Clerk to the Council: Emma Fulham

Goods Yard House

Edenbridge Road, Hartfield, TN7 4JG

01342 822404

parishclerk@hartfieldonline.com



Present: Cllrs Horner, Eastwood, Colenutt, Norman, Burnett-Dick, Smith, Nathan, Higgins and Sanders.

Absent: Cllrs Emery, Beare, Maude and Reed.

Minutes to the Annual Parish Council Meeting held via Zoom on 3rd May 2021.

1. To appoint Chairman 2021/22   
     
   **Cllr Norman proposed Cllr Horner, Cllr Colenutt seconded and Cllr Horner was unanimously appointed as Chair for 2021/22.**
2. Receive Declaration of Acceptance of Office from Chairman

This was duly signed in the presence of the Clerk.

1. Election of Vice Chairman for year 2021/22

**Cllr Higgins proposed Cllr Eastwood and Cllr Horner seconded. Cllr Eastwood was unanimously appointed as vice Chair for 2021/22.**

1. To accept apologies for absence.

Cllrs Maude, Reed, Beare and Emery.

1. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.  
     
   The Chair reminded Cllrs to declare when necessary.
2. To Approve Minutes from Parish Council meeting held on 12th April 2021.

**The minutes had been circulated and were unanimously approved and signed as a true record.**

1. Matters Arising.  
     
   The noticeboard had been adopted from Castlefields and Mottefield Resident’s association. Cllr Nathan agreed to review the maintenance once a key had been received.   
     
   The dog bin at the pavilion had been ordered and would be located to the rear of the pavilion near the fence.

The recycling bin had been ordered for the pavilion.

1. Appointment of Committees and Representatives to other Authorised Bodies.  
   Planning: Cllrs Higgins, Eastwood, Norman, Reed, Beare, Emery and Burnett-Dick.   
   Finance: Cllrs Maude, Emery, Horner, Sanders, Smith, Eastwood and Burnett- Dick.

Strategy: All Cllrs.   
  
TCPA: Cllrs Nathan, Colenutt, Smith, Higgins, Sanders, Horner and Reed.   
  
**It was agreed a few more Cllrs were required for TCPA and this would be addressed in due course.**   
  
ESALC: Cllr Eastwood  
  
WDALC: Cllr Nathan

Ashdown Forest Liaison: Cllr Sanders and Cllr Norman.   
  
Fete: Cllr Reed   
  
SLR: Cllr Colenutt

1. To approve the following Council documents:
2. Council Standing Orders.
3. Council Financial Regulations.
4. Code of Conduct.
5. Council published policies.

**All were unanimously approved.**

1. Correspondence.

The list had been circulated prior to the meeting.   
  
The stone throwing youth correspondence was noted and the Clerk had been liaising with the PCSO.   
  
Andrew Townsend’s correspondence was noted on the erosion on the bank near the entrance to the Croft and his intervention with the log and proposal for a trough. The log was deemed preferable to a trough and the PC confirmed no further action at this stage.

1. Finance
2. To approve regular payment schedule and direct debits.  
     
   **Unanimously approved.**
3. To approve signatories and banking arrangements for 2021/22.  
     
   **Unanimously approved.   
   Further signatories would be required in due course.**
4. To accept the account summary.   
     
   **Unanimously accepted.**
5. To approve expenditure as itemised on the schedule.  
     
   **The list had been circulated and expenditure of £4142.97 for 2020/21 and £12230.64 for 2021/22 were unanimously approved.**
6. To review update on the neighbourhood plan.  
     
   The report was duly received.   
   The Clerk and Cllrs Eastwood and Reed would report back in due course following further meetings with WDC and Locality. The housing need survey was underway.
7. To ratify delegated decisions since 12th April 2021 as follows:

**Planning Decisions:**

Application No. WD/2021/0608/F   
Location: THE CHESTNUTS, EDENBRIDGE ROAD, HARTFIELD, TN7 4JG   
Description: NEW ADDITIONAL SELF BUILD DWELLING

The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0640/F

Location: WAYSIDE, GALLIPOT HILL, HARTFIELD, TN7 4AN

Description: LOFT CONVERSION INCLUDING CONSTRUCTION OF A REAR DORMER AND SIDE ROOF EXTENSION

The Parish Council supports the application subject to neighbour’s representations.

Application No. WD/2021/0318/F

Location: ROWAN FARM, COTCHFORD HILL, CHUCK HATCH, HARTFIELD, TN7 4EX

Description: CHANGE OF USE OF LAND TO RESIDENTIAL WITH THE CONVERSION AND RAISING OF THE ROOF OF THE EXISTING CHICKEN SHED TO ARTISTS STUDIO

The Parish Council supports the application subject to neighbour’s representations.  
  
**All unanimously ratified.**

1. To confirm meeting arrangements if an update is available.  
     
   **It was agreed to cancel the meeting in June and hold a physical meeting in July pending a risk assessment.** **Urgent items would be agreed via email and delegated to the Clerk to respond to and the Council would ratify all decisions at the next formal meeting.**
2. Items for Reporting or Inclusion in Future Agendas.  
     
   Tree Planting.

Neighbourhood Plan.

The issue of parking within the village centre was raised. Signs at Goods Yard House car park and additional weekend temporary signs to highlight parking at the school was discussed, along the potential to replace the current signage with something larger and more noticeable. The council’s thought that larger or additional temporary signed were unlikely to be particularly effective as drivers tend to park close to where they wished to visit, but that this should be considered. Also, the Council had to be mindful of the conservation area and the impact of new signage. In addition, it was noted that the current situation was exacerbated by the unusually high level of visitors to the area and this needed to be monitored before further intervention was made. Previous yellow line schemes were unenforceable and very expensive and would possibly transfer the parking issues to other areas.

**The Clerk was asked to respond in due course and arrange the new signage at Goods Yard House and investigate temporary signage for weekends.**

The Clerk was asked to investigate possible electrical supply / lighting costs to the Croft Barn by Cllr Burnett-Dick.

The Clerk was asked to investigate a possible book exchange in the telephone box.

**Dates of Next Meetings:**

5th July 2021.   
Cllr Higgins gave her apologies in advance.   
  
Meeting closed at 8:55pm