

HURST GREEN PARISH COUNCIL

Minutes of the Annual General Meeting held in Hurst Green Village Hall on Tuesday 19th May 2015 starting at 8:00pm.

Present: - Councillor Browne (Chairman), Councillor Duddridge, Councillor Janes and Councillor Peacock. The RFO, David Hilbourne and the Clerk were in attendance. Five members of the public attended.

1.0 Apologies for Absence: - District Councillor Prochak and County Councillor Barnes.

2.0 Declarations of Acceptance of Office

The four Councillors, Browne, Duddridge, Janes and Peacock, elected to office signed their Acceptance of Office forms in front of the Clerk and took up their seats.

3.0 ELECTION OF OFFICERS

3.1 Election of Chairperson - Councillor Browne was proposed by Councillor Duddridge and seconded by Councillor Peacock. **Unanimously supported.**

3.2 Election of Vice Chairperson - Councillor Janes was proposed by Councillor Peacock and seconded by Councillor Browne. **Unanimously supported.**

4.0 Co-option to fill vacancies on the Council

Four Hurst Green residents had expressed an interest in serving as councillors and were in attendance at the meeting. After discussion the four residents, Lee Funnell, Keith Harrison, Derek Johnson and Steve Wright were **unanimously co-opted onto the Council.**

There remains one vacancy on the Council which Councillor Browne indicated that Lilian Cruse wanted to apply for but due to recovery from an operation was unable to attend until the next meeting.

4.1 Declarations of Acceptance of Office

All co-opted members signed their Acceptance of Office in front of the Clerk and took up their seats.

5.0 Election of Committees and Representatives

Councillor Browne explained to the new councillors what the roles entailed within the context of the Parish Council and gave a brief description of what would be required to fill these positions.

- a) Playing Fields - Councillor Duddridge expressed an interest in taking on Lodge Field and Councillor Wright expressed an interest in Drewetts Field. Councillor Browne nominated both to these positions and it was **unanimously supported and carried.**
- b) Footpaths & Roads - Councillor Johnson, Councillor Janes and Councillor Harrison all expressed an interest in this and Councillor Browne proposed that this role should be shared amongst them. This was **unanimously supported and carried.**
- c) Community Representatives - Councillor Browne nominated Councillor Janes who agreed to the nomination and this was **unanimously supported and carried.**
- d) Representative to the Rother Association of Local Councils - Councillor Peacock and Councillor Funnell said they would be willing to be representatives and Councillor Browne proposed that both should be appointed. This was **unanimously supported and carried.**
- e) Representative to East Sussex ALC Ltd (2)
Councillor Peacock and Councillor Funnell said they would be willing to be representatives and Councillor Browne proposed that both should be appointed. This was **unanimously supported and carried.**
- f) Tree warden - Councillor Wright expressed an interest in this position and was proposed by Councillor Browne. This was **unanimously supported and carried.**

6.0 Minutes of the last meeting: -

To sign as a correct record the minutes of the meeting held on the 28th April 2015.

Minutes proposed by Councillor Peacock and seconded by Councillor Duddridge.

6.1 Matters arising from the Minutes: -

No matters arising.

7.0 Declaration of Interest: -

Councillor Janes declared an interest in agenda item 11.4 due to his involvement with the Shop.

8.0 Adoption of Standing Orders and Financial Regulations

To be emailed out to all Councillors and put on the next agenda.

9.0 Community:- Guest speaker

PCSO Georgiou gave a report to the Council before the meeting as he could not stay due to a prior engagement. Very little to report.

9.1 Community reports

Councillor Janes reported that there has been very positive responses to the Affordable Housing Scheme built in the village with all houses now occupied. Good build quality noted and residents very appreciative.

9.2 Redundant Hurst Green sign

This agenda item was postponed to the next meeting.

9.3 County/District Councillors Report

District Councillor Browne noted that funding was still the top issue with Rother with some very difficult decisions to be made. RDC are hoping that the new Community Infrastructure Levy will bring in desperately needed extra revenue.

When canvassing Councillor Browne noted that the most common issue with local residents was potholes which mainly come under East Sussex County Council's remit and the A21 Highways England.

10.0 Planning: -

10.1 RDC Planning decisions

RR/2015/320/PN3 - 113 London Road, units 1-2, Hurst Green. Change of use from first floor office use (B1) to accommodate 4 x flats (C3) use. **Granted.**

RR/2015/762/T - **Southview**, Burgh Hill, Hurst Green TN19 7PE. Various works to Beech tree. **Granted consent for work on one beech tree for reduction by up to 3 metres.**

RR/2015/734/P - **Two Hoots**, Station Road, Hurst Green TN19 7PL. Proposed single storey rear/side extension. **Granted.**

10.2 Current Applications

RR/2015/1052/P - Rosewood, Silverhill, Hurst Green TN19 7QB Proposed side extension over existing garage with front and rear dormer windows. **Supported.**

RR/2015/978/O - Clayfield, Bugsell Mill Lane, Etchingam TN19 7QJ. Use of dwelling for more than ten years in breach of agricultural occupancy condition. **Majority supported.**

RR/2015/946/P - 58 London Road, Parkside, Hurst Green TN19 7PN. To construct new garage. **Supported.**

RR/2015/850/P - 4 Colemans Way, Hurst Green TN19 7NY. Construction of a dormer window in bedroom 3. Construction of a balcony in bedroom 1. **Supported.**

11.0 Finance/David Hilbourne,RFO's Report:-

David Hilbourne informed the Council about the latest insurance quotes he had requested this year. Zurich quoted £655.87 but only £610.16 if cover was taken up for a 3 year term which is a saving on the previous year and includes £321.16 for the Community Shop building which is a considerable saving for the shop.

Annual Return

David Hilbourne, the Responsible Financial Officer, reported that the internal audit of the accounts had gone well with the auditor very complimentary and no comments to make although he did raise two matters for future attention.

The first was that the Risk Assessment should be formally adopted by the Council each year and the second that the new legislation concerning Local Council Transparency and Accountability would require the Council to have a website up and running by the 30th June where we can report all matters of which the public should be aware and have access to.

David Hilbourne presented and read out the financial Annual Return to the Council for approval and adoption before submittal to the external auditors.

This was unanimously approved and the resolution passed.

The Chair thanked David Hilbourne for all his work on this.

11.1 Current financial position

Balance of accounts

Community Account (6752)	£13,962.62	as at 14 th May 2015
Community Savings (6779)	£690.62	as at 14 th May 2015
Renewals A/C (6760)	£13,062.87	as at 14 th May 2015

These figures are the position as at the latest statements received as shown. They do not include monies received or paid away subsequently.

Direct Debit payments

None.

Payments received

Hurst Green Cricket Club, ground rent for cricket square.	£50.00
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11.2 Approval and issue of Cheques

Urgent cheques drawn and paid away

13 th May 2015, Cheque No. 100563 - C Allen, In Party Tents. Deposit on marquee for Fete.	£50.00
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Cheques to be authorised for this meeting

Copies of invoices re items below previously circulated via email to all Councillors.

Cheque No. 100562 - Spoilt	-
Cheque No. 100564 - East Sussex Pension Scheme, re Clerk.	£143.85
Cheque No. 100565 - J Ellis, Clerk's Salary (May).	£416.66
Cheque No. 100566 - D Hilbourne, RFOs salary (May)	£96.00
Cheque No. 100567 - Hurst Green Cricket Club., s137 donation.	£250.00
Cheque No. 100568 - Auditing Solutions, internal Audit.	£276.00
Cheque No. 100569 - Zurich Insurance, Parish insurance premium.	£610.16
Cheque No. 100570 - RALC, subscription.	£35.00

A resolution for approval is sought for past and present issue of Cheques.

Cheques proposed by Councillor Duddridge and seconded by Councillor Peacock.

11.3 Broadband Expenses for Clerk and RFO

The Clerk and RFO requested that the Council continue to support their Broadband charges by paying half the costs involved as both used this for parish business.

This was **unanimously agreed**.

11.4 Resolution to pay for the installation of an air-conditioning system in the Community Shop Building
Councillor Janes declared an interest in this agenda item and did not take part.

As head lease holders of the shop premises the Council can improve the building by the addition of air conditioning units and save the shop the loss of food products due to overheating.

Three quotes have been rec'd and the various merits of each were discussed at length.

It was unanimously agreed to accept the H & D quote with a 2 year service deal.

The Council also resolved to pay for the installation of the required electrical work that needs to be done for the installation of the units.

12.0 **Playing & Stage Fields:-**

Councillor Browne reported that he has rec'd a quote of £400 for the removal of moles in Drewetts Field. This would include six visits to the site. More quotes to be sort.

12.1 Proposed Memorial Seat in Drewetts Field

A resident has commented on the lack of seating in Drewetts Field now the old concrete shelter has gone. Councillor Browne suggested a memorial seat to Joe Harper as the one in Lodge Field has been vandalised beyond repair. Councillor Wright said he would like a seat in the Corner Garden. Both to be looked into.

13.0 **Footpaths, Transport & Roads**

Footpath 6/6a is very overgrown. Clerk to report.

Overgrown hedge outside Roff Cottage , Burgh Hill. Clerk to report.

Fysie Lane in poor condition. Clerk to report

Correspondence rec'd from company who will look after finger post signs and do minor repairs for a set fee. Clerk to look at the parish's one fingerpost sign re condition.

14.0 **Notices and Correspondence:-**

Correspondence previously circulated via email

14.1 Councillor Training

SSALC (Sussex Association of Local Councils) has sent out its list of training venues and dates for new and existing councillor training. Councillors to let Clerk know if they can attend.

14.2 Urgent issues requiring attention

The RFO noted that all invoices for the fete needed to be proper invoices with date, full address and business name plus VAT number and details of charges and VAT.

Clerk to update Risk assessment and email to Cllr. Johnson and Cllr. Browne.

15.00 **Items for the next agenda:-**

Parish Website

12.0 **Date and time of next Meeting:-**

The next meeting is on Tuesday 30^h June 2015 in Hurst Green Village Hall starting at 8.00pm with public consultation from 7.30pm.

The Chairman declared the meeting closed at 9.50pm.

Distribution of Minutes: -

All Parish councillors.

Parish Council Noticeboard.

ESCC Councillor J. Barnes.

RDC Councillor S. Prochak.

Signed

Chairman

Dated