

PEASMARSH PARISH COUNCIL



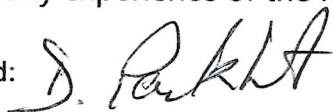
Minutes of the Council meeting held Wednesday 7th June 2023 at 7.30pm at Peasmarsh Memorial Hall.

Present: Councillors: David Pankhurst (DP) (Chair) Ray Hollman (Vice Chair) (RH), Gina Sanderson (GS), Mick Coleman (MC), Peter Lamont (PL), Hilary Pankhurst (HP) and Georgina Dunham (GD).

Also present: Clerk and RFO Amy Head (AH), County Councillor Paul Redstone (PR) and District Councillor Paul Osborne (PO).

- 24. Apologies for absence** – Councillor Robert Barham (RB) and District Councillor Lizzie Hacking (LH).
- 25. Co-option** – Hilary Pankhurst and Georgina Dunham were Co-opted to the Parish Council unanimously. Both signed their acceptance of office prior to the meeting beginning. PL also signed his acceptance of office as he was on holiday when the AGM took place. **ACTION:** Clerk to inform RDC of newly Co-opted members of the PC and to supply GD with the induction pack and forward details of new councillor training with ESALC.
- 26. Disclosure of interests under the Council's Code of Conduct** – GS for 32.2, RH for 33.2, GD for 33.4, MC/DP and HP for 34.2.
- 27. Minutes of the last Council meetings – AGM and monthly meeting May 17th 2023** – Unanimously agreed after one correction to item 19.2.
There were two members of the public present. The members of the public handed in correspondence raising concerns about fencing being removed from the proposed new Coronation Gardens (previously the Bowls' Green) next to their properties. The PC reassured the members of public that there had been a misunderstanding and there was no intention to remove fencing. Discussions were had about anti-social behaviour in the area. The Clerk and HP reminded the members of the public that all incidents should be reported to the Police so that an official pattern of behaviour can be recorded. One member of public said that some of the fencing was damaged and needed mending. **ACTION:** RH to discuss work to fix this with Francis Warren. Discussions were also had about unsafe parking near the junction of the Maltings to Main Street following an accident on Sunday night. PR said that money can be spent on double yellow lines but this would be after a Highways survey and would cost around £20,000. The Clerk said that the legal parameters for parking near a junction are bigger than what you would think having spoken to a PCSO about this issue before. Traffic and lollypop crossings for the school children were also discussed. The PC said that a traffic survey had taken place in the last year or so and Highways said that there was not enough footfall to justify this. The recent water outage issues were also discussed. PR asked the vulnerable member of public present to email him as water was not provided as it should have been when the water was turned off over the late bank holiday weekend.
- 28. District & County Councillor Reports –County Councillor Report** – PR said that he had supplied a written report which is attached and on the PC's website. PR asked if anyone had any experience of the new Flexibus service – an on-demand bus service recently introduced

Signed:



date: 5-7-23

to fill service gaps in rural areas. No one had any personal experience of it yet. GD raised the issue that Hams are not charging the correct £15 freedom saver weekly bus fare for East Sussex residents travelling to Homewood School in Kent. **ACTION:** PR to follow this up. PR said that the new Highways' contractors, Balfour Beatty had now taken over from 1st May and wanted to hear any feedback. The Clerk said that in applying for a license for the Black Cat street furniture via a s178 form, she had not been issued the licenses or charged for them as the payment system was apparently not working. **ACTION:** Clerk to forward case number to PR to follow up. DP thanked PR for his recent help to obtain water from South East Water during recent loss of water in the village. DP said lessons needed to be learned as communication with South East Water was still poor, with no notice to say water was available and when it arrived, the excess was not taken away. HP asked the Hands of Hope charity to take away the remaining bottles which they did and they also dispersed to the local foodbank. RH said that those on the vulnerable list, including himself, were not helped and did not receive the help they were entitled to. PR said the agreed standard was for each resident to receive 10L of water per day and this didn't happen and he will follow up with South East Water about this. **District Councillor Report** – PO reported that he had been re-appointed as the Chair of the Overview and Scrutiny Committee. This Committee is responsible for Community Grants, the Community Infrastructure Levy (CIL) and the housing allocation policy. The housing allocation policy will be out for public consultation in the next few weeks and PO has asked for a synopsis of changes to be sent out with it so it is clear what changes have been made. The idea of a local connection in housing allocation was also going to be 'beefed up' so that it isn't just about a 'Rother' connection which could cover quite a large area, rather villages will be clustered together. PO also reported that Lorna Ford had been appointed as the interim Chief Executive Officer until a substantive appointment is made.

29. **Internal audit report for FY22-23** – The Clerk reported that the internal audit was carried out by Sally Sharp and the key recommendations were as follows: - The RFO should keep a copy of the banking mandate signatories list, that Cllrs check and sign the hard copy of the invoices to be paid each month, a separate risk assessment for the allotments should take place and a performance review of the Clerk/RFO should take place every year in around October when the pay review happens. The Clerk/RFO said that all of the issues had been addressed apart from the performance review which will need to be addressed in the coming months.
30. **Approval of AGAR Section 1 – Annual Governance Statement for FY2022/3** – agreed and signed by the Chairman and the RFO. Clerk to scan and send this paperwork to the external auditor, PKF Littlejohn by email.
31. **Approval of AGAR Section 2 – Accounting Statements for FY2022/3** – agreed and signed by the Chairman and the RFO. Clerk to scan and send this paperwork to the external auditor, PKF Littlejohn by email.
32. **Housing –**
 - 32.1 **Tanyard field development** – No updates.
 - 32.2 **Pippins' development** – No updates.

Signed:



date: 5.7.23

32.3 RDC Local Plan – No updates.

32.4 Neighbourhood Planning for Peasmarsh – GS reported that the PNDP group had received the initial comments of the Independent Examiner of the NDP last week and had met last night to discuss. GS has provided the PC with a report of this meeting and highlighted in yellow the key areas which the PC need to approve any responses. RH had made it clear at the PNDP meeting that the PC needed to approve any responses made on the PC's behalf. GS said that PNDP member Ben Morton had found a mentor with experience in planning to help with the responses. **ACTION:** Clerk to call an extraordinary meeting next Wednesday 14th June, 7.30pm at the Memorial Hall to approve the formal responses from the PNDP group.

32.5 Tree/TPO survey – Clerk discussed the process for identifying TPO's and how it has to be in conjunction with Rother District Council. Item deferred until July's meeting.

33. Community Matters and Issue

33.1 Village traffic and roads

33.1.1 VAS – PL supplied a written report which is attached and on the PC website – noted.

33.1.2 Speed Watch – PL supplied a written report which is attached and on the PC website – noted.

33.1.3 Black Cat speeding device – PL supplied a written report which is attached and on the PC website – noted.

33.1.4 Renewal of Black Cat licenses – The Clerk discussed this under item 28, County Councillor report.

33.1.5 Purchase of three Black Cat mounting plates and six straps – Clerk confirmed purchase completed and equipment received.

33.2 Recreation Ground/Playspace/Pavilion – RH reported that he had met with Lindy Alton, booking clerk to discuss her role and an increase in cleaning duties at the Pavilion and bin emptying the Recreation Ground and the Skate Park. Lindy has agreed to this but an appropriate additional payment has not been agreed yet. The PC discussed this and agreed upon c. £50 for cleans. **ACTION:** Clerk to write to Calendar Cleaning and let them know that as the football season has ended their services are no longer required.

33.3 Waste removal in Malthouse Lane – Item deferred to the July meeting.

33.4 Coronation Garden project – As the questions from the public covered this item, there was no time to cover this further. Decisions deferred to July meeting.

33.5 Declaring a climate and ecological emergency – The PC agreed that as a small council they did not have adequate resources to do this.

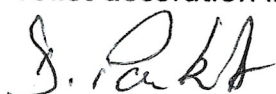
33.6 Oast Cottage – The Clerk reported that she had contacted Dan Bevan, Enforcement Officer from RDC and a site visit had taken place and action was being taken to contact Dentons as the site owners to instruct them to secure the site.

34. Reports and other items

34.1 Clerk's Report – Noted.

34.2 Memorial Hall – MC reported that it would be decided at the next meeting of the Memorial Hall Committee which plumbing company would fix the broken heat pump. Toilet decoration is due to take place in August.

Signed:



date: 5.7.23

34.3 Allotments – MC reported that he had completed the first risk assessment of the allotments (where he could access). Plots 1, 2 and 3 are inaccessible as they are located next to the tenants' own properties. **ACTION:** Clerk to send MC the padlock code she holds. Plot 11 is not maintained **ACTION:** Clerk to write to tenant to request maintenance on the plot as soon as possible. **RESOLVED:** The PC agreed that in future, risk assessments would be carried out twice a year in April and October. The Clerk also reported that the tenant for plot 5 has handed their notice in and the Clerk is now seeking a new tenant from the waiting list. The Clerk said that the new tenant of plot 6 had asked for their newly paid rent to be used for their annual rent next year as the previous tenant had already paid their rent for the year until 1st April 2024. The PC confirmed that the tenancy contract states that all rents are non-refundable, therefore the request is dismissed. **ACTION:** Clerk to let the tenant know that their rent stands for this financial year.

34.4 Repairs and Maintenance reports – PL reported that there was a missing 30mph repeater sign in the Maltings. **ACTION:** Clerk to report online to ESCC Highways.

34.5 ESCC Highways report – None to date.

34.6 Rights of Way – No updates.

34.7 Police and PCSO Reports – Monthly police report – April 2023 – no crimes reported in Peasmarsh. PL supplied a report from a recent PCC forum and confirmed that the Peasmarsh PCSO is Becky Unicombe. Unfortunately, it was stated that the PCSOs were unlikely to attend PC meetings.

34.8 Footpaths reports – GD reported that the hedge from the derelict property, Sunbeam Cottage, Main Street is impinging on the cinder path which the children use to walk to school from the Maltings. **ACTION:** Clerk to report online to ESCC Highways.

34.9 Village and environment – DP asked for an update on whether the hedge had been cut outside Pippins. The Clerk said that it had been reported to ESCC Highways after last month's meeting but no action yet.

35. Financial Matters

35.1 Reports – PL approved all.

35.1.1 Monthly statement of receipts and payments – from April 2023.

35.1.2 Budget comparison and bank reconciliations – for April 2023.

35.1.3 Monthly statement of receipts and payments – from May 2023.

35.1.4 Budget comparison and bank reconciliations – for May 2023.

35.2 To approve and ratify payments – all approved. RH and MC to provide the two online authorisations.

35.2.1 Clerk's May pay – monthly standing order: £625.73– comes out on 26th of the previous month.

35.2.2 Clerk's May expenses: £46.00

35.2.3 Recreation Ground booking clerk wage - May: £50.00 – paid by standing order on 26th of the month.

35.2.4 TagMaster UK Ltd – Black Cat brackets and straps: £159.60

35.2.5 W.S.Parsons electrical testing – Pavilion: £60.00

Signed:



date: 5.7.23

35.2.6 Bourne Sports training – May half term course – 30th-31st May: £315.00 – **the PC thanked Bourne Sports for their kind donation of £75 for the upkeep of the Recreation Ground which is reflected in their reduced fee.**

35.2.7 Francis Warren – Recreation Ground mowing – May: £499.00

35.2.8 Calendar Cleaning Ltd – Recreation ground cleaning in May: £144.00

35.2.9 Biffa Waste collection – monthly direct debit – June: £81.96

35.3 Receipts – Noted.

35.3.1 Allotment Plot 6 – annual rent and new tenant deposit: £75.00 - paid online.

36. Correspondence – The PC received four letters from residents tonight expressing concern about the removal of fencing at the Bowls Green. This misunderstanding has been cleared up at tonight's meeting and those present will let these residents know.

37. Planning Matters – Noted.

Applications – [RR/2023/505/P](#) – 1 Brickfields, Main Street, Peasmarsh, TN31 6SS – South East extension over part of existing footprint to form 1 bedroom maisonette. The PC agreed to comment on RDC's online planning portal with the following comment: ***"The Parish Council note that the applicant has taken advice from the planning inspector and reduced the size of the application compared with previous plans"***.

Decisions – noted.


[RR/2023/341/P](#) - The Pavilion, Tillingham Lane, Peasmarsh TN31 6XH - Erection of new Cricket Pavilion to replace existing – **APPROVED – 25/05/2023.**

Appeals – None to date.

38. Dates of Forthcoming Meetings: Extraordinary meeting, 14th June 2023, Memorial Hall, Peasmarsh at 7.30pm and monthly meeting, 5th July 2023, Memorial Hall, Peasmarsh at 7.30pm.

The meeting finished at 9.10pm.

Signed:



date: 5-7-23