

**Minutes of the Ordinary Meeting of Ashburnham and Penhurst Parish Council
held on Wednesday 13th September 2017 at 7.30pm in the Ashburnham Sports Pavilion**

Parish Councillors present: Cllrs Carol Andrews, Tina French, Richard Hann, Andrew Hoad, Ron King, and Richard White.

Parish Councillors absent: Cllr Nicky Bishop (Chair)

District / County Councillors present: ESCC Cllr Kathryn Field

In attendance: Brian Holdstock, Clerk to the Council
2 members of the public

In the absence of Cllr Nicky Bishop the meeting was chaired by Cllr Richard Hann (Vice Chairman).

1. Apologies for absence

- 1.1 Apologies for absence have been received from Parish Cllr Nicky Bishop and RDC Cllr Gary Curtis.

2. Disclosures of interest

- 2.1 Cllr Hann declared an interest in item 7.2.1 as he manages the applicant organisation.

3. Adoption of Minutes

The minutes of the Ordinary Meeting held on 12th July 2017 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment.

4. Open Forum

- 4.1 ESCC Cllr Kathryn Field reported that Cabinet met yesterday and agreed to start the consultation process on closing 7 libraries and withdrawing the mobile library in order to save £600,000 per annum.
- 4.2 From members of the public present the following representations were made
- 4.2.1 Mr Ron Ridley asked if there was any update on the breach of planning regulations at Naulakha, Lakehurst Lane (RR/2013/1878/P was for two units of accommodation but only one was constructed).
- 4.2.2 Mr Ron Ridley shared some information about the roll out of rural broadband in his location (Lakehurst Lane). He now has Fibre To The Premises with upload speeds of 55Mbps and downloads of 13Mbps.

5. Community Matters

5.1 Local Action Plan

- 5.1.1 Some elements of the action plan remain to be completed. Cllrs French and White agreed to meet to co-ordinate individual councillor's contributions and to pass to the Chair for adding to the parish website.

5.2 Rural Broadband

- 5.2.1 Following on from the public forum regarding the new provision in Lakehurst Lane members noted that Brigden Hill remains without any landline based internet provision at all being too far from the cabinet in Herstmonceux.
- 5.2.2 The clerk reported that two groups of residents at Brigden Hill are taking a separate approach to addressing the issue. One group is in the process of lobbying the local M.P. and the other is talking directly to BT planning engineers in an attempt to ascertain what plans exist for future provision.

5.3 Parish Website

- 5.3.1 In the absence of Cllr Bishop the clerk was able to report that additional help has been secured (from Jay Ashworth) in keeping the events calendar up to date. In addition, the software has been modified to permit for differentiation between key dates for the diary and regular calendar items. Also, the ageing off of past events has been automated.
- 5.3.2 The clerk reported that of all the clubs and societies pages it is only the W.I. page which is up to date and many of the others are clearly more than a year out of date. Keeping them up to date is the responsibility of clubs and societies each of whom has a person authorised to edit their page.

5.4 After Schools Club

- 5.4.1 Members noted that this weekly event (Thursday Club) has been discontinued after some 17 years.
- 5.4.2 The organiser, Janet Peters, placed a note in the parish magazine thanking all those who had helped her but members felt that some appreciation and recognition is due to Janet herself. Members instructed the clerk to write a letter of thanks to her on behalf of the parish council.

6. RFO Report and Governance

6.1 RFO Report

- 6.1.1 Pensions Regulator – the clerk reported that all the statutory steps have been taken, a Declaration of Compliance has been submitted and a written note of acceptance received.
- 6.1.2 Financial reports
 - 6.1.2.1 A bank reconciliation as at 31st August, circulated with the agenda, was received by members. Cllr French volunteered to log on to the bank and verify the stated balances.
 - 6.1.2.2 A statement of income and expenses to 31st August and forecast full year outcome against budget heads was circulated with the agenda and received by members.
 - 6.1.2.3 Significant items in excess of the budget are replacement of the faulty water heater at the pavilion, replacement defibrillator pads and a one day consultancy with AiRS in connection with the new village hall. Although there are some underspends, the current forecast is for reserves to be depleted by approximately £800 more than budget.

6.2 Receipts and payment

- 6.2.1 Members received the schedule of receipts and payments for the months of July and August.
- 6.2.2 On the motion of Cllr White, seconded by Cllr French, members approved the following payments -
 - 6.2.2.1 RALC subscription - £30
 - 6.2.2.2 Clive O’Sullivan reimbursement line spray paint - £18.08
 - 6.2.2.3 Nigel Turner pavilion window cleaning - £26
 - 6.2.2.4 Carol Lovett – pavilion cleaning 5 months to July ‘17 - £266.25
 - 6.2.2.5 South East Water – pavilion water supply - £52.37 (already paid by Lloyds card)

6.3 Governance

6.3.1 Councillors’ lead responsibilities

- 6.3.1.1 The lead responsibilities of each councillor are required by statute to be made public and the list on the website was reviewed as is required.
- 6.3.1.2 The lead on broadband is relinquished by Cllr Hann and passed to Cllr Hoad. Members expressed their thanks to Cllr Hann for his consistent pressure on broad band inadequacies.
- 6.3.1.3 The lead on finance is vacant following the resignation of Andy Proudfoot but Cllr White agreed to assist the RFO with the provision of a draft 2018/19 budget to be tabled at the November council meeting.

6.3.2 Data Protection

- 6.3.2.1 The clerk advised members of the General Data Protection Regulations which come into force in May 2018.

6.3.2.2 The clerk has been on a half day training course organised by SSALC and will take the necessary steps to ensure the council is compliant. This will include a review of what personal data is collected and held, whether or not the council needs to register with the Information Commissioner and the preparation of one or more policy statements.

6.3.2.3 Cllr Andrew Hoad agreed to be named as the lead councillor for data protection.

6.3.3 Public Sector Mapping Agreement

6.3.3.1 The clerk advised members that RALC have negotiated a group licence for Parish Online which is a subset of the Ordnance Survey Public Sector Mapping Agreement (PSMA). For the current year the subscription is part of the RALC subscription so there is no charge at this stage and PSMA registration, a pre requisite of Parish Online, is free of charge anyway.

6.3.3.2 The clerk has been on a training course and recommended that the council take up the offer of registration as Parish Online allows map layers to be created by users to overlay either onto the OS map or the aerial survey maps. Public map layers already available include listed buildings, parish boundaries, ancient woodland and land registry boundaries to name a fraction of the full list. Layers that the parish may wish to create include finger posts, grit bins and planning applications.

7. Planning

7.1 Members noted the current status of the following applications on previous agendas either of the council or of its planning committee -

7.1.1 RR/2017/1046/P – Naulakha, Lakehurst Lane, Ashburnham TN33 9PE - Use as dwelling house (currently holiday lets). *(PC Planning Committee met and resolved to oppose; RDC refused permission 13/7/17)*

7.2 Members noted the following applications on the agenda for the first time and requiring the response of the council to be determined -

7.2.1 RR/2017/1678/L - Manor House, Tower House Road, Penhurst TN33 9QP - Proposed revisions to internal layout of attic, first floor and ground floor.

7.2.1.1 *Cllr Hann restated his declared interest as he manages the applicant organisation. He took no further part in the discussion.*

7.2.1.2 *The application is currently undecided.*

7.2.1.3 *Members noted that it is not the practise of this council to comment on Listed Building Consent applications preferring to leave it to expert conservationists. They adopted the same practise with regard to this application.*

7.2.2 RR/2017/1522/P - Oak Bank Farm, Farthing Lane, Ashburnham TN33 9PB - Temporary agricultural workers' dwelling.

7.2.2.1 *PC Planning Committee met and supported with condition that an alternative location, less harmful to the AONB, be found;*

7.2.2.2 *Currently undecided but members wished that it be called in for decision by RDC Planning Committee. The clerk will ask RDC Cllr Gary Curtis to call it in if it is proposed that it be decided by delegated powers.*

7.3 Breaches and Enforcement – members received details of updates and progress on the following issues outstanding at the previous council meeting -

7.3.1 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.” *No further updates*

7.4 Appeals – members received details of updates and progress on the following appeals undecided at the previous council meeting -

- 7.4.1 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; 19 June '17; Prosecution process commenced 14 Aug '17*
- 7.4.2 The Stables, Brays Hill, TN33 9NZ – Appeal against refusal of planning applications RR/2016/1570/P and RR/2016/1766/P. *(Appeals started 3 May, representations by 3 June '17; RDC ref no. 2459; Appeals allowed and Permission Granted 7 Aug '17)*

8. Highways matters

8.1 Over grown hedges

- 8.1.1 The clerk reported that he had logged a problem in Farthing Lane where the verges were not included in the previous rural cut and bracken was now falling into the road.
- 8.1.2 Highways took some action on the verges but reported that the main problem is overgrown hedges. Highways advised that they intend to contact the land owners and serve notice that they must cut their hedges.

8.2 Potholes

- 8.2.1 Cllr Hann reported that the C18 has been significantly resurfaced from Woods Corner to Ponds Green but no further. Enquiries to Highways reveals that there are no plans to complete the C18 to Hammer Hill and Kitchenham Road refurbishment in the current budget period. However, major pot holes have been filled.
- 8.2.2 Members noted that, perhaps due to heavy rain, there is an abundance of loose gravel on the road at The Pound and towards Hammer Hill.

9. Premises

9.1 New Village Hall

9.1.1 Governance

- 9.1.1.1 The clerk circulated copies of correspondence out to HMRC at the end of July requesting confirmation that the proposed scheme of arrangement complies with the requirement for vat zero rating which is that the building is demonstrably being constructed for a charitable purpose. A reply is awaited.
- 9.1.1.2 The clerk circulated details of a meeting with Strutt & Parker regarding amendments to the tenancy agreements between the council and the estate. Changes to the tenancy agreement will need to be in place before any work takes place.

9.1.2 Bidding for funds

- 9.1.2.1 Cllr White reported that Sherlyn Barrow has been provided with details of the bids obtained for the changes to the entrance to the site and that the bid to Awards For All can now be submitted.
- 9.1.2.2 Cllr White reported that two quotes have been obtained for the widening of the entrance and three for the development of plans to building regulations stage. However, the total cost exceeds the limit for Awards For All (£10,000) and so the building regulations work is not included in the bid.

9.1.3 Time scales

- 9.1.3.1 Members noted that it is becoming apparent that time lines need setting out to make sure things happen in the right sequence and the right permissions are obtained by the time they are needed.
- 9.1.3.2 The response from HMRC is needed as soon as possible in order that the legal work on the tenancy agreement can proceed. The clerk will endeavour to expedite it.

9.2 Pavilion

- 9.2.1 The Clerk reported that the 2018/19 budget will need to make provision for a replacement vacuum cleaner which will cope with the new carpet tiles effectively, for painting the exterior and the interior and for a suitable storage trolley on which materials such as the yoga equipment can be stored but also easily moved.
- 9.2.2 Members added to this list with a recommendation that a way of moving stacks of chairs about without dragging is needed.
- 9.2.3 Members requested that the clerk obtain separate estimates for the exterior windows and doors (not the cladding) and the interior. Members felt that it may be possible to organise a working party to paint the interior during the winter months.

9.3 Village Hall

- 9.3.1 Cllr White reported that the garden area is now being actively managed and kept clear.
- 9.3.2 The clerk reported that the insurers require the quinquennial inspection and report on the fixed electrical installation be carried out by the end of September. Arrangements for this are in hand.

10. Correspondence received

10.1 W.I.

- 10.1.1 The W.I. are organising a Christmas Tree festival and request that the parish council support them by contributing a suitably decorated Christmas tree.
- 10.1.2 Members supported the idea and Cllr Carol Andrews agreed to organise the council's contribution.

10.2 Wealden & Rother legal department: road closure order, Remembrance Sunday

10.3 Invitation to Community Resilience Conference

10.4 Democracy For Bexhill – questionnaire from lobby group

10.5 Bexhill Community Governance Review

10.6 HMRC vat liability team – correspondence out

10.7 RDC – Annual canvas for electoral registration

10.8 East Sussex ALC AGM and autumn conference 6 Oct 2017

11. Information for Councillors / Future Agenda items

- 11.1 The clerk reminded members that the first draft of the budget for 2018/19 needs to be tabled at the November meeting so that it can be adopted in January when the precept is set.

12. Dates of Next Meetings

- 12.1 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 -
2017: 8th November

2018: 10th January, 14th March, Annual Assembly Thursday 26th April, 9th May (Annual Meeting)

- 12.2 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 -

2017: 11th October, 13th December

2018: 14th February, 11th April

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

..... Date

Signed (Chair)