

HURST GREEN PARISH COUNCIL

Minutes of the meeting held in Hurst Green Village Hall on Tuesday 28th June 2016 starting at 8:10pm.

Present: - Councillor Browne (Chairman), Councillor Cruse, Councillor Harrison, Councillor Funnell, Councillor Janes, Councillor Johnson, Councillor Peacock and Councillor Wright. The Clerk and the RFO David Hilbourne were in attendance and 16 members of the public.

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

2.0 Minutes of the last meeting:-

To sign as a correct record the minutes of the Annual General Meeting held on the 31st May 2016.

Minutes proposed by Councillor Janes and seconded by Councillor Peacock.

3.0 DECLARATION OF INTERESTS, *in accordance with the Members' Code of Conduct: to receive any disclosure by Members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.*

None declared.

4.0 Community Activities and reports:-

No reports rec'd.

4.1 County/District Councillors Report

No reports in the absence of Cllrs. Prochak and Barnes.

5.0 Planning: -

Prior to the meeting two representatives (Colin Viret + another) from Millwood Homes gave a presentation to the Council re their planning application RR/2016/1577/P for 60 houses to the rear of Foundry Close. This was for information purposes and no public participation or questions were allowed at the request of the Millwood representatives. Amongst the unanswered questions was the connection to main sewage network, Drewetts Lane access, parking in Foundry Close and safety of access, low number of 2-3 bed properties.

Noted that the environmental survey was carried out immediately after the site had been cleared by heavy machinery and contrary to their stated aim of not clearing site during bird nesting season.

5.1 RDC Planning decisions

Information rec'd re Tree preservation order at Hadlow Lodge and Hadlow Gate, Burgh Hill, one tree (T2) removed from order.

RR/2016/847/P - Colemans Way, London Road, Hurst Green. Formation of a 2400 x 4800mm parking space with access to existing road. **Granted.**

RR/2016/699/P - 1 Ticehurst Road, Hillside Cottages, Hurst Green TN19 7QT. Proposed demolition of existing outbuilding and erection of new building with office over to store and repair agricultural machinery. **Granted.**

RR/2016/615/P - Haydon Lodge, Silverhill, Hurst Green TN19 7QB. Retention of mobile home for a temporary period of 2 years. **Granted.**

RR/2016/1173/P - 11 Ridgeway, Pipers Croft, Hurst Green TN19 7P. Single storey side extension. **Granted.**

Current Applications

RR/2016/1209/P - Jesses, London Road, Hurst Green TN19 7QS. Single storey rear extension and roof lights. Due to situation and age of building Councillors decided they needed a site visit to access this application. Clerk had been unable to get a response from request to visit but Cllr. Funnell had visited site. **Supported.**

RR/2016/1590/P - 107 London Road, Hurst Green TN19 7PN. Rear single storey extension. Supported.

RR/2016/1556/P - St. Etienne, Burgh Hill, Hurst Green TN19 7PE. Single storey side extension including replacement garage and alterations. Supported.

RR/2016/1577/P - Foundry Close - Land at, Hurst Green TN19 7QW. Residential development of site to provide 60 dwellings. Postpone decision until after public exhibition.

6.0 Finance/RFO's Report:-

Financial report given by the Responsible Financial Officer, David Hilbourne.

6.1 Resolution to contribution towards Broadband Expenses for Clerk (£99.90) and RFO

Councillors **unanimously agreed** to pay half the broadband costs for both the Clerk and RFO in recognition of usage towards parish council work. The RFO agreed to the same sum as the clerk of £99.90.

6.2 Current financial position

Balance of accounts

Community Account (6752)	£14,603.28	as at 26 th June 2016
Community Savings (6779)	£2,735.71	as at 26 th June 2016
Renewals A/C (6760)	£10,070.82	as at 26 th June 2016

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

None.

6.2 Approval and issue of Cheques

Urgent cheques drawn and paid away

Cheque No. 100670 - G Hardy to replace cheque no. 100667, Hardy Fencing due to change of account. £250.00

Cheque No. 100667 - has been destroyed and is now spoilt.

Cheques to be authorised for this meeting

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

Cheque No. 100671 - J Ellis, Clerk's Salary (June).	£433.06
Cheque No. 100672 - D Hilbourne, RFOs salary (June).	£123.98
Cheque No. 100673 - East Sussex Pension Scheme, re Clerk.	£152.11
Cheque No. 100674 - RALC (Rother Ass. Of Local Councils) subscription.	£35.00
Cheque No. 100675 - Fenland Leisure, replacement equipment for repairs to Lodge Field.	£506.48
Cheque No. 100676 - Victim Support, donation under s137 (min. 7.7d 31 st May 16).	£50.00
Cheque No. 100677 - League of friends, Hawkhurst Cott. Hosp. donation under s137 (7.7a 31 st May 16).	£500.00
Cheque No. 100678 - Hurst Green Village Hall, hire of marque for fete.	£200.00
Cheque No. 100679 - HMRC, remit PAYE collected.	£417.00

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

Cheques proposed by Councillor Cruse and seconded by Councillor Janes.

6.4 Internal Audit and Recommendations

David Hilbourne reminded the Council of the three items raised by the Auditor that he reported to the Council at the May meeting.

1. Review of Governance, namely that the Council should undertake a full review and update of both the Standing Orders and Financial Regulations bringing them into line with the latest NALC model documents. ***It was noted that this had been done in November 2014 and unanimously approved by the Council.*** The RFO suggested that a Councillor review these and check for changes in legislation.
2. Review of Expenditure, namely that in order to provide evidence to members effective discharge of their fiduciary responsibilities and further protect the Clerk and RFO, members should evidence their approval of each and every payment as appropriate for release initialling the invoices accordingly: ideally, a rubber stamp containing the information, as set out in the body of the report, should be acquired and be affixed to each and every invoice.
The RFO asked the Council if it wished to change the current arrangement whereby all invoices are electronically circulated prior to the meeting for approval, cheques signed at the meeting and fully minuted. The Council unanimously agreed to keep to the current practise.
3. Review of staff Salaries, namely that the Council should approve all changes in staff employment terms, pay rates and basic working hours, the minutes should formally record the decision and outcome. The RFO noted that our Standing Orders provide that the RFO should implement the salary scales negotiated nationally and reported by NALC. Clerk noted that increases to salary were normally agreed by the Council and spinal increments are built into this but any change to scale is put to the full Council. ***The Council unanimously agreed to this practise.***

7.0 **Playing fields**

7.1 Lodge field Playground repairs

Councillor Janes reported that the equipment for the repairs to Lodge Field had been brought and now he was just waiting for the contractor to do the work. Quote rec'd for this was very close to previous one rec'd.

7.2 Resolution to accept quote for 2 dog waste bins installed and maintained for £56.33 per month

Letter rec'd by the Chair concerned about the continuing problem of dog waste by the entrance to Drewetts due to Biffa's failure to empty and Rother not following through on its promise to empty it. **The Council unanimously resolved to take up the quote for 2 dog waste bins for £56.63 per month by Pet Waste Solutions to deal with this ongoing issue. Second bin to be sited on footpath 6/6a at the top of Ridgeway.**

8.0 **Footpaths, Transport & Roads**

Councillor Johnson reported that when cycling down Burgh Hill, ESCC workmen turned up and partially repaired a pothole! Councillor Johnson took photos and will send to Councillor Barnes.

Footpath between Iridge and Grove Hill Farm is now completely blocked with rubbish. Clerk will chase with Andrew Le Gresley.

Councillor Harrison reported that he has used the new ESCC fault reporting system and like the Clerk had found it not so user friendly as the previous version. No action has yet been taken on the two items he reported.

Councillor Harrison asked the Council if it was happy for him to investigate the issues and costs around the Council cutting the verges around the village as East Sussex's attempts were very poor. **Unanimously supported.**

8.1 Update on footpath 23 (off London road by Jesses) and section 130 notice

Footpath still blocked and little apparent action at the moment so the Council **unanimously supported the serving of a section 130 notice.** Clerk to action.

9.00 **Notices and Correspondence:-**

Correspondence previously circulated via email

The Chair read out the letter from Huw Merriman MP re the School petition.

9.1 Urgent issues requiring attention

Councillor Browne reported on Stage field and the proposed new entrance the application for which will cost around £300.00. **The Council agreed to proceed with this project.**

Councillor Harrison noted that his grandson played in the under 7s football team and thinks it would be an excellent facility for the Village.

10.00 Items for the next agenda:-

None rec'd

11.0 Date and time of next Meeting:-

The next meeting is on Tuesday 26th July 2016 in Hurst Green Village Hall starting at 8.00pm with public consultation from 7.30pm.

The Chairman declared the meeting closed at 9.20pm.

Distribution of Minutes: -

All Parish councillors.

Parish Council Noticeboard.

ESCC Councillor J. Barnes.

RDC Councillor S. Prochak.

Signed

Chairman

Dated