

# 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 17th May 2023 at 7.30p.m. in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*  
Brian Holdstock, Clerk

Date: 11 May 2023

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### A G E N D A

- 1) **To elect a Chairman**
- 2) **To co-opt Paul Spicer to the Parish Council**
- 3) **To elect a Vice Chairman**
- 4) **Declarations of Acceptance of Office**
- 5) **Apologies for absence**
- 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**
  - a) To confirm the minutes of the ordinary meeting of the Council held on 22<sup>nd</sup> March 2023 as a true and correct record.
- 9) **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
- 10) **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
- 11) **Standing Orders and Financial Regulations**
  - a) To note the date of the most recent reviews and confirm re-adoption  
Standing orders *November 2017* ; Financial Regulations *September 2021*
  - b) Bank Mandate variations

**12) To approve the Asset Register of Council Property**

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

**14) To confirm the dates and times of future meetings**

- a) To confirm the timing of ordinary council meetings as the fourth Wednesday of alternate months.
- b) To confirm the timing of planning committee meeting to the fourth Wednesday of alternate months as and when required.

**15) To confirm the date and time of the Annual Assembly in 2024**

**16) Planning**

- a) On-going applications *Current position of those previously listed:*  
None
- b) New applications *To determine the council's response*  
**RR/2023/621/P** - St Michael The Archangel Church, Penhurst Lane, Penhurst TN33 9QP - Proposed replacement of timber fencing and timber gates to the west boundary and part of the south boundary of the churchyard.  
**RR/2023/708/P** - Little Oak Hall, Penhurst Lane, Penhurst TN33 9QN - Demolition of existing outbuilding and erection of new holiday let unit and single garage to the size and design previously approved under application RR/2020/996/P.
- c) Breaches and Enforcement – *to note updates and progress*
  - i) **ENF/262/22/ASH** – Oak Bank Farm, Farthing Lane, Ashburnham RR/2012/1053/P – Erection Of New Dwelling Without Planning Permission In Relation To Refusal Of RR/2017/1522/P. *Waiting on further enforcement action.*  
**ENF/303/20/ASH** - Springside Farm, Herrings Road, Ashburnham, TN33 9PE - Change of use of agricultural land to store materials for business use.  
*The Clerk reported that the Enforcement Officer continues his dialogue with the land owner but is frustrated by the latter's failure to follow through on agreed actions.*
- d) Appeals  
Honey Lane RDC planning application RR/2022/1296/P, RDC Appeal ref: 2894, Inspectorate ref: APP/U1430/W/22/3306209  
*Members are aware that all previous correspondence has been forwarded to the Planning Inspectorate. Nevertheless they resolved to make additional representations which the Clerk has made.*
- e) Rother new Local Plan  
Requests from RDC a for a face to face meetings at the Town Hall have been expected for some months as neighbouring parishes have received their invitations. The Chairman and Cllr Ashworth both expressed interest if the invitation ever materialises.

**17) RFO Report**

- a) Receipts and payments since previous meeting – to receive the attached schedule for the period ending 10 May 2023.
- 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 10th May 2023.
- 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.

**18) Governance**

- a) Annual Governance and Accountability Return (AGAR)

- i) To approve the Certificate of Exemption
  - ii) To receive a Risk Assessment
  - iii) To review Systems of internal controls
  - iv) To approve the Annual Governance Statement
  - v) To approve the Accounting Statement forming part of the AGAR.
- b) Internal audit
- i) To re-appoint Mulberry & Co as the internal auditor for the financial year 2023/24.
  - ii) To receive the internal auditor's recommendations.

## **19) Community - Village Action Plan & Lead Responsibilities**

- a) The human world and society
- i) Communications (Cllr Ashworth)
  - ii) Village events (Cllr Sinden)
  - iii) Police liaison (Cllr Williamson)
  - iv) Phone box museum (Cllr Gagel)
  - v) Public health: defibrillator (Cllr Sinden)
  - vi) Public health: exercise facilities (Cllr White)
- b) The natural world
- i) Verges (Cllr Spicer)
  - ii) Rights of way (Cllr Spicer)
  - iii) Environment: Litter (Cllr Ashworth)
  - iv) Environment: Ecology and climate change
- c) The built environment
- i) Highways (Cllr King)
    - (1) Finger post maintenance
    - (2) Quiet Lanes update (Clerk)
  - ii) Housing
  - iii) Pavilion (Clerk)
  - iv) Village Hall (Clerk)
  - v) New village hall (Cllr White)

## **20) Correspondence**

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

## **22) Date of Next Meeting**

The next ordinary meeting of the parish council will be on Wednesday 26th July 2023.