

Clerk to the Council: Emma Fulham

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**Minutes of the Annual Parish Council Meeting held via Zoom due to Covid-19 restrictions on 4th May 2020 at 7:30pm.**

Present: Cllr G Horner (Chair), Cllr R Nathan, Cllr A Higgins, Cllr R Eastwood, Cllr M Colenutt, Cllr Maude, Cllr P Norman, Cllr C Beare, Cllr A Emery, Cllr Smith and Cllr J Sanders.

Absent: Cllr S Lowring and Cllr C Burnett-Dick.

1. To accept apologies for absence.  
   Cllr S Lowring and Cllr C Burnett-Dick.
2. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.  
   Chair reminded Cllrs to declare when necessary.
3. Due to Covid-19 limitations on meeting physically it is proposed that the Chairman and Vice Chairman continue in post until May 2021.  
   **Unanimously approved.**
4. It is proposed that the appointment of Committees and Representatives to other Authorised Bodies be similarly carried forward until May 2021.   
   **Unanimously approved.**
5. To approve the following Council documents:
6. Council Standing Orders.
7. Council Financial Regulations.
8. Code of Conduct.
9. Council published policies.  
   **All unanimously approved.**
10. To Approve Minutes from Parish Council meeting held on 2nd March 2020 and the extra ordinary meeting held on 20th March 2020.   
    **Both were unanimously approved.**
11. Matters Arising.   
    It was acknowledged that Covid-19 events had overtaken some of the decisions previously made and that events were still developing and decisions would be reviewed accordingly.

The Clerk reported on the payment routine adopted and that online banking was still being progressed and would be reported on in due course to the Finance Committee.

The Emergency Plan had been useful in the current circumstances. The plan would be reviewed on conclusion of current events.

1. Correspondence.   
   The list had been circulated prior to the meeting. No new items of note were reported.

The haulage lorry road safety complaint was raised and it was noted that it had been forwarded to ESCC and the Clerk would contact the company in question.

1. Finance
2. To accept year to date account 2019/20  
   **Unanimously accepted.**
3. To accept the internal auditor’s report. **Unanimously accepted.**
4. To accept the 2019/20 governing statements   
   **Unanimously approved.**
5. To accept the 2019/20 accounting statements

**Unanimously approved.**

1. To approve expenditure as itemised on the schedule.  
   **The list circulated for £28258.05 was unanimously approved.**
2. To ratify delegated decisions since 20th March 2020 as follows:

**General**

1. Close Playground until further notice.   
   **Unanimously ratified.**

It was also noted that the Playground would be completed a few weeks after regulations allowed work to recommence. The groundwork needed to be completed (1 week) and then the sand and bark would need to be installed. The playground however would remain closed until regulations allowed.

1. Accept reduced rent from Tenant to made up at a later date should income become an issue.   
   **Unanimously ratified.**

**Planning**

Application No. WD/2020/0662/F

Location: KENTVIEW , HARTFIELD ROAD, COWDEN, TN8 7DX Description: USE OF HOLIDAY LET AS INDEPENDENT RESIDENTIAL DWELLING

**The Parish Council supports the application subject to neighbours comments.**

Application No. WD/2020/0657/F

Location: POND WOOD, CAT STREET, HARTFIELD, TN7 4DX Description: DEMOLITION OF EXISTING COVERED LEAN-TO PERGOLA AND PAVED PATIO. CONSTRUCTION OF AN ATTACHED SINGLE STOREY ORANGERY. CONVERSION OF FIRST FLOOR BEDROOM TO ENSUITE BATHROOM AND INTERNAL ACCESS STAIR. SECOND FLOOR LOFT CONVERSION WITH DORMER WINDOWS. CONSTRUCTION OF DETACHED GREENHOUSE.

**The Parish Council supports the application subject to neighbours comments.**

Application: WD/2020/0636/F

Location: FOREST RIDGE HOUSE, CHUCK HATCH, HARTFIELD, TN7 4EX Description: INSERTION OF DORMERS INTO EXISTING ROOFS AND ASSOCIATED ALTERATIONS TO DOMESTIC DWELLING HOUSE.

**The Parish Council supports the application subject to neighbours comments.**

WD/2020/0712/F

Location: NORTH CLAYS FARM, BUTCHERFIELD LANE, HARTFIELD, EAST SUSSEX TN7 4LB Description: DEMOLITION OF EXISTING LOG CABIN AND CONSTRUCTION OF REPLACEMENT SINGLE STOREY DWELLING INCLUDING NONHABITABLE BASEMENT AND GARAGE.

**The Parish Council supports the application subject to any neighbours comments.**

Application No. WD/2020/0603/F

Location: WEDGEWOOD, BUTCHERFIELD LANE, HARTFIELD, TN7 4LD Description: RAISE ROOF OF EXISTING BRICK BUILD WORKSHOP FROM 2.90M TO 3.90M AND AMENDMENTS TO FENESTRATION

**The Parish Council supports the application subject to any neighbours comments.**

Application No. WD/2020/0668/LB

Location: CULLINGHURST, HARTFIELD ROAD, COWDEN, TN8 7DZ Description: CONSTRUCTION OF A NEW INTERNAL PARTITION AND DOORWAY TO THE EXISTING FIRST FLOOR FAMILY BATHROOM TO CREATE A PRIVATE EN-SUITE FOR THE GUEST BEDROOM. REMOVAL OF THE EXTERNAL SVP FROM THE CATSLIDE ROOF TO BE RELOCATED INTERNALLY.

**The Parish Council supports the application subject to any neighbours comments.**

Application No. WD/2019/2555/O

Location: KEWINS, GALLIPOT HILL, HARTFIELD, TN7 4DH Description: OUTLINE APPLICATION FOR THE ERECTION OF TWO DWELLINGS WITH GARAGES.

**The Parish Council strongly objects to the application. It is totally unnecessary development in the AONB and is in close proximity to Ashdown Forest.**

**This area has houses mainly set back far from the road interspersed with large green spaces in between houses and towards the roadside, this development would create a more suburban feel to what is a rural location and would set a unwanted precedent for ribbon development along the road.**

**The road which these proposed properties would exit onto is also the site of several serious accidents each year with cars mounting the pavement and hitting the cottages opposite this planned development as well as other accidents including a fatality therefore further housing and cars entering this dangerous stretch of road should be resisted at all costs.**

**The type of housing proposed is similar to that unsold within the Parish recently as it does not fulfil the housing need for smaller downsizer and starter homes which was recorded by our housing needs survey.**

**It is also a greenfield previously undeveloped site and the Council do not see any need to build on such sites when brownfield sites are available.   
  
All unanimously ratified.**

1. To agree to continue in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Council after the Council meeting at which the delegation was put in place.

**Unanimously approved.**

1. Financial implications of Covid -19 – Town Croft contributions and grants overview.

The Clerk outlined the possible issues. The matter would be reviewed when timings for sports seasons versus regulation changes were known. The Finance Committee would review this issue and the matter of grants in due course.

**Unanimously Approved.**

1. Items for Reporting or Inclusion in Future Agendas.  
     
   **For reporting:**

Broken drainpipe at the pavilion - **The Clerk would arrange this and agree some cleaning visits to ensure maintenance levels were kept up.**   
  
**For inclusion:**

Emergency plan review.  
Climate emergency.

**Dates of Next Meetings:**

PC – To be confirmed.

Planning – To be confirmed.

TCPA – To be confirmed.

All decisions to be delegated as agreed.

Finance 7:30pm 8th June 2020.

The meeting closed at 8:30pm