

## HURST GREEN PARISH COUNCIL

Minutes of the meeting held in Hurst Green Village Hall on Tuesday 30<sup>th</sup> January 2018 starting at 8:00pm.

**Present:-** Councillor Browne (Chair), Councillor Brown, Councillor Janes, Councillor Johnson, Councillor Wright and County Councillor Barnes.

The Clerk and the RFO, David Hilbourne were in attendance along with five members of the public.

**1.0 Apologies for Absence:-** Councillor Duddridge (*ill health*), Councillor Peacock (*away*) and District Councillor Prochak (*attending another meeting*).

**2.0 Minutes of the last meeting:-**

To sign as a correct record the minutes of the meeting held on the 28<sup>th</sup> November 2017.

**Minutes proposed by Councillor Janes and seconded by Councillor Brown.**

*The Chair read out an email from Trevor Leggo (SSALC) re necessary content of minutes and requested that in future minutes should only record the basic minimum legally required.*

**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*

Councillor Janes declared an interest in agenda item 5.2 Hurst Green Magazine as editor and producer. Councillor Browne declared an interest in 6.2 Planning, applications RR/2018/10/P, RR/2018/2/P and RR/2017/2722/P as he knows the applicants.

**3.1 APPLICATIONS FOR DISPENSATION** – *to consider written requests from Members for dispensation and to consider the length of time the dispensation should be granted for i.e. as a one-off relating to a matter on this agenda, or ongoing for a set period and relating to any agenda within that period.*

None received.

**4.0 Applications for filling the Council vacancy via co-opting.**

No applications rec'd but a member of the public expressed an interest in this. Application requested.

**5.0 Community Activities and reports:-**

A member of the Parents, Teacher Association and former school governor gave a report on the impact of the A21 on the School and the difficult parking situation.

**5.1 Neighbourhood Plan, progress report and to pass any necessary resolutions (Cllr. Janes)**

Councillor Janes gave the report and gave the dates of the first public meetings to be held on the 23<sup>rd</sup> and 24<sup>th</sup> February.

**5.2 Parish Magazine (Cllr. Janes).**

*Councillor Janes declared an interest in this agenda item but as producer and editor gave a report to the Council outlining his decision to stop producing the magazine due to time constraints.*

**5.3 ESCC Libraries Update - to receive a report from Councillor Brown**

Report given and decision to form a working party with Etchingam Parish Council to look at a joint solution to providing a service to local residents.

**5.4 Parish Council Website - to receive a report from Councillor Brown on the ICO's model publication scheme compliance review (Freedom of Information Act 2000).**

Report given and much discussion followed.

**The Council resolved to achieve inspirational targets as soon as possible.**

**5.5 Church Lych Gate War memorial, upkeep (Cllr Browne)**

Report given and funding is being sort to achieve restoration work.

## 6.0 Planning: -

### 6.1 RDC Planning decisions

**RR/2017/2360/L - Mill Cottage, Silverhill, Hurst Green TN19 7QD.** Replacement of doors and a window to door. **Refused.**

**RR/2017/2555/P – Windmill Farm, Silverhill, Hurst Green. TN19 7QB.** Single storey side extension and open canopy. New external steps. New roof to workshop and garage. **Granted.**

**RR/2017/2666/O - Brook House, Ticehurst Road, Hurst Green TN19 7QT.** Replacement of single storey rear projection with single storey extension. **Granted.**

### 6.2 Current Applications

*Councillor Browne declared an interest in Planning, applications RR/2018/10/P, RR/2018/2/P and RR/2017/2722/P and took no part in discussions on these applications.*

**RR/2018/83/P - York Cottage, Station Road, Hurst Green TN19 7PQ.** Single storey rear extension to partially replace existing conservatory. **Supported.**

**RR/2018/2/P - 26A Station Road, Hurst Green TN19 7PL.** Extension at first floor level to form maisonette.

**Not supported** *due to privacy issues with neighbours.*

**RR/2018/10/P - Bateups, Ticehurst Road, Hurst Green TN19 7QT.** Demolition of existing outbuildings and new build annex. **No comments, in Ticehurst Parish.**

**RR/2017/2722/P - Cygnet Fields Farm, London Road, Hurst Green TN19 7QR.** Change of use of static caravan from mess facilities to temporary home for agricultural worker. (Retrospective). **Majority decision not to support, unnecessary dwelling outside development boundary.**

**RR/2017/2564/MA - 1 London Road, Lodge Farm Cottage, Hurst Green TN19 7QP.** Minor amendment to application RR/2017/1200/P to allow change of materials from timber windows to upvc, from black stained boarding to natural oak boarding, from plain clay tiles to natural slate. **No objections, no issues with this.**

**RR/2018/286/P - Hornbeam Cottage, Bugsell Mill Lane, Hurst Green TN19 7QJ.** Proposed single storey side and two storey rear extensions and alterations. **Supported.**

## 7.0 Finance/RFO's Report:-

The RFO, David Hilbourne gave his report.

The RFO, David Hilbourne requested that his concern that he has not yet rec'd a dated and signed copy of the Breakfast Club's constitution be minuted.

The RFO has been looking at Microsoft Office 365 and thinks the Council should consider subscribing to this.

The RFO asked the Council if he could update the DMH Solutions Risk Assessment Software to the Windows 10 version at a cost of £59 plus VAT.

**The Council unanimously agreed to this.**

### 7.1 Current financial position

#### Balance of accounts

Community Account (6752)	£15,167.75	as at 25 <sup>th</sup> Jan 2018
Community Savings (6779)	£2,062.75	as at 25 <sup>th</sup> Jan 2018
Renewals A/C (6760)	£10,076.42	as at 25 <sup>th</sup> Jan 2018

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.

### 7.2 Motion to approve invoices and approval and issue of Cheques

#### Urgent cheques drawn and paid away

Cheque No. 100855 - J Ellis, Clerk's Salary (Dec). £534.93

Cheque No. 100856 - D Hilbourne, RFOs salary (Dec). £130.84

Cheque No. 100857 - East Sussex Pension Scheme, re Clerk (Dec).	£158.40
Cheque No. 100858 - Pet Waste Solutions, clearance of dog bin (3) waste for November.	£84.50
Cheque No. 100859 - HMRC, Remit PAYE.	£35.75
Cheque No. 100860 - Hospice in the Weald, Chairman's donation re Keith Harrison.	£50.00
Cheque No. 100861 - Millwood Design and Print, Banners for Neighbourhood Plan.	£281.40

Cheques to be authorised for this meeting

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

Cheque No. 100862 - J Ellis, Clerk's Salary (Jan).	£535.13
Cheque No. 100863 - D Hilbourne, RFOs salary Jan).	£131.04
Cheque No. 100864 - East Sussex Pension Scheme, re Clerk (Jan).	£158.40
Cheque No. 100865 - Pet Waste Solutions, clearance of dog bin (3) waste for December.	£84.50
Cheque No. 100866 - RALC Ltd, subscription for 2017.	£35.00
Cheque No. 100867 - Kompan, new swings for Lodge Field.	£2187.77
Cheque No. 100868 - HG Village Hall, rent for meetings.	£320.00
Cheque No. 100869 - Hurst Green Shop, Breakfast Club meals (Nov).	£75.00
Cheque No. 100870 - Hurst Green Shop, Breakfast Club meals (Dec).	£65.00

A resolution for approval is sought for present and past invoices (*as circulated via email prior to the meeting to all Councillors*) and issue of Cheques.

**Approval of Invoices and Cheques proposed by Councillor Wright and seconded by Councillor Janes.**

7.3 Resolution to approve precept for 2018/19 of £43,135 as per recommendations from working party meeting on the 15<sup>th</sup> January 2108

**The Council unanimously resolved to pass this motion.**

7.4 Resolution to accept the RFO's salary be increased to the next incremental step as agreed in Job specification

**The Council unanimously resolved to pass this motion.**

**8.0 Parish Council policies - to receive a report from Councillor Brown and to consider the proposed draft training and development policy and recommendation.**

The prepared report had been emailed to Councillors prior to the meeting and was discussed.

To be put on the next agenda.

**9.0 Playing & Stage Fields**

A resident requested update on footpath 10. Clerk will email them response from PRoW at ESCC.

9.1 Signage and notice boards for the parishes playing fields and any resolutions to support purchase and installation as deemed necessary (Working party)

To be postponed to the next meeting in Councillor Peacock's absence.

9.2 Upkeep and maintenance of Parish controlled playing fields and public spaces

Correspondence has been rec'd from a resident expressing concern over the maintenance of Lodge Field and the removal (some years ago) of the cherry trees. To be looked into further.

**10.0 Footpaths, Transport & Roads**

Highways England have emailed re resurfacing sections of the A21 in early 2018 but the section through the village is not included despite the sections either side of the village (Swiftsden and Silverdale, Silverhill) are down to be done! Clerk will write and ask why the village is not being done as the potholes through the village are the worst part of the road surface in the area.

10.1 Safety Improvements for Coopers Corner - to receive a report from Councillor Brown and to consider the proposed recommendations

Councillor Brown gave his report and asked the Council to consider the three motions below:-

**Motion 1:** "That Hurst Green Parish Council is dismayed that the Coopers Corner junction at Hurst Green has been named by the Road Safety Foundation as the most dangerous place on the road network in the entire county and calls on East Sussex Highways, Highways England and bodies such as the Road Safety

Partnership to build relationships and work together along with the Parish Council, local MP's and with residents to urgently produce an actionable plan to assess and improve safety at this junction, for now and in the future, delivering on promises made to improve the personal injury collision record on the A21, ensuring that everyone gets to go home safely at the end of every day."

**Motion 2:** "That Hurst Green Parish Council continues to recognise the hugely negative impact the ever increasing through traffic carried on the A21, A265 and A229 has on residents' quality of life, with noise, inconvenience, pollution and recognises the devastating impact on people's lives that occurs when collisions and accidents happen. This council remains committed to lobbying the relevant parties for change that will see safety improvements and ultimately all through traffic removed from the village's roads to enable the village to become a safer place."

**Motion 3:** "That Hurst Green Parish Council are pleased that Highways England have responded to the repeated requests of this council to resurface the A21 through the parish with low noise tarmac in early 2018, but are dismayed at the decision to not include resurfacing the A21 though the village itself in its plans and calls on Highways England to reconsider its decision to not include the village in its 2018 resurfacing plans."

**The Council unanimously resolved to pass the three motions above.**

### 10.3 Feedback from meeting with Huw Merriman on the 12<sup>th</sup> January

Report given on a successful meeting.

Huw Merriman is now planning a meeting with the relevant minister in London to discuss the issue of the A21.

### 11.00 **Notices and Correspondence:-**

*Correspondence previously circulated via email.*

#### 11.1 Urgent issues requiring attention

Recent concern expressed re Code of Conduct at meetings, reported to the Chair who consulted Trevor Leggo at SSALC. Awaiting response.

#### 11.2 Councillors questions

Councillor Brown tabled the question,

*"Would the Council's RFO provide this Council with his view on the amount of financial reserves this Council should maintain, and update Councillors with the actual amount that is currently held in reserve for such a purpose, and if different what action would he recommend Councillors give consideration to?"*

The RFO, David Hilbourne responded to this on the premise that the Council does not hold reserves as defined by the question although there are general allowances built into the budget for flexibility if needed.

### 12.00 **Items for the next agenda:-**

Neighbourhood Plan, Playing field notice boards/signage.

Other items to be emailed to Clerk as necessary.

### 13.0 **Date and time of next Meeting:-**

The next meeting is on Tuesday 27<sup>th</sup> February 2018 in Hurst Green Village Hall starting at 8.00pm with public consultation from 7.30pm.

The Chairman declared the meeting closed at 10.10pm.

Distribution of Minutes: -  
All Parish councillors.  
Parish Council Noticeboard.  
ESCC Councillor J. Barnes.  
RDC Councillor S. Prochak.

Signed  
  
Chairman  
Dated