

**Minutes of the Ordinary Meeting of Ashburnham and Penhurst Parish Council  
held on Wednesday 13th July 2016 at 7.30pm in the Ashburnham Sports Pavilion**

**Parish Councillors present:** Cllrs Nicky Bishop (Chair), Tina French, Richard Hann, Ron King and Andy Proudfoot.

**Parish Councillors absent:** Cllrs Carol Andrews, Richard White

**District / County Councillors present:** RDC Cllr Gary Curtis, ESCC Cllr Kathryn Field

**Also present:** Clerk to the Council  
1 member of the public

**1. Apologies for absence**

1.1 Apologies for absence have been received from Cllrs Carol Andrews and Richard White.

**2. Disclosures of interest**

2.1 No interests were declared.

**3. Adoption of Minutes**

- 3.1 The draft minutes of the Ordinary Meeting held on 11th May 2016 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.
- 3.2 The draft minutes of the Planning Committee Meeting held on 8th June 2016 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.

**4. Open Forum**

- 4.1 ESCC Cllr Kathryn Field reported that –
  - 4.1.1 the uncertainties over the budget following the Brexit vote to leave the EU were not preventing the Council continuing with normal business until such time as clarification is received;
  - 4.1.2 the County Council is concerned over the implications of the education white paper concerning the compulsory adoption of academy status although recently these seem to have been very watered down;
  - 4.1.3 the driving force behind the adoption of elected mayors everywhere was George Osborne but now that he has been replaced by Phil Hammond as Chancellor it might be assumed that the pressure, which County has been resisting as unworkable, will be much less.
- 4.2 RDC Cllr Gary Curtis reported that –
  - 4.2.1 he understands that enforcement action is imminent regarding Little Acre, Brays Hill and the unauthorised extension of the track and change of use must be rectified;
  - 4.2.2 the compensation scheme he negotiated for residents whose refuse collection service was unacceptable has resulted in the production of Marks & Spencer vouchers which will be distributed by Cllr Curtis;
  - 4.2.3 rural broadband continues to be an issue and he has concluded that the only person to engage on the subject of the County programme is Rupert Chubb, Director of Communities, Economy and Transport, and
  - 4.2.4 he continues to investigate how the erection of street name signs are authorised at RDC and what the consultation process, if any, consists of.
- 4.3 Members of the public present had no matters they wished to raise.

**5. Finance and Governance**

- 5.1 RFO reports
  - 5.1.1 Members received a written report from the internal auditor (previously circulated)

- 5.1.2 Members received and approved the End of Year Accounts (previously circulated)
- 5.1.3 Revised Financial Regulations were tabled having been previously circulated. The principle amendment is to require invoices for payment authorisation to be physically presented to the meeting and for those with a value greater than £100 to be initialed by two councillors and retained for the internal audit. On the motion of Cllr French seconded by Cllr Proudfoot members resolved to adopt the revised Financial Regulations which will now be posted to the web site.
- 5.1.4 Members received the first quarter financial reports consisting of the Income and Expenditure against Budget and the bank reconciliation (previously circulated). At the end of the first quarter there are no significant variances to report.
- 5.1.5 Financial Regulations 2.2 require the appointment of a member who is neither a cheque signatory nor an authoriser of payments to verify the bank balances. Cllr King agreed to do this and will liaise with the RFO.
- 5.1.6 The RFO requested that one or more members assist him with a review of financial planning in relation to new village hall. This matter was deferred until after the resolution of item 5.3.1.5 below.

## 5.2 Receipts and payments

- 5.2.1 Members received a schedule of receipts since the start of the financial year.
- 5.2.2 Members received a schedule of payments since the start of the financial year.
- 5.2.3 On the motion of the Chair members approved the following payments:
  - 5.2.3.1 ESALC and NALC subscription - £120.64
  - 5.2.3.2 Pavilion window cleaning - £25

## 5.3 Governance - Members reviewed compliance with the Parish Council's legal obligation to publish the following information online by 1st July every year:

- 5.3.1 All items of expenditure over £100 - now on website
- 5.3.2 End of year accounts - now on website
- 5.3.3 Annual Governance Statement to follow when hard copy of Annual Return is returned by external auditor.
- 5.3.4 Internal Audit Report - now on website
- 5.3.5 List of Councillor's responsibilities – members agreed the following allocation of lead responsibilities -
  - 5.3.5.1 Planning – Cllr Nicky Bishop,
  - 5.3.5.2 Financial strategy – Cllr Andy Proudfoot,
  - 5.3.5.3 Council Premises and Property – Cllr Ron King,
  - 5.3.5.4 Traffic and Transport – Cllrs Carol Andrews, Nicky Bishop and Tina French,
  - 5.3.5.5 Local Action Plan – Cllrs Tina French, Richard Hann and Richard White,
  - 5.3.5.6 Highways, refuse collection, rural broadband – Cllr Richard Hann,
- 5.3.6 The details of public land and building Assets – Asset Register now on website.

## 6. Planning

- 6.1 Applications previously considered - outcomes or status noted -
  - 6.1.1 RR/2016/705/P - Naulakha, Lakehurst Lane, TN33 9LZ - Erection of three sheds (retrospective) – *(approved conditional)*
  - 6.1.2 RR/2016/825/P - Burnt Barns Farm, Freckley Hollow, Ashburnham, TN33 9LZ - Relocation of former agricultural worker's cabin and its conversion to tourist accommodation. – *(approved conditional)*
  - 6.1.3 RR/2016/982/P - Naulakha, Lakehurst Lane, TN33 9LZ - Deck with access slope to provide a fire exit (suitable for disabled), to balance the building as there is a deck on the west end of the building for access. (Part Retrospective) – *(approved conditional)*

- 6.1.4 RR/2016/1125/P - Burnt Barns Farm, Freckley Hollow, Ashburnham - Agricultural worker's dwelling to serve the essential needs of the holding. Variation of conditions 2 & 5 to provide ground floor extension – *(approved conditional)*.
- 6.1.5 Considered by Parish Council Planning Committee 8th June 2016
- 6.1.5.1 RR/2016/1273/P and 1273/L - Agmerhurst House, Kitchenham Road, Ashburnham, TN33 9NB – Two storey rear extension to existing house, with alterations to ground floor courtyard and minor internal alterations. *(Planning approved conditional, Listed Building Consent granted. Planning Committee declared interests and declined to comment)*
- 6.1.5.2 RR/2016/1390/P - Agmerhurst House, Kitchenham Road, Ashburnham, TN33 9NB – Hard surfaced tennis court for private use, with surrounding fence and associated landscaping. *(Undecided. Planning Committee declared interests and declined to comment)*
- 6.1.6 Members requested that in future they be appraised of outline details of the conditions attaching to approved applications. Cllr Bishop and the Clerk will discuss how information on planning approval conditions might be provided on the parish website.
- 6.2 New applications – to determine the position of the council
- 6.2.1 RR/2016/1139/L - 4 Brays Hill Cottages, Ashburnham, TN33 9NZ - Internal secondary glazing and addition of fitted kitchen. (Retrospective) *(undecided – members resolved to make no response at the RDC planning portal)*
- 6.2.2 RR/2016/1570/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Change from holiday let to residential (Class C3) use. *(undecided)*
- 6.2.3 RR/2016/1766/P - The Stables, Brays Hill, Ashburnham TN33 9NZ - Modification of section 106 agreement relating to RR/2002/1141/P to allow residential use. *(undecided)*
- 6.2.3.1 Members discussed the merits of these two applications at length. They resolved that the response posted at the RDC planning portal should decline to comment on this particular application but to register concern that two of the supporting arguments offered represent a dangerous precedent, viz, that the failure of a holiday let to be a viable business should be grounds for changing it to a permanent residence and that the lack of adequate planned supply of housing in Rother should be a reason to allow a change from holiday let to permanent residence. The final wording of the posting is to be confirmed by email in the next few days.
- 6.3 Breaches and Enforcement – no updates or progress to note
- 6.4 Appeals – no updates or progress to note
- 7. Highways matters**
- 7.1 Potholes
- 7.1.1 Members noted that a new 10 year contract has been let by ESCC to a consortium led by Costain. All highways staff have transferred their employment to Costain under TUPE regulations.
- 7.1.2 Reporting of problems is now actioned via the Costain website at [www.eastsussexhighways.com](http://www.eastsussexhighways.com) instead of Fix My Street. However, this does not encompass fly tipping which is a District matter. RDC Cllr Curtis was asked to confirm the current arrangement for reporting fly tipping.
- 7.1.3 The area of road at the top of Brownbread Street near its junction with Duppits Lane is beyond pothole repair. The clerk will report it via the new website.
- 7.2 Finger posts
- 7.2.1 Cllr Hann requested a copy of the parish map showing all the finger posts and will endeavour to find residents who will ‘adopt’ a post and give it a periodic brush up and wash down.

### 7.3 Road name signs

- 7.3.1 RDC Cllr Curtis is finding out who is responsible for road name signs installation at RDC.

## 8. Premises

### 8.1 Village Hall

- 8.1.1 The clerk reported verbally on the Annual General Meeting of the village hall committee which was attended by a few members of the public. The governance of the new village hall committee was discussed and information disseminated about the nature of Charitable Incorporated Organisations (CIOs).

### 8.2 New Village Hall

- 8.2.1 Members expressed the view that the justification statement and the design and access statement would benefit from input from a planning consultant.
- 8.2.2 Three fee proposals have been received from planning consultants. Town and Country Planning proposed a fairly radical rethink of the project and members were not ready to consider that at this stage. CLM planning was nominally the lowest cost but there were a number of caveats which meant that there could be some uncertainty about the total cost. Direct Planning gave a firm price but members were disconcerted that the quotation was received less than an hour after the enquiry and before the latest architect drawings had been viewed.
- 8.2.3 The clerk was instructed to contact Direct Planning for confirmation of the quoted price after they had viewed the latest drawings. Members asked that they be informed by email of the outcome of the clerk's enquiry with a view to reaching a consensus and placing the business without waiting for the September meeting.
- 8.2.4 The Chair reported that the architect will finalise drawings by the end of July for final submission to RDC, including one more round of informal feedback from the planning officer, Matthew Worsley.
- 8.2.5 The governance issues arising from the establishment of a new CIO was discussed. The clerk was requested to circulate to members a template of a typical governing document highlighting key decisions for the council. Members are particularly interested in the criteria for appointment to the governing body and the mix of elected and appointed members.

### 8.3 Pavilion

- 8.3.1 Members resolved to waive the hire fee for the Country Fair & Flower Show on 30th July.

## 9. Community Matters

- 9.1 Local Action Plan - Cllrs Tina French, Richard Hann and Richard White will prepare a preliminary report for the next council meeting (14th September).
- 9.2 Rural Broadband –
- 9.2.1 Members resolved to advise Huw Merriman, M.P. that the parish council wishes to be kept informed of developments of alternatives to BT Fibre for rural areas and especially those designated as 'hard to reach'.
- 9.2.2 Members further resolved to respond positively to the invitation by Andrew Wedmore, Chairman of Brightling Parish Council, to explore joint inter-parish activity.

## 10. Correspondence

- 10.1 A letter has been sent to Mr Simon Hollett giving permission for an *in memoriam* bench in memory of Roy White to be installed on the sports field.

## 11. Dates of Next Meetings

- 11.1 The next meeting of the Parish Council will be on Wednesday 12th September 2016.
- 11.2 The next meeting of the Planning Committee, if required, will be on Wednesday 10th August 2016.

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Signed (Chair)

Date .....