

**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL, HELD ON
MONDAY 5th MARCH 2012 AT 7.30PM IN GOODS YARD HOUSE, HARTFIELD.**

Present: Cllr J Edwarde (Chair), Cllr J Smith, Cllr M Colenutt, Cllr D Maher, Cllr C Beare, Cllr K Hawes, Cllr L Hatch, Cllr N Holmes and Cllr C Tamplin.

Apologies: Cllr A Higgins, Cllr N Postlethwaite, Cllr C Risby, Cllr H Searle and District Cllr R Moore

In attendance: Mrs E Fulham (Clerk) County Cllr F Whetstone, District Cllr C Hardy and Public.

105. To Accept Apologies for Absence.

Cllr A Higgins, Cllr N Postlethwaite, Cllr C Risby, Cllr H Searle and District Cllr R Moore.

106. Declarations of Personal and Prejudicial Interest in respect of matters to be discussed
The Chair reminded councillors to declare interests when applicable during the meeting.

107. To Approve Minutes of the Parish Council meetings held on 6th February 2012

Proposed by Cllr Edwarde seconded by Cllr Colenutt and unanimously approved.

108. To Report on Matters Arising from meeting held on 6th February 2012.

97d) The Clerk reported she had written to WDC re the election expenses and the correspondence from WDC would be added to the Councillors' section of the website and a hard copy could be viewed after the meeting.

97e) The Clerk confirmed a letter had been written as requested about the footpath at Faircote and a response was awaited.

98. Still no news on the commencement of footpath works to the playschool.

The Clerk would chase the matter again.

109. To Report on Correspondence Received.

The ESCC waste and minerals plan had been handed to Cllr Hatch to review.

There had been further correspondence since the list had been produced concerning grant opportunities. Although specifics would need to wait till after the strategy meeting the Chair suggested the Clerk request the forms and fill out the standard information pending decisions from the strategy meeting.

Cllr Maher and Cllr Holmes confirmed they would be happy to provide assistance with the grant application.

110. To receive report from Tom Stuart on the broadband initiative.

Tom Stuart provided a summary of the process to date and likely outcomes to the current DEFRA expression of interest application. The Parish Council would be told after the 19th March if it had been accepted or would need to apply again in the next wave of applications. Further information would be required in due course to include fund raising and liaising with local businesses, other parishes and landowners. The Parish Council would retain the administrative coordination however in due course a separate vehicle for the project will be required particularly in respect of fundraising.

Cllr Whetstone required more information on speeds and Tom Stuart and Cllr Hatch confirmed the results of the survey showed a need with speeds up to 5 mbps within the village but under 2 mbps 2 kilometres outside the centre and 3 kilometres out it reduced further to less than 1mbps. It was reported that East Sussex was second only to Lancashire in the poorest speeds available. The general consensus was more work to speed broadband up was required and Cllr Whetstone provided the ESCC information to the Clerk. The Chair thanked Tom Stuart on behalf of the Council along with Cllr Hatch for their hard work to date.

111. Training Update.

The Chair confirmed the Clerk had submitted her CILCA coursework and would report progress in due course.

The Chair reported the Clerk would attend the WDC clerks training on localism.

There was a further course run by SALC on localism and this appeared popular however to accommodate further money would need to be added to the training budget when this agenda item was discussed under the finance section.

112. Committee Reports

a) **Strategy**

There had been no meeting but the Chair confirmed a plan for the next meeting on 26th March 2012. It was intended councillors supply the Clerk with their agenda items and wish lists and supporting papers by no later than 17th March 2012 and the Clerk would finalise the agenda and supporting papers together and supply as one to all councillors on the 19th March 2012 to enable enough time for councillors to read all the papers in time for the meeting.

b) **Planning**

Cllr Hawes (Vice Chair) ran through the applications discussed at the last meeting on 1st March 2012. The two items of note were the residential application at Great Cansiron Farm from B1 use and the objection to the new waste and oil facility at Newbridge Mill House as the council was concerned over continuous waste and fuel transfer across a stream and the issues of the flood plain management. The minutes had been supplied to all councillors. Cllr Holmes reminded the Clerk to report the matter of the chicken sheds in the reply to WDC on Great Cansiron Farm.

(i) **To ratify committee minutes 1/3/12.**

Proposed by Cllr Holmes seconded by Cllr Hatch and ratified by majority vote with two abstentions.

c) **Town Croft & Parish Assets**

Cllr Smith (Chair) reported the roof tiles had been repaired on the pavilion and the boiler serviced. A new lid for the tank had been ordered and the jubilee signs were in the process of being repaired. The Football team's second payment had been received. The Clerk was liaising with the Claque theatre about use of the pavilion. The maintenance contracts for grounds had been awarded. The Chestnut tree near the barn was to be trimmed and the other trees would be discussed at the next TCPA meeting on 3rd April 2012. The net on the playground had been repaired however a longer term solution was required.

Cllr Smith also reported the accidental damage to the window and the honest approach from the person who had caused it. The window had been boarded but it would remain so until the next TCPA meeting as the windows were the subject of general replacement and repairing one pane of glass was not the long term plan.

Cllr Colenutt reported the gate in the playground had dropped and the downpipes on the pavilion had been damaged.

The latter Cllr Colenutt offered to fix whilst the former the Clerk would contact the contractor.

d) Finance

- i) To approve expenditure as itemised on payment schedule.

The Clerk made some additions to the list supplied and the new total to be approved was £3198.35.

Proposed by Cllr Hawes seconded by Cllr Maher and unanimously approved.

- ii) To report account summary 2011/12 year to date.

There were no queries on the summary circulated.

- iii) To report Bank Reconciliation / VAT

The Clerk reported the bank reconciliation was complete and the preparations for the year end were underway. The VAT refund for Goods Yard House would be partly repaid in 2012/13 financial year due to the absence of the final bill from Valley which had been requested several times.

- iv) To approve appointment of auditors.

This was amended to read as follows:

To approve appointment of John Roberts as internal auditor for the year end accounts 2011/12 and for the forthcoming year 2012/13 and to approve the appointment of Mazars as external auditor for the year end accounts 2011/12.

Proposed by Cllr Hawes seconded by Cllr Maher and unanimously approved.

- v) To approve budget for 2012/ 2013 as circulated and agreed by finance committee 27/2/12

The document had been amended since the finance meeting to reflect the jubilee reserve and decrease in water budget and had been circulated it was further amended to reflect the following proposals.

- **To reduce the amount in earmarked reserves for the jubilee fund to £2160.50 proposed by Cllr Tamplin seconded by Cllr Beare and unanimously approved**
- **To raise the training budget by £500.00 proposed by Cllr Holmes and seconded by Cllr Hatch.**

The surplus in the year end figure not included in the precept budgeting was explained by the Clerk as Goods Yard income and was hoped could be finalised by the strategy meeting for project budgeting.

Cllr Smith proposed the amended budget for 2012/13 be approved Cllr Hawes seconded the proposal and it was unanimously approved.

- vi) To ratify committee minutes 27/2/12

There was a query over the process versus the approval process. The Clerk confirmed minutes should be approved at committee meetings as before but the council should review committee minutes and ratify them as compliant decisions of the council working within the Councils Standing Orders and budget constraints at the Parish Council meetings.

The minutes were proposed by Cllr Tamplin seconded by Cllr Hawes and approved by a majority vote with one abstention.

- vii) To approve the one point increment to point 27 to the Clerk's salary from 1st April 2012 as per the approved contract of employment.

(The Clerk left the room for this agenda item.)

Proposed by Cllr Beare, seconded by Cllr Holmes and approved unanimously.

- viii) To approve the following movements into earmarked reserves.

£110.15 to the pavilion project fund.

£2160.50 to jubilee celebration fund.

Proposed by Cllr Smith seconded by Cllr Hawes and unanimously approved.

e) Rights of Way

Cllr Edwarde (Chair) reported on the recent working party work to the area near Perryhill Oast. The next working party meeting would start at Goods Yard House instead of the Village Hall and work on the area near the Hatch.

There were no major issues to report,

f) Playschool Trustees

Cllr Edwarde (Chair) reported the recent productive meeting with the Chair of the playschool committee. It was hoped a solution was in sight using the same solicitor and the solicitor had confirmed the amendments were complete it was simply the rewording into modern English that remained to be completed. It was hoped this would be circulated by 13th March to give people a week to review prior to the next trustees meeting on 20th March.

g) Transport and Environment

Cllr Colenutt (Chair) reported on the recent request from Forest Row Parish Council and their car scheme. Cllr Colenutt reported on Hatch and also the Weald Link bus schemes and provided comparable evidence to the council.

Cllr Edwarde asked for a show of hands in favour of joining the Forest Row Scheme.

There was a unanimous vote to not join the scheme.

113. Goods Yard House Update

(i) To approve car park byelaws.

Proposed by Cllr Holmes seconded by Cllr Tamplin and unanimously approved.

(ii) To approve expenditure to complete the project.

The outstanding items of expenditure were discussed.

Cllr Edwarde explained the current budget of £4000 to complete the finishes including £1850 to complete the archive cupboard was acceptable and should be used to finish the project. This was proposed by Cllr Smith and seconded by Cllr Tamplin and unanimously approved.

There were still outstanding bills to be received in particular the final Valley bill and the manuals for the building were yet to be received.

114. Update on Jubilee arrangements.

Cllr Edwarde outlined the planned events and the summer draw donations and prizes. The Clerk was organising the license for the draw.

The next meeting to concentrate on the Sunday event was to be held on 6th March.

115. Village Fete 2012 and Village Fete Committee Representation.

Cllr Edwarde explained the fete would be a joint event with the Horticultural Society Show on 8th September 2012. Cllr Colenutt and Cllr Edwarde had in the absence of a Parish Council meeting in January offered to help on the committee and represent the Parish Council. Cllr Edwarde asked if anyone else would like to take over the responsibility no one offered so it was agreed Cllrs Colenutt and Edwarde would continue.

Cllr Edwarde explained the draw tickets would go out with the August newsletter.

Cllr Edwarde also invited comment on her idea for Parish Councillors to help with running a stall in conjunction with manning the Parish Council stand. The general feeling was this is a good idea.

Cllr Hatch asked for more information on what had happened to combine events and Cllr Edwarde agreed to email the information to all councillors.

116. Items for Reporting or Inclusion in Future Agendas

The Annual Parish Meeting was on 16th April 2012 Cllr Edwarde asked if councillors thought a speaker on localism would be beneficial. There was a unanimous show of hands in favour.

Cllr Holmes suggested a deadline for submissions for the spring newsletter of 31st March 2012. Stuffing of envelopes to take place by 13th April 2012.

Cllr Edwarde reminded Cllrs of the Annual Parish Council meeting on 14th May 2012 and to think about committees and nominations for chairs etc.

Cllr Hawes updated the council on the Ashdown Forest meeting on Wednesday 7th March 2012.

Cllr Hatch requested Broadband as an agenda item.

117. Date of Next Meeting: **Monday 2nd April 2012.**

Meeting concluded at 9:50pm

DRAFT