
**Minutes of the Ordinary Meeting of Ashburnham and Penhurst Parish Council
held on Wednesday 23rd September 2015 at 7.30pm in the Ashburnham Sports Pavilion**

Parish Councillors present: Cllrs Carol Andrews, Nicky Bishop (Chair), Tina French, Richard Hann, Ron King and Richard White.

Parish Councillors absent: Cllr Andy Proudfoot.

District / County Councillors present: RDC Cllr Gary Curtis.

Also present: Clerk to the Council
4 members of the public

1. Apologies for absence and Chair's opening remarks

1.1. The Chair noted with regret the death of Mrs Linda Keeley. Members wished to record their appreciation for the service of Mrs Keeley as parish clerk from September 2001 to January 2008. In accordance with the wishes of the family they resolved to make an in memoriam donation of £30 to Macmillan cancer support.

1.2. Apologies for absence have been received from Parish Cllr Andy Proudfoot and ESCC Cllr Kathryn Field.

2. Disclosures of interest

2.1. Cllr White declared a non pecuniary interest in item 10. He represents the parish council on the Village Hall Management Committee of which he is chair.

3. Adoption of Minutes

The draft minutes of the Ordinary Meeting held on 29th July 2015 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.

4. Open Forum

4.1. RDC Cllr Gary Curtis reported that the refuse collection service contract now appears to be settling down.

4.2. Members asked Cllr Curtis to advise on how the council can access the community grants made by RDC towards projects such as the new village hall. Cllr Curtis will investigate and report to the next meeting.

5. Finance and RFO Report

5.1. On the motion of the Chair members resolved to approve the following payments en bloc –

5.1.1. FMS maintenance – pavilion plumbing £60 (retrospective)

5.1.2. Clerk salary Oct, Nov, Dec 2015 £184.14 per month

5.1.3. Pavilion consumables £64.98 (claim inspected by Chair)

5.1.4. Clerk expenses 24/7/14 - 31/3/15 £126.04 (claim approved by Chair)

5.1.5. Meridian Marquees £840 (approved in advance 12 Nov, 10) a) and 23Mar 10) b))

5.1.6. NALC publication, "Local Councils Explained" £54.99 (retrospective)

5.1.7. South East Water – pavilion £35.83 (retrospective)

5.1.8. AiRS Community Buildings Advisory Service (CBAS) £72 (£60 plus vat) for a half year.

5.1.8.1. Members instructed the clerk to explore how a half day consultancy could be set up with CBAS so that working groups of the New Hall Steering Group (committee) could have meetings with the advisor as well as a meeting of the whole council.

5.1.8.2. Members noted that, unlike some other authorities, RDC does not pay a subscription to AiRS which means that the parish council does not enjoy the reduced fees tariff which would otherwise apply. RDC Cllr Curtis was asked to find out the reasons why RDC have adopted this position.

5.2. Receipts to note (in addition to pavilion letting fees)

5.2.1. £250 Bickersteth family donation to the flower show marquee.

5.2.2. £250 Strutt & Parker donation to the flower show marquee (expected shortly).

5.3. Financial position and bank reconciliation.

5.3.1. Council received the second quarter financial statement and bank reconciliation both of which were previously circulated with the agenda. On the motion of the Chair the financial statement and the reconciliation were adopted without amendment. Both reports form part of the minutes of this meeting.

5.3.2. The clerk advised the council that the bank reconciliation should be verified against the bank statement several times per year. Members decided they would take it in turns to do this and Cllr White volunteered to be the first.

5.4. New bank account.

5.4.1. The clerk tabled all the application forms to open a new account at Unity Trust Bank (*members signed these as appropriate after the end of the meeting*).

5.4.2. On the motion of the Chair the council resolved to open the current account with an initial deposit of £200.

5.4.3. On the motion of the Chair the council resolved to open the prepaid cash card with an initial deposit of £100.

6. Planning

6.1. The council received the minutes of the Planning Committee held on 9th September 2015 and on the motion of the Chair –

6.1.1. affirmed that none of the members of the committee had any pecuniary or other interest which should have been declared;

6.1.2. approved the response to RDC in respect of RR/2015/1963/P - Clear View Farm, Brays Hill, Ashburnham - New building and tarmac drive, and

6.1.3. approved the response to RDC in respect of RR/2015/1952/L - Little Acre, Brays Hill, Ashburnham - Works To Listed Building (New Flue And Weatherboarding On Gable End).

6.2. Previous applications - to note outcomes

6.2.1. RR/2015/998/P - Ashburnham Recreation Ground, Church Road, Ashburnham, TN33 9NU - Proposed new Ashburnham & Penhurst Village Hall. *Undecided*

6.2.2. RR/2015/1480/P - Buckwell Ghyll, Olivers Hill Farm, Lakehurst Lane, TN33 9PE - Provision of integral residential accommodation within existing Care Farm Building. *Refused*.

6.2.3. RR/2015/1719/P - Keeleys Yard, Red Barn, Ponto Green, TN33 9PE - Proposed new office space and staff facilities. *Approved Conditional*.

6.3. New applications – to formulate the Council’s response in respect of:

6.3.1. RR/2015/2071/P - Archers Farm, Penhurst TN33 9QN - Removal of existing building and build new tractor shed and workshop.

6.3.1.1. The council resolved to support the application on the condition that the new building is a like-for-like replacement and meets the appropriate criteria for policies RA2 and EN3.

- 6.3.2. RR/2015/2078/P - Penhurst Field, Penhurst, TN33 9QN - Demolish existing office/summerhouse and replace with studio/ office constructed in Sussex sandstone and brick base with feather edge cladding; glass doors and panels with a new clay peg tiles on the roof.
 - 6.3.2.1. The council resolved to support the application subject to there being no significant increase in the mass of the building and that the relevant criteria within policies RA2 and EN3 are complied with.
- 6.3.3. RR/2015/2241/P - Burnt Barns Farm, Freckley Hollow, Ashburnham - Proposed manege for private, non-commercial equestrian use.
 - 6.3.3.1. The council resolved to support the application provided that it is for private and non-commercial use and complies with the appropriate elements of policies RA2 and EN3.
- 6.3.4. Members noted the issues arising from the unavailability of printed copies of plans and instructed the clerk to explore the options of viewing applications on a suitable monitor.

6.4. Enforcement & Breaches

- 6.4.1. ENF/ASH/2013/231 - Anderson Wood, Ashburnham - Importation of MoT type 1 onto bridle path – *No Further Action, Enforcement Notice complied with.*
- 6.4.2. Members noted what appears to be a new breach at Brays Hill a little higher up the road from Brays Hill House square a large quantity of hard-core has been deposited on the side of the road in what appears to be a new entrants from the highway onto the adjoining agricultural land. This appears to be a breach of the Highways Act and the clerk will draw it to the attention of East Sussex Highways.

7. Governance

7.1. Standing Orders

- 7.1.1. A draft of revised standing orders was circulated to members prior to the meeting. Members amended the following sections which now read as follows –
 - 7.1.1.1. 1.4 A period of time will be designated for public participation during which members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda or any other relevant item at the discretion of the Chairman.
 - 7.1.1.2. 1.9 A person shall raise their hand when requesting to speak.
 - 7.1.1.3. 1.19 Unless standing orders provide otherwise, voting on any question shall be by a show of hands and the minutes will record only that there was a majority in favour of or against the question.
- 7.1.2. On the motion of the Chair the council adopted the new standing orders which will be published as required.

8. Highways matters

8.1. Finger posts

- 8.1.1. The clerk tabled a summary of the prices quoted for replacement or refurbishment of some of the finger posts needing attention.
- 8.1.2. Members resolved to apply to East Sussex Highways for a 50% subsidy for the cost of complete replacement of the finger posts at Penhurst church (£913) and at The Pound (£1081).

8.2. Verge cutting

- 8.2.1. Members noted that the second of the rural cuts took place in Penhurst on 15th September, but that none had been reported in Ashburnham.
- 8.2.2. The clerk was instructed to take up the matter with East Sussex Highways.

8.3. Other highways matters

- 8.3.1. Cllr Hann agreed to undertake an audit tour of the parishes.'

9. Sports pavilion

9.1. The clerk reported the following maintenance matters –

- 9.1.1. Paper towel dispensers fitted in both kitchens.
9.1.2. The plumber has sealed the kitchen sink mixer and adjusted one w.c. flush.
9.1.3. The floor covering is slightly damaged in the east changing room where studied boots have pulled it away from the edge fixing slightly. It is not thought to represent a hazard at present.

10. Village Hall

10.1. The New Hall Steering Group reported the following fund raising activity –

- 10.1.1. Donation £40 from Ashtree Inn quiz winners
10.1.2. Donation £350 from Flower Show tea sales courtesy of Jay Ashworth
10.1.3. Donation £166 from Flower Show honey stall courtesy of Alex Wilson
10.1.4. Donation £350 from Flower Show BBQ courtesy of fund raising team.

10.2. Members requested that short reports from the working groups of the New Call Steering Group be received as an agenda item in future.

10.3. Planning Permission for new hall

- 10.3.1. Members received sketches of revisions to the original plans reflecting a number of compromises which have had to be made. These mainly reflect a change to the elevation and mass of the proposed building together with a revision of to its location and orientation. Members expressed the wish that the subgroup working on communications should inform all users as soon as possible of the changes. Further consultations with the architect are in train. The details of the internal layout and not urgent at this stage as they can follow.

11. Community Matters

- 11.1. On the motion of the Chair the Council resolved to become members of CPRE and approved the subscription of £36.
11.2. The preparation of the new parish website has commenced. The clerk was instructed to make the requirements of the parish council known to the website designer.
11.3. Members noted that the Remembrance service on Sunday 8th Nov will commence at 10.50am, that the Rev Paul McVeigh has confirmed that he will lead it and that road closures notices have been actioned by RDC. The clerk is obtaining road closure signs.
11.4. The future organisation of the annual flower show and Fete was discussed. The clerk advised members that the council has no powers to run the event as a fundraiser, but they do have powers to contribute in other ways. An example is the provision of the marquee for the event this year.

12. Correspondence received

- 12.1. Wealden District Council have notified all statutory consultees, including this parish council, about amendments to their control of development in Ashdown Forest.

13. Training and Conferences

- 13.1. Members resolved to apply for three places on the SSALC training event on 6th October 2015. Cllrs Nicky Bishop and Tina French plus the clerk plan to attend.

14. Information for Councillors / Future Agenda items

14.1. The clerk advised that the notice board at Penhurst is very unsatisfactory. Members instructed him to propose replacements at the next meeting.

15. Dates of next meetings

15.1. The next ordinary council meeting will be on Wednesday 2nd December at 7.30pm in the Sports Pavilion.

15.2. The next meeting of the Planning Committee will be held on Wednesday 21st October at 7.30pm in the Sports Pavilion. If there are no planning matters to consider the meeting will be cancelled.

There being no other business the Chair closed the meeting at 9.58 pm

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Signed (Chair)

Date