



Minutes of the Council meeting held Wednesday 5th February 2025 at 7.30pm at Peasmarsh Memorial Hall.

Present: Councillors: Ray Hollman (RH) (Chairman), Peter Lamont (PL), Georgina Dunham (GD), Mick Coleman (MC), Gina Sanderson (GS) and Robert Barham (RB).

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

- 114. Appointment of Chairman – nominations for Chairman until May AGM.** PR took the Chair and asked for any nominations for Chairman. The PC nominated RH and RH accepted the role until the May AGM. RH said that he would be resigning as a Councillor at the May AGM due to ill health. The Clerk said that a Deputy Chair was not a mandatory role for the PC and could be agreed on at the AGM. RH signed the acceptance of office form in front of the Clerk and the meeting began.
- 115. Cllr David Pankhurst** – RH said that Cllr David Pankhurst passed away at the end of December. He had joined the PC in September 2011 with HP and then became Chairman of the PC in May 2015, so had nearly served 10 years as the Chairman. It was agreed by all that David had done so much for the Parish Council and the village as a whole. He had also previously been the Chairman for Rother Association for Local Councils (RALC) and was a trustee of the Memorial Hall. Speaking to villagers, all agreed that David was a fantastic Chairman who had time and patience for everyone and wanted the best for the community and worked hard to achieve this. Discussions were had about purchasing a memorial of some kind, possibly a bench for the Coronation Garden. **RESOLVED:** To discuss with HP in due course.
- 116. Apologies for absence** – Councillors Hilary Pankhurst (HP), Ben Randall (BR) and District Councillor Lizzie Hacking (LH).
- 117. Disclosure of interests under the Council's Code of Conduct** – MC for 130.4
- 118. Minutes of the last Council meetings** – Monthly meeting 4th December 2024 - agreed by all and signed by RH.
- There were no members of the public present.**
- 119. District & County Councillor Reports – County Councillor Report** – PR supplied a written report which is on the PC's website. PR said that cabinet approved the budget as per his report. There was an additional discussion with the PC about the same day announcement from the Government regarding devolution and East Sussex becoming a unitary authority. An explanation about devolution is given by PR in a written report which is on the PC's website. PR said that there was still a lot to work out and consult about. The County elections have now been deferred from May 2025 until May 2026. PL asked PR to chase his Black Cat License application which was made a month ago. **RESOLVED:** Clerk to forward PR the tracking number for this license application. RB asked if there was any update on the closure of the Newenden bridge. PR said that there is no current date for starting this work and he continues to be in negotiation with those involved in this work to determine the best way to

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limit disruption to everyone who uses this route. **District Councillor Report** – PO reported that Cabinet approved the budget for 2025/26 and the proposal for charging for currently non-chargeable car parks was withdrawn. Residents will see a 2.99% average increase in Council Tax.

120. Authorisation of scanned invoices as per item 131.2 – All agreed the invoices. PL raised the issue of the HMRC scanned invoices for the NI Employer contributions not having dates on them. The Clerk said that she had paper copies of the dates and in future would make sure that the scanned invoices showed the dates. RH and RB to provide two authorisations on Lloyds' online banking.

121. Interim internal audit report – 13/12/24 – The Clerk circulated the report with the papers for this meeting. This can be found on the PC's website on the finance page. The Clerk said the main issue to be addressed by the PC as a whole is the need to obtain a .org email address set up for each Councillor. This complies with best practice in relation to GDPR and looks professional. It is also likely to be made mandatory by the Smaller Authorities Proper Practices Panel (SAPPP) in the near future which will then mean it will become part of the checks made by the internal auditor. **RESOLVED:** The PC agreed to set up .org emails and asked the Clerk to get this ready for the May AGM. The Clerk reported that the non-mandatory policies on the PC's website were behind in being reviewed. The Internal auditor had recommended that these policies get reviewed 1 or 2 at a time from now on. The Clerk did not add them to this month's meeting as the agenda was too full. However, she would start doing this from the March agenda onwards. The Clerk also said that she would continue to issue draft minutes as this was recommended, especially if there was more than 30 days between meetings which there is a few times a year when no meeting occurs, e.g. January/August. Finally, the Clerk said that the previous AGM had taken place in April, which was incorrect as it should have taken place in May.

122. Set date for AGM (May) and Annual Parish Assembly (between 1st March – 1st June) – RESOLVED: AGM to take place at 7pm, Wed 7th May, prior to the usual monthly meeting at 7.30pm. MC said that he would find an appropriate date towards the end of May to book the Memorial Hall for the Parish Assembly. PR gave MC dates when he was free as it was agreed that a brief talk about the recently announced government devolution would be very useful. Other potential topics to feature at the Parish Assembly were discussed e.g. Councillor recruitment and displaying archive Peasmarsh material.

123. Housing, major developments and neighbourhood planning for Peasmarsh – Nothing to report. PO said that he had no update on the Pippins, Main Street development.

124. Village traffic and roads

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

124.2 Speed Watch - PL supplied a written report which is attached and on the PC's website.

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

125. Recreation Ground/Playspace/Pavilion/Skate Park – RH had no updates. The Clerk said that Bourne Sports would be holding a football training course on 17/18th February. The booking clerk has been informed.

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126. Coronation Garden – The Clerk reported that the new fencing on the goal side of the gardens was being replaced by Paine and Son. They started today and are due to complete it tomorrow. The Clerk and RH discussed the continued water leak at the standpipe at the Coronation Gardens. M&S Water Ltd completed further investigative work on 11th December 2024 but no source of the leak was determined. Further investigations have been put on hold until the end of the football season as any further digging would impact the condition of the pitch.

RESOLVED: A decision will need to be made in May/June as to whether further investigations carry on with specific cameras to pin point the leak/a new pipe is put in place with a new standpipe or the water is turned off permanently.

127. Allotments – MC said that he had not completed any inspections recently but would do so in the next month or so prior to the beginning of the new tenancy year. The Clerk reported that all plots were now rented out after plot 6 got rented out before Christmas and plot 4a had been rented out this week. MC said that he thought some of the black membrane had come loose on the plots that he had covered up at the end of last year due to the recent storms. The Clerk said that now that the plots were rented out, the membrane may well have been lifted by the new tenants so she didn't think any action needed to be taken by the Caretaker at present. The Clerk confirmed that she would send out updated allotment contracts alongside rent request letters to reiterate the fact that following several cases of neglect, an annual inspection would be taking place and only those allotments which had been taken care of would continue to be let by the tenant into a new rental year.

128. Caretaker report/repairs and maintenance – Noted. The Clerk said that the Caretaker had also repaired the vandalised bus shelter in Barnetts Hill before Christmas and yesterday repaired the smashed window of the BT phone box at Brickfields. The Clerk contacted Southern Housing Group Estates Team to report the suspected phone box damage from strimming on the green at Brickfields. The Estates Team could not confirm whether their workers had caused the damage but said that in future they would only mow the grass rather than strim it to limit the risk of stones hitting the glass.

129. Oast Cottage – The Clerk reported that Ian Turvey of Denton Homes Ltd (the owner of the property) had informed the neighbour of Oast Cottage that the house would not be demolished as it is due to be sold. Fence repairs took place in mid-January as requested by the neighbour. The Clerk has not yet found evidence of this sale online.

130. Reports and other items

130.1 Clerk's Report for December – Noted.

130.2 Clerk's Report for January – Noted. PL asked about recent Social Media training which the Clerk discussed as useful but still a work in progress. Discussions were also had about the recommendation from the trainer for a Social Media policy. PL requested a copy of the recently updated NALC publication – Good Councillor Guide to Finance.

RESOLVED: Clerk to draft a template Social Media policy and circulate for approval at next month's meeting. Clerk to send the PC a PDF version of the Good Councillor Guide to Finance.

130.3 Peasmarsh Periodical – GS had no update on this. The Clerk suggested it would be good to raise this at the Parish Assembly, to consult with residents as to what sort of online publication they would like to see/possible recruitment of volunteers with experience in this area.

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- 130.4 Memorial Hall Committee** – MC said that the Memorial Hall continues to take bookings and has a new yoga class taking place as well as a new baby and toddler group starting. MC said that he had a meeting with HP in the next couple of weeks. The Clerk asked if a deed of trust specified the quorum of trustees. MC said that he would find out as he did not hold this information. **RESOLVED:** MC/HP to provide an update on the trustee position following their next Committee meeting at the PC's March meeting.
- 130.5 Memorial Hall files/archive** – The Clerk had yet to organise a date for this but GD, GS, PL and RH volunteered to help with this. The Clerk said that there was plenty of space left in the new filing cabinets in the entrance to the Memorial Hall. **RESOLVED:** Volunteers to find a date in the next couple of weeks and agree access with MC.
- 130.6 Online Storage – Memory sticks** – Item deferred until HP is present.
- 130.7 ESCC Highways report** – The Clerk said that she had recently reported a broken drain cover on Main Street, near to the layby for Brickfields and Highways was due to fix it shortly. MC requested the Clerk report the Barnetts Hill 40mph VAS sign as it continues not to work. There was a discussion by GD concerning poor drainage on Barnetts Hill which PR said was being dealt with and field run off causing dangerous driving conditions in Rye Foreign for Peasmarsh residents – PR said that this was also being addressed.
- 130.8 Rights of Way and Footpaths report** – The Clerk circulated by email the survey from ESCC regarding their Rights of Access Plan. **RESOLVED:** Clerk to complete the survey on behalf of the PC prior to the deadline of 14th March 2025.
- 130.9 Police and PCSO Reports** – No updates.
- 130.10 Village and environment** – No reports.
- 131. Financial Matters**
- 131.1 Reports – PL approved.**
- 131.1.1** Monthly statement of receipts and payments – for December 2024.
- 131.1.2** Budget comparison and bank reconciliations – for December 2024.
- 131.1.3** Monthly statement of receipts and payments – for January 2025.
- 131.1.4** Budget comparison and bank reconciliations – for January 2025.
- 131.2 To approve and ratify payments – all approved. RH and RB to provide authorisation.**
- 131.2.1** Clerk's December pay – monthly standing order: £944.10 – comes out on 26th of the same month.
- 131.2.2** Clerk's January pay – monthly standing order: £944.10 – comes out on 26th of the same month.
- 131.2.3** NI Employer contributions Month 9 (6th December 2024 – 5th January 2025): £52.23 paid by business debit card by the Clerk on 09/12/2024.
- 131.2.4** NI Employer contributions Month 10 (6th January – 5th February 2025): £25.70 paid by business debit card by the Clerk on 06/01/2025.
- 131.2.5** Clerk's December expenses: £26.00 – working from home allowance. Paid online on 06/01/25. Authorised by MC/RH.
- 131.2.6** Clerk's January expenses: £26.00 – working from home allowance.
- 131.2.7** Francis Warren – lawn mowing Recreation Ground: £895.00 – paid online on 05/12/24 – authorised by MC/HP.

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- 131.2.8** Cleaning of Recreation Ground/Pavilion – December: £75.00 – paid online on 06/01/25 – authorised by MC/RH.
- 131.2.9** Cleaning of Recreation Ground/Pavilion – January: £75.00
- 131.2.10** Castle Water Coronation Garden water invoice for November: £10.14 -paid online on 12/12/25 – authorised by HP/RH.
- 131.2.11** Castle Water Coronation Garden water invoice for December: £10.37 paid online on 14/01/25 – authorised by MC/RH.
- 131.2.12** Tesco Mobile – Clerk’s phone: December £15.99 – paid via direct debit on 08/01/25
- 131.2.13** Tesco Mobile – Clerk’s phone: January £15.99 – paid via direct debit on 10/02/25
- 131.2.14** Caretaker monthly fee - January: £100.00 – paid via standing order on 2nd of each month.
- 131.2.15** Caretaker monthly fee – February: £100.00 - paid via standing order on 2nd of each month.
- 131.2.16** Bus shelter damage – work to make safe by caretaker: £59.90. Paid online on 12/12/24. Authorised by HP/RH.
- 131.2.17** Mulberry and Co Ltd interim audit fee: £281.16. Paid online on 18/12/24. Authorised by MC/HP.
- 131.2.18** M&S Water Services Ltd - £1,842.00 – paid online on 06/01/25 authorised by MC/RH.
- 131.2.19** Breakthrough Communications – training Clerk – Social Media training part one - £48.00
- 131.2.20** Additional license for Black Cat traffic monitoring device – ESCC: £TBC
- 131.2.21** South East Water – direct debit for Pavilion on 02/12/24: £1.00 – paid by direct debit.
- 131.2.22** South East Water -direct debit for Pavilion on 01/01/25: £1.00 – paid by direct debit.
- 131.2.23** EDF – direct debit for Pavilion electricity paid in December – 17/12/24: £37.62
- 131.2.24** EDF – direct debit for Pavilion electricity paid in January – 17/01/25: £35.03.
- 131.2.25** Biffa Waste collection – monthly direct debit – December £93.18
- 131.2.26** Biffa Waste collection – monthly direct debit – January: £83.18
- 131.2.27** Biffa Waste collection – monthly direct debit – February: £83.18
- 131.2.28** BT phone box damage repair – Mark Henham: £120.47
- 131.2.29** Coronation Garden fencing – Paine and Son: £2,257.95

131.3 Receipts – noted.

- 131.3.1** Deposit for rent of allotment plot 4a: £50.00

132. Correspondence – Noted.

- 132.1** Letter received from Castle Water on 05/12/24 – allotment water bill is £102.33 in credit.
- 132.2** Letter of condolence for Cllr David Pankhurst received from CEO of Rother District Council, Lorna Ford on 09/01/25.
- 132.3** Letter received from Castle Water on 10/01/24 – allotment water bill is £90.00 in credit.

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133. Planning Matters – Noted.

Applications – [RR/2024/2004/P](#) - Pencil Patch Projects Ltd, Wittersham Road, Peasmarsh TN31 6TD - Demolition of existing workshop and replacement with new building providing four light industrial units, together with associated car parking and cycle and refuse storage. Use classes E (g), B2 and B8. As a comment needed to be made by 10/01/25, the PC agreed via email by a majority on 17/12/24 to submit the following comment: *“Peasmarsh Parish Council support this planning application.”*

[RR/2025/24/P](#) - 12 Farm Gardens, Peasmarsh TN31 6NR - Proposed conversion of garage into habitable accommodation and associated alterations – comments by 11/02/25. The PC agreed to submit the following comment: *“Peasmarsh Parish Council has no comment on this planning application.”*

Decisions – [RR/2024/1040/P](#) - Cornerways, School Lane, Peasmarsh TN31 6UT - Demolition of existing dwelling and outbuildings. Construction of replacement dwelling and carport, together with improvements to existing vehicular access - **APPROVED 20/12/24**

Appeals – None to date.

134. Dates of Forthcoming Meetings: Monthly meeting, Wednesday 5th March 2025, Memorial Hall, Peasmarsh, 7.30pm.

The meeting finished at 9.10pm.

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