

**Minutes of the Annual General Meeting of the Ashburnham and Penhurst Parish  
Council**

**held on Wednesday 29th May 2013 at 6.30pm in the Ashburnham Sports Pavilion**

**Councillors present:** Cllrs C.Baker, R.Burfoot, R.Hann,  
G. Ratcliffe, R.White, P.Winfield

**In attendance:** Brian Holdstock (Clerk), ESCC Cllr K.Field,  
RDC Cllr A.Davies plus 6 members of the public.

**Councillors not present:** Cllr R.Jones

**1) Election of chairman (conducted by the clerk)**

Cllr Baker nominated Cllr Burfoot for chairman and Cllr Winfield seconded the nomination. There were no other nominations and the clerk declared Cllr Burfoot duly elected as Chairman. Cllr Burfoot assumed the chair immediately.

**2) Election of vice chairman**

Cllr Burfoot nominated Cllr White as vice chairman and Cllr Ratcliffe seconded the nomination. There were no other nominations and Cllr White was declared as having been duly elected.

**3) Disclosures of interest**

Agenda item 8 Personal interest – Cllrs White, Hann and Baker – members of Village Hall Management Committee

**4) Apologies for absence**

Cllr Rhod Jones

**5) Adoption of Minutes** The minutes of the ordinary meeting held on 6<sup>th</sup> March 2013 were adopted and signed by the chairman..

**6) Matters Arising from the minutes**

Annual Parish Meeting – the chairman expressed the view that the inaugural assembly in this form was a success. The clerk suggested that a road side banner advertising the assembly might widen the circle of attendees. The clerk was instructed to research suitable banners and come back with costed alternatives and a proposed layout and wording.

Cllr Hann suggested that the layout of the village hall be amended next year with the hospitality table being placed much further down from the entry door so that people arriving are encouraged to make their way down the hall.

**7) Sports Pavilion**

- a) Window cleaning (exterior) – it was agreed to engage a local window cleaner to clean the windows four times per year.
- b) War memorial garden – consultations about the enlargement and encroachment into the sports field have been held. Rother planning have no objections and do not require a formal application. Strutt & Parker have responded on behalf of the executors of Mrs Bickersteth to confirm that they have no objection. Parish Councillors at this meeting confirmed that, as tenants, they also have no objection. Cllr Ratcliffe confirmed that the costs of the enlargement and landscaping are being met from the Diamond Jubilee Fund Raising proceeds.
- c) War memorial repairs – the clerk has obtained a report and estimate from R.Butler & Sons in the sum of £901 plus vat. This would cover complete cleaning of the

memorial and repainting of all the letters.

Councillors decided that as the cost has not been included in this year's budget, at least one further estimate be obtained and that the work be included in next year's budget. They made a firm commitment to have the work completed in time for Remembrance Sunday 2014, the centenary of the outbreak of World War I.

#### 8) Village Hall

Cllr White reported that the Big Lottery Fund have responded negatively to the initial bid for funding saying that the need for a new village hall had not been demonstrated sufficiently. However, the management committee are resolved to press on and seek other sources of funds, but have sought a meeting with trustees of Ashburnham Thanksgiving Trust for an informal exchange of views about the future.

#### 9) Highways matters

- a) Cllr Hann reported that ESCC have classified three outstanding repairs as urgent: Stevens Crouch at the Penhurst Lane turning; Hammer Hill; top of Forge Lane.
- b) The clerk reported that the chevrons warning of the bend at the top of Brownbread Street, which were demolished by a vehicle in October 2012, are reputedly due for repair in the next two months.
- c) Cllr Hann reported that the private finger post opposite Ashburnham Place is to be replaced and that Ashburnham Place are seeking the necessary approvals.

#### 10) Planning

- a) *Existing applications*
  - i) RR/2012/2343/P Baldwin's Farm (Mountfield) – new residence plus 6 eco lodges – decision awaited
  - ii) RR/2013/277/P Gardeners Farm, Brays Hill – existing residential dwelling changed into 2 residential dwellings – Approved 24/4/13
  - iii) RR/2013/3/P Olivers Hill - Retention of structures on site, utilised in conjunction with agricultural undertaking – approved 2/4/13
  - iv) 9/13/1/B1/A - Henley Bridge Stud - Removal of a section 52 agreement – Refused 26/3/13
  - v) RR/2013/298/P - Oak Bank Farm - change of use of land to form hard standing for residential building recently approved as lawful – approved 20 May 2013
- b) *New applications*
  - i) RR/2013/442/L - Penhurst Retreat - Demolition of existing timber outhouse and construction of new art studio – Refused 18/4/13
  - ii) RR/2013/828P - Burnt Barns Farm, Frickley Hollow - Proposed toilet facilities and biodisc water treatment plant – **agreed** to respond with comment “Suggest that current use is reviewed to confirm that it continues to comply with use approved.”
  - iii) RR/2013/829/P - Burnt Barns Farm, Frickley Hollow – Proposed boat house – **agreed** that parish council has no objection.
  - iv) RR/2013/979/P – Reed Wood, Brownbread Street – Restoration of existing woodland track - **agreed** that parish council has no objection.
- c) *Enforcement update*
  - i) ENF/ASH/2011/293 - Brays Hill - holiday let rules breached - enforcement action – prosecution process instituted 16 May 2013
- d) Proposed permanent site for travellers at Coldharbour Farm. This is outside the parish but closely adjacent. Cllr Burfoot adjourned the meeting for a period to enable members of the public to engage in discussion with Cllr Anghared Davies. The consensus view of the meeting was that the 16 criteria laid down by parliament for

inclusion of a proposed site in a list for consultation should be more rigidly adhered to. The fact that there are perhaps no sites in the locality which meet all the criteria should not be a reason to include a site on the ground that a traveller happens to be already living on the site.

Cllr Burfoot then resumed the parish council meeting.

#### 11) Finance

- a) Cllr Burfoot led councillors through the statutory annual governance statement at the end of which the annual accounts for 2012/13 were formally adopted (proposed by Cllr White, seconded by Cllr Hann).
- b) Cllr Burfoot was confirmed as continuing to be the Responsible Financial Officer (RFO) – proposed by Cllr Baker, seconded by Cllr White.
- c) John Cumming (present as a member of the public) was thanked for carrying out the internal audit. A token of appreciation (value approximately £27) has been sent to him.
- d) Notice of expenditure made on RFO's authority (limit is £1000):
  - i) Skip Hire - £270
- e) Expenditure to be approved:
  - i) Insurance renewal – Zurich Insurance £776 (AON quote is £1087). Zurich proposed by Cllr Burfoot and seconded by Cllr Baker.
- f) Confirmation of hire fees for the pavilion for 2013/14 were **agreed**:
  - i) Pavilion - £15 per session local clubs, £25 other local residents, £50 non residents
  - ii) Cricket pitch - Ashburnham CC £450 for season, other club £50 per match (50% going to CC for pitch preparation); other users £50 with 50% rebate for residents; Stoolball £90 for season.

#### 12) Correspondence

- a) Rother Association of Local Councils (RALC) – Reappointment of representative and renewal of subscription (£30)
- b) Annual Parish Conference 25<sup>th</sup> June, Battle Memorial Hall
- c) Hybeam Broadband – offering a satellite alternative to terrestrial provision.
- d) Go Esussex broadband - ESCC are currently finishing their procurement and an announcement is expected very soon. Once the contract is signed, planning will start and ESCC expect that work on the ground will begin towards the autumn. ESCC will publish details as soon as they know more about our area.

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

No future items were registered. It was made clear that this is not the only opportunity to add items to the agenda of the next meeting. Items may be added up to three clear days before the meeting. However, any reading required prior to the meeting should be made available to councillors sufficiently in advance.

#### 14) Date of future meetings (until next AGM)

Cllr White proposed that the meetings in May, July and September commence at 7.30pm rather than 6.30 and this was **agreed**. Meetings will be in the Sports Pavilion on the following dates at the times shown.

Wed 31<sup>st</sup> July 2013 at 7.30 pm

Wed 25<sup>th</sup> Sep 2013 at 7.30 pm

Wed 27<sup>th</sup> Nov 2013 at 6.30 pm

Wed 29<sup>th</sup> Jan 2014 at 6.30 pm

Wed 26<sup>th</sup> Mar 2014 at 6.30 pm |

Annual Parish Meeting Thurs 17<sup>th</sup> April

Wed 28<sup>th</sup> May 2014 at 7.30 pm