

Minutes of the Meeting of Ashburnham and Penhurst Parish Council

held on Wednesday 30th July 2014 at 7.30pm in the Ashburnham Sports Pavilion

Councillors present: Cllrs Roger Burfoot (Chair), Richard Hann, Nicky Bishop, Gill Ratcliffe, Richard White (Vice Chair), Pat Winfield and, after co-option, Andy Proudfoot.

In attendance: Brian Holdstock (Clerk), ESCC Cllr Katherine Field

1) Casual vacancy for a parish councillor

Cllr Ratcliffe proposed and Cllr White seconded a proposal that Andy Proudfoot be co-opted and this was unanimously *agreed*. Cllr Proudfoot signed the Acceptance of Office and joined the meeting.

2) Disclosures of interest

Agenda item 9: Personal interest – Cllrs Bishop, Hann and White – members of the Village Hall Management Committee

3) Apologies for absence

RDC Cllr Anghared Davies

4) Adoption of Minutes

The minutes of the Annual Meeting held on 28th May 2014 were adopted and signed by the chairman.

5) Matters Arising from the minutes

- a) Minute 7 - Casual Vacancy for a councillor. Resolved, Andy Proudfoot co-opted.
- b) Minute 8 a) ii) - Insurance cover for storing mowers. Resolved, insurers have confirmed in writing that petrol driven mowers may be stored in the pavilion provided that proper procedures for the storage of petrol are followed (Clerk to follow up).
- c) Minute 8 b) – Pavilion car park resurface – Hailsham Roadways are to scrape the area and apply 10mm pea shingle which will be rolled in. Scheduled date is 11 August 2014.
- d) Minute 8 c) – Pavilion smoke alarms. All 10 have been replaced with a more modern type which are mains powered rather than only battery and some have been changed to a combined smoke and heat detector. Total cost £1,240.
- e) Minute 10 b) – Refurbishment of war memorial – this has been completed and the final invoice is as budgeted (£720).
- f) Minute 10 d) - New parish notice board. The supplier advises that this has now been completed and will be delivered on 1st August. Adam Ratcliffe will be engaged to install it and to put the old notice board on the verge at The Pound in the position agreed with East Sussex Highways. The W.I. are contributing £500 to the cost and the RFO will contact them to arrange payment.

6) Sports Pavilion

- a) The hiring agreement specifies that hirers should pay in advance, but this is not always practical with block bookings for a season where alternative arrangements are more suitable. To regularise the situation the Chairman proposed that the hiring agreement should be modified so that the term stipulating payment in advance have the additional wording “. . . unless by agreement with long term users.” and this was *agreed*.

- b) Although the hiring agreement stipulates that hirers leave the pavilion clean and in a condition in which they would hope to find it there was one notable failure recently by a Wednesday hirer leaving the Art Club on the following day to carry out some quite distressing cleaning. The Wednesday hirer was part of the Cricket Club block booking and as Bernie Baker (Cricket Club captain) was on site, the meeting was briefly adjourned to that he could discuss the situation with councillors.

Mr Baker advised that he tries to monitor the cleanliness, especially if the user is one of the local teams who use the ground regularly and without Ashburnham Cricket Club being present. He routinely empties the bins on a Sunday, vacuum cleans and changes towels. However, Wednesdays are not so well covered and he will remonstrate with the club who were the culprits leaving the pavilion in a poor state. The consensus view was that everyone must try harder to keep the premises clean.

The meeting resumed and the Chairman will send a note to all hirers reminding them of their responsibilities and of the penalties in terms of additional hiring charges.

- c) The person who requested permission to mow and bale the part of the field not used as part of the sports ground has changed his mind. Cllr White agreed to top it instead in the very near future.

7) Village Hall

- a) Cllr White reported that the consultation had produced an 84.9% approval for pursuing options for a new village hall and this was on an 85% turnout.
- b) Nick Watson (Strutt & Parker) met Brian Holdstock (Clerk) afterwards to give verbal feedback from ATT trustees. The substantive points were, a) a caution that failure to properly maintain the old village hall would impinge adversely on the ability of ATT to make a donation to a new hall, and b) that the consultation process next time needs to be more robust.
- c) The village hall committee will now develop sketches of an extension to the cricket pavilion as an alternative to a stand alone building and show both to RDC planners for a view.
- d) The village hall committee are now starting to consider the appointment of a professional fund raiser and will accept the offer of professional help with the appointment from Gemma Wallace.
- e) Discussions with the Parish Council need to start soon about the form of organisation to adopt when going forward with the proposals. For example, it is sensible for the Parish Council rather than the Village Hall Management Committee to be the applicant for planning permission as the fees incurred are much reduced.

8) Community Matters

- a) The date of the next Annual Parish Meeting was fixed as Thursday 23rd April 2015.
- b) Remembrance Day service –
 - i) The clerk has arranged for road closure between The Pound and Brownbread Street (Ponts Green end) and for signs to be borrowed from ESCC Highways. Cllr Hann agreed to ask members of M.I. to assist with setting up the notices and taking them down (the road closure is nominally for one hour). The Chairman will liaise with the CPSO to have a presence at each end of the closed road.
 - ii) The service will be led by John Sykes who will finish leading the service at Penhurst in time to come to the war memorial for the start of the service and the two minute silence.
 - iii) As requested, the clerk has written to all local clubs and organisations asking if they would lay a wreath and be represented at the service. The W.I. were the first to respond and are already engaged on a project to hand make the poppies. They have also agreed to assist with the refreshments to be provided after the service.

Cllr Ratcliffe advised that she would ensure liaison with the churches who also asked if they could participate in provision of refreshments.

- c) The clerk reported that he has uploaded all the minutes of past meetings to the village web site and set the access to 'open'. Councillors expressed the view that all areas of the web site should have open access.

Cllr Bishop expressed the view that the web site seemed very dated and hard to navigate. The consensus view was that this was the first ever web site for the village and that after four or five years it was time to think about an upgrade. Cllrs Bishop, Proudfoot and Hann will form a working party to explore options and report back.

9) Highways matters

- a) The highways steward for our area (Area 3) is no longer in post and no word on his replacement has been heard although the clerk was advised by ESCC that interviews took place about a month ago.
- b) The uprooted signpost outside the Old Chapel near Lakehurst Lane has finally been replaced after approximately seven months.
- c) The clerk reported some success having escalated concerns about road repairs (and thanked Cllr Field for her advice on the key contacts). In particular, the whole of Farthing Lane and Frickley Hollow are to be 're-engineered' in August.

10) Planning

a) Existing applications

RR2013/1927/P - Andersons Wood, Lakehurst Lane, Woods Corner - Laying crushed concrete on 200 metres of existing forestry track. Laying a culvert underneath the track. – Refused. *Appeal: APP/U1430/C/14/2219517 (clerk to verify if the appeal is against refusal or against enforcement).*

b) New applications

RR2014/1370/P - Corner House Farm, Brownbread Street - Erection of agricultural machinery store - *Refused*
RR2014/1445/P - Burnt Barns Farm, Frickley Hollow, Ashburnham - Two year temporary licence to retain existing Mobile Home - *Approved*
RR201/1463/P & 1464/L - Old Barn, Lakehurst Lane, Ashburnham - Demolition of modern extension and erection of two storey extension and internal alterations. *Awaiting decision – clerk to register council's support.*
RR2014/1466/L - Hill Farm House, Tower House Road, Penhurst - Replace two windows (one timber, one metal) with timber windows. *Awaiting decision.*

c) Enforcement Update

- i) ENF/64/14/ASH - Burnt Barns Farm, Ashburnham - Unauthorised residential caravan. *Application requested*
- ii) ENF/ASH/2011/293 - Brays Hill - holiday let rules breached - enforcement action – prosecution process instituted 16 May 2013; *prosecution commenced for non compliance 23 July 2013*
- iii) ENF/ASH/2013/10 - Oak Bank Farm - Breach Of Planning Permission regarding commercial parking – inspection visit made which confirms commercial parking – *owner requested to address the issue or face prosecution.*
- iv) ENF/ASH/2013/229 – Oak Bank Farm - Breach Of Planning Permission And Control RR/2012/1053/P and RR/2013/298/P - inspection visit made which confirms breaches – *owner requested to address the issue or face prosecution.*
- v) ENF/ASH/2013/231 - Anderson Wood, Ashburnham - Importation of MoT type 1 onto bridle path. Application requested and received end of Sep 2013. *Enforcement action eff 14/6/14 - 3 mths to comply. Appeal above refers.*

11) Finance

- a) The Chairman, as RFO, reported that bank balances are as follows:
 - i) £166 current account
 - ii) £405 Money Manager
 - iii) £4,941 Scottish Widows 7 day notice account
 - iv) £10,000 Scottish Widows one year bond.

£15,515 total

- b) The Chairman advised the council that for him to act as RFO (Responsible Financial Officer) is not recognised as good governance and that it was expected that the clerk should perform this role. Furthermore, he suggested that it was not good governance for the council to have to rely on volunteers and that the post of clerk should be remunerated in line with every other parish in Rother (apart from Guestling). Councillors supported the suggestion and requested that the clerk research normal practice and report back to councillors with his findings. The Chairman expressed the wish that the clerk take over the role of RFO by the end of this financial year.

12) Correspondence

- a) The Chairman has received a notice of consultation to further reduce bus services.

13) Information for Councillors / Future Agenda items

- a) The date of the next parish council elections is the first Thursday in May (7th May 2015). Nomination packs will be received from RDC nearer the time.

14) Date of future meetings

- a) Wed 24th September 2014 at 7.30 pm
- b) The following meeting is scheduled for Wed 26th November 2014 at 6.30 pm but will be reviewed at the September meeting.

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Signed (Chairman)

Date