

**Minutes of the Annual Meeting of Ashburnham and Penhurst Parish Council  
held on Tuesday 16th May 2017 at 7.30pm in the Ashburnham Sports Pavilion**

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

**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  
4 members of the public

**1. Election of Chair**

Cllr Ron King nominated Cllr Nicky Bishop. Cllr Richard Hann seconded the nomination and, there being no other nominations, Cllr Bishop was declared elected as Chair.

**2. Election of Vice Chairman**

Cllr Nicky Bishop nominated Cllr Richard Hann. Cllr Ron King seconded the nomination and, there being no other nominations, Cllr Hann was declared elected as Vice Chairman.

**3. Declaration of Acceptance of Office**

- 3.1 The Chairman signed the declaration of acceptance of office.
- 3.2 The Vice Chairman signed the declaration of acceptance of office.

**4. Apologies for absence**

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

**5. Asset Register of Council Property**

- 5.1 Members approved the addition to the asset register of the recently purchased BT Payphone Box at The Pound. The cost was £1 but the estimated market value is £2725 bringing the total value of assets to £78,998 (rounded up to £79,000).

**6. Members to serve on external bodies**

- 6.1 Members approved the continuation of Cllr Nicky Bishop as the nominated representative on the Sussex Association of Local Councils (SALC).

**7. Dates and times of future meetings**

- 7.1 Members resolved to continue to meet on the second Wednesday of alternate months, i.e. 2017: 12 July, 13 Sep, 8 Nov, 2018: 10 Jan, 14 Mar, 9 May (AGM).
- 7.2 The Planning committee (if required to meet) will meet on the second Wednesday of alternate months, i.e. 2017: 7 Jun, 9 Aug, 11 Oct, 13 Dec, 2018: 14 Feb 2018, 11 April.

**8. Date and time of Annual Assembly**

- 8.1 Members resolved to set the date for the next Annual Parish Assembly as Thursday 26th April 2018 at 7.00 pm in the Village Hall.

**9. Disclosures of interest**

- 9.1 No interests were declared.

**10. Adoption of Minutes**

The draft minutes of the Ordinary Meeting held on 8th March 2017 were circulated with the

agenda. On the motion of the Chair the minutes were adopted without amendment.

## **11. Open Forum**

- 11.1 ESCC Cllr Kathryn Field reported that following her re-election she was waiting to find out which committees she will be involved with. To date she only knows that she will be involved with the Clean Air consultation.
- 11.2 RDC Cllr Gary Curtis reported on his involvement with Community Speed Watch. He was present at a speed check session in Catsfield and in 1 hr and 15 mins there were 53 vehicles logged which were exceeding the 30 mph speed limit.
- 11.3 From members of the public present the following representations were made:
  - 11.3.1 Mr Ron Ridley asked if the parish council will pursue the question of a breach of planning conditions at Naulakha, Lakehurst Lane, first raised as ENF/177/15/ASH.
  - 11.3.2 Mr Ron Ridley enquired about the programme of verge cutting in the parish which appeared to have commenced in March.
  - 11.3.3 Mr Clive O’Sullivan reported that the defibrillator at The Ash Tree Inn needed to have the pads replaced as the integral batteries are at the end of their life. A set of adult and a set of paediatric pads are required and members approved their replacement at the expense of the parish council.

## **12. Community Matters**

- 12.1 Local Action Plan
  - 12.1.1 Members resolved to compile the presentations made at the Annual Assembly into a single document to be posted on the website.
  - 12.1.2 Members also resolved to repeat the request for feedback from electors. This was made at the Annual Assembly with a feedback form circulated. The Chair will put a reminder in the parish magazine.
- 12.2 Rural Broadband
  - 12.2.1 It was noted that the fibre cabinet at Ponds Green has now been commissioned.
  - 12.2.2 Cllr Hann suggested that a self help initiative from the village might achieve more than the current BT rollout programme was ever likely to. Other villages have had success with this approach. It was agreed that the first step is to gauge the level of interest and that adverts need to be placed asking for expressions of interest in the self help approach.
- 12.3 Parish Website
  - 12.3.1 RDC Cllr Gary Curtis asked what the frequency of update is as he was unable to locate the meetings calendar. The Chair advised that news was updated on the home page as and when it arrived and the clerk advised that he would check that current information is correct on the parish council pages.
- 12.4 BT former payphone box
  - 12.4.1 Members decided that the way forward is to call for expressions of interest in forming a group of people interested in the preservation and utilisation of this recently acquired asset. The Chair will publicise this and the Country Fair may be another opportunity to arouse interest.

## **13. RFO Report and Governance**

- 13.1 Annual Return
  - 13.1.1 Members reviewed the systems of internal control and received a Risk Assessment prepared by the clerk. To ensure adequate back up of data, members agreed that two removable storage devices be purchased. One will be in the possession of the clerk and the other by the Chair. The clerk will refresh the data and swap devices with the Chair at parish council meetings. Members found that other control systems are satisfactory.
  - 13.1.2 The Annual Governance Statement was read to members and on the motion of Cllr Hann seconded by Cllr French to approve the statement it was so resolved.

- 13.1.3 Members received the fourth quarter financial statements and a copy of the bank statement. The Accounting Statement forming part of the Annual Return was circulated to members prior to the meeting. On the motion of Cllr French seconded by Cllr Hann to approve the statement it was so resolved and the Chair and the clerk added their signatures to the Accounting Statement.
- 13.2 Governance
- 13.2.1 Following the resignation of Cllr Andy Proudfoot the statutory notices were posted. RDC have advised that there was no call for an election and therefore it falls to the parish council to co-opt someone.
- 13.2.2 Having advertised for expressions of interest, only one elector has come forward – Mr Andrew Hoad. He has circulated his biographical details and met with most of the councillors. Members were unanimous in co-opting him and the clerk will make the necessary arrangements.
- 13.3 RFO report
- 13.3.1 The clerk, as RFO, tabled the 4th quarter financial report which was circulated to members prior to the meeting. He drew members' attention to a revision to the balance carried forward from the end of the previous financial year revealed by the end of year bank reconciliation. Due to an incorrect posting of a transfer from deposit to current as income, the balance carried forward is actually £2601 and not £4601 as reported at the previous meeting. Extra attention to cash flow will be required as a result.
- 13.3.2 Members received the schedule of receipts, payments and transfers made in March and April 2017.
- 13.3.3 On the motion of the Chair the following payments were approved-
- 13.3.3.1 Clerk salary 12 months @ £276.21 per month based on 30 hours per month at the nationally agreed hourly rate of £9.21.
- 13.3.3.2 EDF Standing Order to be increased at once from £25 to £27pcm.
- 13.3.3.3 Fast Maintenance Services Ltd, pavilion water heater - £400 plus vat
- 13.3.3.4 East Sussex ALC Ltd £120.51 (no vat)
- 13.3.3.5 AiRS CBAS £144 inc VAT (*authorised and paid in March*)
- 13.3.3.6 Champagne & Caviar catering for Annual Assembly - £75 (no vat)
- 13.3.3.7 Kit Print, Assembly signage - £132 (no vat)
- 13.3.3.8 Nigel Turner, pavilion window cleaning - £26 (no vat)
- 13.3.3.9 Keith Robertson, internal audit - £130.65 (no vat)
- 13.3.3.10 Image Flooring, new floor covering in pavilion plus spares - £1992.50 plus vat of £398.50 (£2391)

## 14. Planning

- 14.1 Applications on previous agendas – members noted the current status
- 14.1.1 RR/2016/3092/P & /3093/L - Ashburnham Place, Ashburnham, TN33 9NF - Conversion of redundant traditional 'bothy' style sheds into four artisan workshops. (*Approved conditional.*)
- 14.2 Applications on the agenda for the first time – to determine the council's response if currently undecided by RDC -
- 14.2.1 RR/2017/685/P - Court Lodge Farm, The Forge, Ashburnham TN33 9PJ - Proposed extension to existing stable. (*Approved conditional yesterday*)
- 14.2.2 RR/2017/855/P - Beechurst, Marl pits Lane, Ashburnham TN33 9LE - -Erection of single storey rear extension and balcony with log store under. RDC decision by 23/5/17 (*PC is neutral*)
- 14.2.3 RR/2017/863/P - Burnt Barns Farm, Freckley Hollow, Ashburnham, TN33 9LZ, Erection of stables. RDC decision by 25/5/17 (*PC supports*)
- 14.3 Breaches and Enforcement – members noted updates and progress
- 14.3.1 Burnt Barns Farm, Freckley Hollow - ENF/11/17/ASH – breach of condition 3 of RR/2013/829/P “the boat house . . . shall be used only for purposes incidental to the

occupation and enjoyment of the occupants of Burnt Barns Farm . . . and not for any trade or business.”

#### 14.4 Appeals – to note updates and progress

- 14.4.1 To note the following appeal against the enforcement notice ENF/14/15/ASH above. APP/U1430/C/16/3156685 –(RDC portal ref 2408) - Little Acre (Clear View Farm), Brays Hill, Ashburnham - Appeal against Enforcement Notice RR/2016/2630/ENF requiring land to be reinstated to former use. *Status: Appeal dismissed, enforcement upheld.*
- 14.4.2 The Stables, Brays Hill, TN33 9NZ – Appeal against refusal of planning applications RR/2016/1570/P and RR/2016/1766/P. (*Appeal started 3 May, representations by 3 June '17; RDC ref no. 2459*)

### 15. Highways matters

#### 15.1 Finger posts

- 15.1.1 Cllr Hann reported that the damage to the post at the Brownbread Street junction at Ponds Green has been inspected and an estimate obtained for a range of remedial actions. He recommended that action be deferred for a year but to put a provision in the budget for 2018/19 and this was agreed.

#### 15.2 Potholes – Cllr Hann reported that -

- 15.2.1 some repairs have been carried out in Forge Lane and Tower Road’, and
- 15.2.2 he will take up the matter of repairs to the road near the bridge between Lingham and The Pound.

### 16. Premises

#### 16.1 New Village Hall

- 16.1.1 Cllr White reported that the steering group were pursuing the compliance with the planning condition relating to the changes to the entrance to the site. Three contractors have been invited to tender and it is proposed to make the entrance wider than the planning consent requires so as to accommodate the entry and exit of large vehicles which will eventually be delivering steels for the structure. Further details will be tabled at the meeting of the Steering Group on 23rd May.

#### 16.2 Village Hall

- 16.2.1 In the absence of Cllr White there was no report.

#### 16.3 Pavilion – the Clerk reported that -

- 16.3.1 the new flooring cost had exceeded budget because, a) the cost of removing the old floor was greater than provisioned, and b) 15 sq m of spare tiles have been purchased in case replacements are needed, and
- 16.3.2 the W.I., who are sponsoring the new Coffee Stop on the first Friday of the month, have asked if the Parish Council will provide a coffee machine of the type in the village hall. Members agreed in principle expecting that the cost would not exceed £140.

### 17. Correspondence received

- 17.1 A note of thanks from the PCC for support for the magazine has been received.
- 17.2 A request from Ashburnham Place has been received regarding a bus stop within the grounds. Members doubted that the bus would divert through the grounds and Cllr French suggested that the most pragmatic solution would be to suggest that staff from the Place who want to catch the bus will need to walk along the back track to The Pound where the bus does stop. Cllr French offered to explore this option with staff at Ashburnham Place.
- 17.3 Sherlyn Barrow, the fund raiser working at Ashburnham Place, has asked for a letter of support from the Parish Council for a bid she is writing to BIFFA for a grant for a children’s playground at Ashburnham Place. A letter of support was duly drafted by Cllr Hann and the

clerk mailed it on behalf of the council on 17th April 2017.

**18. Information for Councillors / Future Agenda items**

None

**19. Dates of Next Meetings**

19.1 Council meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and the dates of the meetings for the remainder of the council year are

12th July

13th September

8th November

10th January

14th March

Annual Assembly Thursday 26th April

9th May (Annual Meeting)

19.2 Planning committee meetings are scheduled for the second Wednesday of alternate months at 7.30pm in the Sports Pavilion and the dates of the meetings for the remainder of the council year are

14th June

9th August

11th October

13th December

14th February

11th April

If there are no planning matters to consider the meeting will not be called.

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Signed (Chair)

Date .....