN33 9LZ - Conversion of existing garage into an osteopathic practice work studio.
 - RR/2022/813/P** - The White Cottage - Land opposite, Brownbread Street, Ashburnham TN33 9NX - Retention of pond and associated earth works. Retention of hardstand next to pond and summer house. (Retrospective)New planting of indigenous species throughout the site.
 - RR/2022/849/P, RR/2022/850/L** - Horseshoe Cottage, Brownbread Street, Ashburnham TN33 9NX - Removal of existing timber clad addition, rebuild with increased footprint and with dressing-room in roof. Removal of modern internal partition wal
- c) Breaches and Enforcement

- i) Oak Bank Farm - Clerk has written to owners regarding possible breach of planning regulations in respect of siting of a temporary agricultural workers dwelling in contravention of planning application RR/2017/1522/P and Appeal APP/U1430/W/18/3204034.

18) Community - Village Action Plan & Lead Responsibilities

- a) Website and communications
- b) Wellbeing
- c) Highways (Cllr King)
 - i) Roads and ditches maintenance
 - ii) SLR meetings with East Sussex Highways
 - iii) Finger post maintenance
- d) Rights of Way (Cllr Spicer)
 - i) ESCC Rights of Way team liaison
- e) Premises (Cllr White)
 - i) Pavilion
 - ii) Village hall
 - iii) New village hall
- f) Village events and facilities (Cllr Sinden)
 - i) Platinum Jubilee
- g) Rural connectivity (Cllr)
 - i) Rural Super Fast Broadband

19) Correspondence

20) Information for Councillors / Future Agenda items

- a) Review governance of village hall if council appointed sole managing trustee
- b) CEE Bill Review
- c) Review of councillor lead responsibilities
see document "Lead Responsibilities2022dev.docx"