

HURST GREEN PARISH COUNCIL

Minutes of the Annual General Meeting held in Hurst Green Village Hall on Tuesday 29th May 2018 starting at 8:00pm.

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

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

1.0 Apologies for Absence:- Councillor Wright (*reason unknown*) and District Councillor Prochak (*attending Bodiam meeting*).

2.0 ELECTION OF OFFICERS

2.1 Election of Chairperson and signing of Acceptance of Office:-

One nomination rec'd. Councillor Browne was proposed by Councillor Duddridge and seconded by Councillor Brown. **Unanimously supported.** Acceptance of Office signed in front of the Clerk.

2.2 Election of Vice Chairperson and signing of Acceptance of Office:-

One nomination received. Councillor Janes was proposed by Councillor Duddridge and seconded by Councillor Browne. **Unanimously supported.** Acceptance of Office signed in front of the Clerk.

2.3 Election of Committees and Representatives

a) **Playing Fields,**

i) *Stage Field*, Councillors Browne and Duddridge agreed to cover Stage Field.

ii) *Lodge Field*, Councillors Janes and Johnson agreed to cover Lodge Field.

iii) *Drewetts Field*, Councillor Kenchington agreed to cover Drewetts Field

b) Footpaths & Roads - Councillor Johnson and Councillor Kenchington agreed to cover this.

c) Community Representatives – Councillor Brown will act as the Neighbourhood plan representative along with Councillor Wright and Councillor Janes agreed to cover other community issues.

d) Representative to the Rother Association of Local Councils - Councillor Kenchington agreed to cover this position.

e) Representative to East Sussex ALC Ltd (2)

Councillor Kenchington agreed to cover this position.

f) Tree warden - Councillor Wright was nominated in his absence to continue in this role and has attended recent training for this. Councillor Kenchington will assist.

The above appointments were unanimously agreed, supported and carried

3.0 Minutes of the last meeting:-

To sign as a correct record the minutes of the meeting held on the Tuesday 24th April 2018

Councillor Brown requested changes to 5.1 Neighbourhood Plan in relation to Feria. Changes made, read out to Council and **unanimously agreed.**

4.0 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 Browne noted an interest in agenda item 8.0 Planning as applicant (at Alma Cottage) is well known to him.

4.1 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.

5.0 Applications for filling the Council vacancy via co-opting.

The two residents at the previous meeting that expressed an interest in joining the Council did not attend.

6.0 Community Activities and reports: -

Councillor Janes reported on the Community Shop break-in. Issues with communication with insurers which the RFO will look into. This has resulted in delays to the repair work due to be carried out by Martindales. Gazebo is on order.

The Parish Council wanted it noted that they are shocked at this break-in to a community asset but are very pleased at the support being shown by local residents.

Council requested that Inspector Dan Russell be invited to address the Council on a lack of response to crime in the area. Clerk to action.

6.1 Village Fete, Risk Assessment and updates for insurance purposes

Councillor Johnson gave his report. Sue Endean is dealing with the paperwork and everything is to schedule. Councillor Browne thanked Councillor Johnson.

6.2 Library provision update (Cllr Brown)

Councillor Brown gave the report. A meeting took place on the 4th May with Stephen Potter, Head of Library Services. Work is ongoing.

6.3 Neighbourhood Plan, progress report and to pass any necessary resolutions (Cllr. Brown)

Councillor Brown gave the report.

Some Task Groups have now been formed and are up and running. From the task groups, representatives will be elected to the Steering Group.

Councillors Brown and Kenchington visited Rother District Council who gave them a lot of time and different options and offers re DASA. Unfortunately David Marlow did not attend the meeting as planned, his officers reported that David had apparently previously notified the Council as to his position on our neighbourhood plan and where it needed to be by now for Hurst Green to undertake its own site allocations. **The Council unanimously disputed this and agreed that the Clerk and neighbourhood plan representatives would draft a letter to Rother in response.**

Due to changes and time lapse the **Council unanimously agreed to formally end their contract with Feria** but noted that they still wished them to tender for the reissued Neighbourhood Plan consultancy role.

6.4 Additional dog waste bins and possible sites (Cllr. Johnson)

Postponed to the next meeting.

6.5 Clerk's report

The Clerk gave her report

7.0 GDPR - Update and progress report (Clerk)

Clerk reported that a lot of work still needed to be done for this and was looking at the approaches of other parishes.

7.1 Parish Council policies - to consider the adoption of various documents to comply with GDPR

In view of Councillors concerns over previous privacy documents presented to the Council for consideration the Council **unanimously agreed to go with a paid-up service for £150**. Clerk will re visit the applicants concerned to see which one the Council wishes to go with.

8.0 Planning: -

8.1 RDC Planning decisions

RR/2018/530/P - Coopers Corner Farmhouse, Merriments Lane, Hurst Green TN19 7RA. Construction of triple oak framed garage. Refused.

8.2 Current Applications

Councillor Browne declared an interest in the next planning application due to knowing the applicant and refrained from comment and vote.

RR/2018/595/P - Alma Cottage, London Road, Hurst Green TN19 7QS. Retention of block of six kennels and use of existing outbuildings for the running of a dog training kennels. (Retrospective).

Applicant gave a presentation to the Council during public consultation.

Majority Decision to support, with one abstention.

R/2018/955/P - 52 London Road, Pidgeon House, Annexe, TN19 7PN. Change of use from currently family use only to holiday let / family use. **Not supported.**

9.0 **Finance/RFO's Report:-**

The RFO, David Hilbourne gave his report.

9.1 Current financial position

Balance of accounts

Community Account (6752)	£24,037.80	as at 26 th May 2018
Community Savings (6779)	£3,942.50	as at 26 th May 2018
Renewals A/C (6760)	£10,080.74	as at 26 th May 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

15 th May – Hurst Green Cricket Club, annual rent.	£50.00
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9.2 Motion to approve invoices and approval and issue of Cheques

Urgent cheques drawn and paid away

Cheque No. 100902 - Carolyn Barnett, catering for APA.	£200.00
Cheque No. 100905 - Thomson, Shell & Partners, Solicitors fees re Allotment Lease.	£625.00
Cheque No. 100906 - Holy Trinity Church, start-up costs for Village magazine under s137.	£250.00
Cheque No. 100908 - DG Browne, grass cuts for Lodge and Drewetts Fields (April and May).	£288.00

Cheques to be authorised for this meeting

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

Cheque No. 100888 - D Hilbourne RFO, reimbursement of Petty cash yr. 2017/18.	£44.53
Cheque No. 100889 - Dale Valley Training (Cllr.Wright), Tree Insp.Course.	£186.00
Cheque No. 100896 - HG PCC, Donation for upkeep of Churchyard under LGA 1972 s125 (6).	£1,000.00
Cheque No. 100898 - Rural Rother Trust, donation under s137.	£50.00
Cheque No. 100899 - Victim Support, donation under s137).	£50.00
Cheque No. 100901 - Python Online, Web hosting and Maintenance of website.	£175.00
Cheque No. 100903 - Spoilt	-
Cheque No. 100907 - Spoilt	-
Cheque No. 100909 - J Ellis, Clerk's Salary (May).	£535.43
Cheque No. 100910 - D Hilbourne, RFOs salary May).	£134.88
Cheque No. 100911 - East Sussex Pension Scheme, re Clerk (May).	£167.77
Cheque No. 100912 - Auditing Solutions, internal audit for year 2017/18.	£306.00
Cheque No. 100913 - HG Shop and Café, Breakfast club meals for April.	£100.00
Cheque No. 100914 - HG Shop and Café, Breakfast club meals for May.	£100.00
Cheque No. 100915 - Ernest Doe, padlock for bunker, Stage Field.	£19.99
Cheque No. 100916 - Zurich Insurance, annual parish insurance, June 2018 to May 2019	£683.18
Cheque No. 100917 - HGVH (Sue Endean), for supply of drinks for APA.	£38.00

Cheque No. 100918 - Pet Waste Solutions, clearance of dog bin (3) waste for May.

£101.40

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 Johnson and seconded by Councillor Kenchington.

9.3 Audit update and playing field checklists

The RFO gave his report. The Internal Auditor had no adverse comments to make however he was concerned that there were no written records of routine playground inspections apart from the annual risk assessment for Lodge Field. It was noted that the Clerk had previously prepared checklists for Lodge, Drewetts, and Stage Fields but these were not currently being used. Clerk has made slight amendments to these and recirculated to Councillors. It is important that these should now be used and given to the Clerk to file.

9.4 Motion to approve Accounting Statement for Accounts year ending 31st March 2018

The RFO David Hilbourne, has previously circulated the accounts to all Councillors showing them to be correctly balanced and the prepared bank reconciliation shows the cash in the bank to be what it should. There is a cash carry forward of some £18,963 into this financial year. The VAT has been accounted for and claimed back.

The RFO asked the Council to approve the Accounting Statement for 2017/18

It was unanimously resolved to approve the Accounting Statement for 2017/18.

County Councillor Barnes left the meeting at 10.00pm.

9.5 Motion to approve and carry Annual Governance Statement for year 2017/18

The RFO David Hilbourne, having previously circulated the Internal Auditor's report to all Councillors showing the accounts to be in good order proceeded to address the Annual Governance and Accountability statement for 2017/18 needed for submission to the external auditors.

The RFO read out the nine questions and explained how they had been satisfied and asked if there were any questions?

Councillor Brown asked about the Parish Risk Assessment and Parish policies. David Hilbourne explained that he and the Clerk would be doing the Risk Assessment before the end of the year.

The Clerk noted that the Parish Council policies will also need to be reassessed this year and will contact Councillors about this.

The RFO asked the Council to approve the Annual Governance and Accountability Statement for 2017/18

It was unanimously resolved to approve the Annual Governance and Accountability Statement for 2017/18.

9.6 Resolution to contribution towards Broadband Expenses for the Clerk

The Clerk explained that this was reimbursement for using home broadband for Parish Council work, no other broadband being available. The amount would be half the annual cost of £227.88 therefore £113.94.

The Chair asked for a resolution to support this.

Councillor Brown requested a recorded vote.

Councillors, Browne, Duddridge, Janes, Johnson and Kenchington supported the resolution.

Councillor Brown did not support the resolution.

Majority decision to support the resolution.

9.7 Resolution to pay a donation of £50, under LGA 1972 s 137 for 2018 to Rural Rother Trust.

Councillor Browne declared an interest in this as he sits on the board and took no part in the vote.

It was unanimously resolved to support this motion.

9.8 Resolution to pay a sum of £500 plus disbursements to the Hon. David Pennock for an extension of the Hurst Green Allotments lease for another 10 years

Councillor Browne gave a background history on this and explained that the money was to pay legal expenses for the extension of the lease for which we currently pay no rent.

It was unanimously resolved to support this motion.

9.9 Resolution to pay a donation of £1,000 to the PCC for the maintenance of the churchyard under LGA 1972 s125 (6)

It was unanimously resolved to support this motion.

10.0 Playing & Stage Fields

The broken Bridge piece of play equipment in Lodge Field to be removed by Councillors Browne and Kenchington before the Fete.

11.0 Footpaths, Transport & Roads

Still an issue with the gullies and drains on the A21. Councillor Kenchington reported that the water on the blind bend outside The Lodge had directly contributed to a recent accident at this stop. Councillor Janes reported water not draining away near the entrance to The George. Clerk to contact AONE+. A local resident queried the progress on footpath 23 and was told that a prior investigation had delayed the public consultation but this should now be moving forward now. Clerk to get a progress report. The Council requested that the Clerk should note the Council's concern over the time it is taking to resolve this issue.

11.1 Community Speedwatch Initiative

Report given by Councillor Brown. No more volunteers have come forward which is delaying the training as the scheme administrators require at least 6 volunteers. Councillor Kenchington said he would like to take this project on to help with Councillor Brown's workload.

Councillor Brown gladly accepted the offer and will bring him up to date on the project.

12.00 Notices and Correspondence:-

Correspondence previously circulated via email.

Clerk asked the Council about a recent email from a local resident expressing concern over the new level crossing to be built on the A21 at Robertsbridge and if they wished to discuss at the next meeting.

The Chair noted that any submissions re a review on this needed to be in by Wednesday hence it would be too late for the next meeting.

12.1 Urgent issues requiring attention

None.

12.2 Councillors questions

None received.

13.00 Items for the next agenda:-

Neighbourhood Plan and Dog Waste bins. Other items to be emailed to Clerk as necessary.

14.0 Date and time of next Meeting:-

The next meeting is on Tuesday 26th June 2018 in Hurst Green Village Hall starting at 8.00pm with public consultation from 7.30pm.

The Chairman declared the meeting closed at 10.30pm.

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

Signed

Chairman
Dated