

Minutes of the Parish Council Meeting held on Monday 22nd May 2017 in East Hoathly Village Hall

PRESENT: Cllr David Vaughan. – Cllr Victoria Albuquerque Cllr John Deane, Cllr Diane Knill, Cllr Chris Magness Cllr Jonathan Ritchie, Cllr Tony Pope and Cllr Marion Wilson

Also in attendance: Karen Crowhurst – Locum Clerk
Cllr Ann Newton – Wealden District Council

Members of the public – 12

At 7.15 pm the meeting welcomed members of the public and opened with comments and questions.

One member of the public suggested that Members of the Council introduce themselves, which they duly did.

Requests was made for the Council to carry out maintenance on some of the garden allotments as some of the plots have become quite unkempt and are in need of mowing. The member of the public was informed that the Council will be considering creating a Garden Plot Committee which will be discussed at the Parish Council meeting in June.

A member of the public wished to know about the current position of previous large planning applications in the light of Nitrogen Deposition. Cllr Newton advised that these plans are currently being held in abeyance.

As there were no further questions it was agreed to convene the meeting.

- | Item No | Minutes |
|----------------|---|
| 1. | ELECTION OF CHARIMAN AND RECEIVE ACCEPTANCE OF OFFICE |
| 1.1 | Nominations were received nominating Cllr Vaughan to be Chairman for the administration year. There being no further nominations, a vote was taken by a show of hands to elect Cllr Vaughan the majority were in favour and there was one abstention. Therefore, it was resolved that Cllr Vaughan be duly elected as Chairman to East Hoathly with Halland Parish Council Cllr Vaughan then signed the acceptance of office which was countersigned by the Clerk. |
| 2. | APOLOGIES FOR ABSENCE |
| 2.1 | Apologies were received from Cllr Bennett (ESCC) and Cllr Cole. Apologies were also received on behalf of Cllr Magness for lateness. |
| 3. | REPORTS FROM COUNTY COUNCILLOR NICK BENNETT AND DISTRICT COUNCILLOR ANN NEWTON |
| 3.1 | As Cllr Bennett was not in attendance, no report was received. |
| 3.2 | Cllr Newton informed Members that Barby Dashwood-Morris is no longer a District Councillor as she had not attended any meetings in the past 6 months; therefore Cllr Dashwood-Morris automatically lost her position on the Council. Cllr Newton advised that there will be a by-election in due course and in the meantime she will continue to be the Ward Councillor for East Hoathly with Halland. |
| 4. | ELECTION OF VICE CHAIR |
| 4.1 | Nomination(s) were received for Cllr Knill to be elected as Vice Chairman. There being no further nominations, Cllr Knill accepted the nomination and was then duly elected as Vice Chair to East Hoathly with Halland Parish Council. A vote was taken by a show of hands which led to this decision being unanimous |

5. **TO ACCEPT THE MINUTES OF THE MEETING HELD ON 27TH MARCH 2017**

5.1 Cllr Deane stated that a couple of items have been missed under Cllr questions. He recommended that these be covered in this meeting in order for them to be recorded. All accepted the recommendation. It was then **resolved** to accept the minutes of the meeting held on 27th March as a true and accurate record of the meeting. This was proposed by Cllr Knill and seconded by Cllr Pope.

6. **TERMS OF REFERENCE FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE**

6.1 Members considered the Terms of Reference submitted by the Clerk, after a short while of consideration it was **resolved** 1) to accept and adopt the Terms of Reference for the Finance and General Purposes Committee. 2) To grant delegated authority to the committee to monitor expenditure. This was proposed by Cllr Deane and accepted by all.

7. **DECLARATIONS OF INTEREST AND GRANTING OF DISPENSATIONS**– Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on this agenda

7.1 There were no declarations of interest received. It was agreed to defer the dispensations until the next meeting in order for all Members to submit their forms to the Clerk.

8. **APPOINTMENT TO COMMITTEES**

8.1 a) Planning Committee – **resolution passed 27th January 2017 still withstanding**

8.2 b) Finance and General Purposes - (3 members excluding the Chairman/Vice Chairman who will be ex-officio members – to be decided

8.3 It was **resolved** to appoint Cllr Vaughan in his role as Chairman, Cllr Knill in her role as Vice Chairman, Cllr Cole, Cllr Albuquerque and Cllr Pope to the Finance and General Purposed Committee.

8.4 c) Internal Control Committee 3 Members

8.5 It was **resolved** to appoint Cllr Ritchie, Cllr Knill and Cllr Wilson to the Internal Control Committee.

9. **Appointments to outside bodies**

9.1 a) Village Hall Committee

9.2 It was **resolved** to appoint Cllr Knill to the Village Hall representative.

9.3 b) Twinning

9.4 It was **resolved** that Cllr Ritchie represent the Council

9.5 c) WDC Parish Planning Panel

9.6 It was **resolved** to appoint Cllr Deane as the Parish Council representative.

9.7 d) Wealden District Association of Local Council's

9.8 It was **resolved** to appoint Cllr Deane and Cllr Knill to the WDALC.

10. **REVISION OF STANDING ORDERS AND FINANCIAL REGUALTIONS**

10.1 It was **resolved** to continue with the existing Standing Orders and Financial Regulations.

11. **GENERAL POWER OF COMPETENCE ELIGIBILITY**

11.1 Members agreed that East Hoathly with Halland Parish is now eligible to exercise the General Power of Competence as it meets the requirements on the electoral mandate and has a fully qualified Clerk.

12. **POLICY APPROVAL AND ADOPTION**

12.1 a) Parish Council Risk Assessment – To approve the Risk Assessment previously circulated

12.2 It was **resolved** to accept and adopt the Parish Council Risk Assessment. This was proposed by Cllr Albuquerque and Cllr Pope.

12.3 b) Social Media Policy - to approve the Social Media Policy previously circulated

12.4 It was **resolved** to accept and adopt the Social Media Policy presented by the Clerk. This was proposed by Cllr Magness and Cllr Albuquerque. During this item a short discussion was held regarding Cllr's setting up emails for the purpose of Council business only.

12.5 c) Asset register and policy statement

12.6 It was **resolved** to accept the asset register presented and the policy statement contained within the register.

13. **ACTION POINTS - To receive updates or agree any further actions**

13.1 a) Provision of bus shelters

13.2 Cllr Vaughan reported that the location of the bus shelter did not appease the County Council; however, a possible alternative may be permitted. This would be to have a bench in the location of ??? Therefore, this action is still ongoing.

13.3 b) Bank signatories – Progress to date

13.4 This item is still ongoing.

14. **CORRESPONDENCE – FOR NOTING OR ACTION**

14.1 a) To consider any other correspondence for noting or received action after this agenda has been

14.2 Members considered an email sent by a Teacher who runs ballet classes held at the Pavilion. The Teacher requested that she be permitted to use a voile curtain to provide privacy during hot weather when windows are open. Members agreed that the request be granted. **Action – The Clerk.**

15. **FINANCE & GENERAL PURPOSES**

15.1 a) Orders for payment 1st April – 30th April

15.2 It was **resolved** to accept the orders for payment list. This was proposed by Cllr Wilson and seconded by Cllr Ritchie. The list was then signed by the Parish Council Chairman.

15.3 b) Receipts 1st April – 30th April

15.4 It was **resolved** to accept the receipts as presented to Council. The list was then signed by the Parish Council Chairman.

15.5 c) Bank reconciliation

15.6 It was **resolved** to accept the bank reconciliation presented to Council. The reconciliation document was then signed by the Parish Council Chairman.

15.7 d) Approval of end of year accounts 31st March 2016 – 1st April 2017

15.8 It was **resolved** to approve the end of year accounts for submission to the Internal Auditor. The accounts were then signed by the council Chairman.

15.9 e) Approval of end of year bank reconciliation

15.10 It was **resolved** to approve the end of year bank reconciliation. The reconciliation document was then signed by the Council Chairman.

15.11 f) To agree to continue with subscriptions to SALC, WDALC, CPRE and The Information Commissioner re Data Protection

15.12 It was **resolved** to continue with the subscriptions above.

15.13 g) Any other financial matters

16. ANNUAL AUDIT

16.1 a) Approve sections section 1 Statement of Accounts including balances.

16.2 It was **resolved** to accept and approve the Annual Governance Statement.

16.3 b) Approve the annual governance statement section 5

16.4 It was **resolved** to approve and accept the figures within the Accounting Statement and submit them to the External Auditor subject to the Internal Auditors satisfaction.

16.5 c) To sign the Audit form for submission to Internal and External Auditors

16.6 It was **resolved** that the audit form will be signed by the Chairman and RFO and be submitted to the Internal and External Auditors.

16.7 d) Effectiveness of Audit controls and Audit regime

16.8 Members are satisfied that effective control measures are in place, therefore, the effectiveness of audit for East Hoathly with Halland Parish Council is suffice.

17. COMMITTEE OF THE WAR MEMORIAL SPORTS GROUND TRUST (whole PC Acting as Trustee).

17.1 a) Play area – To decide whether to gain quotations for new play equipment and identify budget if in agreement to proceed

17.2 After a short discussion as to what to install and consider it was agreed to obtain 3 quotations for a zip wire, small skate ramp, fencing and seating. It was further agreed that Cllr Deane and Cllr Magness work with the Clerk to achieve this. **Action – The Clerk, Cllr Deane and Cllr Magness.**

17.3 It was agreed that the expenditure to deliver the above be in the region of £20K

17.4 The installation of a permanent BBQ was discussed. After careful consideration it was agreed not to proceed with this.

17.5 Cllr Deane proposed that any fencing surrounding the tots play area allows for a gate in order that access can be gained for maintenance purposes.

- 17.6 Cllr Newton advised that planning permission may be required for a zip wire. It was agreed that the Clerk investigate this. **Action – The Clerk.**
- 17.7 b) Erection of new fencing
- 17.8 This was discussed under item 17.5
- 17.9 c) Additional dog bin
- 17.10 The need for additional dog bins was discussed. Members felt there is a need to install 2 new dog bins at the South Street exits/entrances to Moat Wood. It was agreed that the Clerk investigate the costs of acquiring 2 new bins. **Action – The Clerk.**
- 17.11 d) Drainage matters
- 17.12 Cllr Magness apprised Members about the current position as issues regarding drainage still need to be addressed. The matter of raising the land to alleviate the drainage problems was also discussed. This action therefore, remains ongoing.
18. **TREE PRESERVATION ORDERS**
- 18.1 a) To consider whether the Parish Council wishes to place tree preservation orders on trees within the Parish
- 18.2 The Chairman motioned that this item be considered in conjunction with item 19 on the agenda. Members agreed with the motion.
- 18.3 b) To agree whether to collate a list for consideration at the next Planning Committee Meeting.
19. **PARISH WOODLAND** – To agree next steps and actions including whether to apply for tree preservation orders
- 19.1 Members discussed this in depth and received a proposal from Cllr Deane about future maintenance and partnership working with Plumpton College. Taking into account the work required and other matters it was **resolved** 1) To establish a Parish Woodland Working Group who would be able to recommend decisions for Council consideration. 2) A Terms of Reference be drafted to provide proper guidelines for the Working Group. 3) The Working Group will consist of 3 Members of the Council, these will be. Cllr Victoria Albuquerque, Cllr Deane and Cllr Cole. Cllr Knill offered her services should they be required. **Action – The Clerk (to assist with the terms of reference.) Cllr Deane and Cllr Cole. Cllr Knill.**
20. **OPEN FORUM MEETING**
- 20.1 After a short discussion it was agreed to hold an open forum session prior to the Parish Council meeting scheduled on Monday 26th June from 7.00pm – 7.30pm. It was further agreed if the forum is successful to hold them once a quarter.
21. **WRITTEN REPORTS FROM REPRESENTATIVES** – To note and receive written reports
- 21.1 No reports were received.
22. **COUNCILLORS' QUESTIONS**
- 22.1 Questions raised were concerning:
- A second Parish Council notice board.
 - Flowers under the village name sign

- Parking on pavements.
- The location of the strimmer
- The adoption of the Telephone box
- 22.2 - Lightsource funds
- Essex speed camera trial
- Printing of Parish Council documents

22.3 During this item Cllr Deane requested to know if WDC supported the Ringmer Gliding Club application. Cllr Newton advised that she was not aware of any response being made by the District Council.

There being no further business, the meeting closed at 9.03pm.

The date of the next meeting is scheduled for Monday 26th June held in the Village Hall, Church Marks Lane, East Hoathly. The public and the press are cordially invited to attend