

**Hamsey Parish Council**

[www.hamsey.net](http://www.hamsey.net)

Mrs N. Kinch, Clerk to Hamsey Parish Council  
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG, East  
Sussex  
Tel: 07928405071 Email: [clerk@hamsey.net](mailto:clerk@hamsey.net)

Members of **HAMSEY PARISH COUNCIL** are required to attend the **annual meeting** of Hamsey Parish Council to be held on **Wednesday 19th May 2021 at 7.15pm** to follow the Annual Parish Meeting **at Beechwood Hall, Beechwood Lane, Cooksbridge.**

*Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda. Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on [clerk@hamsey.net](mailto:clerk@hamsey.net) before 6pm on Tuesday 18th May 2021 or they may attend in person.*

*Please note social distancing will be in place and the wearing of masks mandatory, unless exempt. A Risk Assessment has been carried out prior to this meeting convening.*

*This meeting may be recorded for the purpose of minute taking.*

**1. Apologies for absence**

- a) To elect a new Chair/ Vice Chair
- b) All Councillors to sign the Declaration of Acceptance of Office forms

**2. Questions from the public**

**3. Declaration of interest from any Councillor regarding any item on the agenda**

**4. Minutes from the virtual meeting held on Thursday 11<sup>th</sup> March 2020 to be agreed and signed as a true record**

**5. Update on any matters arising from last meeting** (not covered elsewhere on the agenda) to note actions taken and note any further action:

**6. Financial matters**

- a) To approve payment of invoices as detailed (including v.a.t)

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
300474	Playdale Playgrounds Ltd for replacement screw parts to Malthouse Way Playground	£40.51
300475	Expenses to T d'Arienzo for Office Heater	£24.99
300477	Expenses to T d'Arienzo for Office Water Bottle Filling Station-CIL payment	£219.99
300480	Expenses to T d'Arienzo for Dog Waste Bin Label and Fire Extinguisher for Office at Beechwood Hall	£15.01
300478	Expenses to Clerk for Total Av Antivirus for Laptop	£34.80
300479	Clerk's Salary/ Phone expenses and GSuite	
300481	Copy of The National Planning Policy Framework Book	£11.98

300482	Simon P Goacher for Payroll Service 2020-2021 ***End of Year***	£147.15
300483	Society of Local Council Clerks (SLCC)	£130.00 Annual
300484	2021-2022 Subscriptions for ESALC and NALC	£189.10 & £41.26 total £230.36
300485	ESCC Urban Grass Cutting for the Parish	£397.20
300486	Nalc Reopening and Reimagining Community Buildings training course – Chair to attend On 24/05/21	£51.71
300487	Mulberry & Co Meetings training course for Clerk to attend	£60.00
300488	Clerk's Salary, G-Suite and Phone expenses	-
300489	Steve Brentnall Internal Audit Services	£225.00

**b) To note the Council's current financial situation**

**Financial Year ending 31st March 2021**

Balance per bank statement as at 31 <sup>st</sup> March 2021	£
Unity Trust Account	£35,672.82
Less any unrepresented cheques:	£ 759.48
Net Balances as at 31 <sup>st</sup> March 2021 of Unity Account	£34,913.34

*The net balances reconcile to the receipts and payments accounts for the year as follows:*

Opening balance 1 <sup>st</sup> April 2020	
Business Accounts	
Unity Trust Account	£27,562.74
Co-op Account	£5,282.83
Total of Accounts	£32,845.57
Add: Receipts in the Year	£31,206.92
Less: Payments in the Year	£25,002.37
Closing balance as of 31st March 2021	£35,672.82

*Prepared by Mrs N Kinch/ Clerk and RFO to Hamsey Parish Council*

- c) To discuss setting up online banking for the Parish Council
- d) To consider the findings of the internal audit review
- e) To approve the Annual Governance Statement
- f) To consider and approve the Accounting Statements
- g) To ensure the Accounting Statements are signed and dated by the chair
- h) To approve any Grant requests:
  - Hamsey Churchyard Mowing - £550.00
  - Hamsey Church Grounds work & Digger hire - £50.00
- i) To consider the Insurance renewal from Zurich Municipal - £1,975.63
- j) To consider Parish Clerk enrolling on an ILCA Training course Level 2 - £144.00

7. a) **Planning matters - to receive any report from the planning committee:** *Chair, Cllr Fleming, Cllr Perkins and Cllr Redwood*

**LW/20/0609** Former Hamsey Brickworks South Road South Common South Chailey East Sussex Phase 2 development for 12 custom-build homes and supporting infrastructure - All matters reserved except access (phase 1 approved under planning reference LW/14/0712) – ***Objection from Hamsey Parish Council***

**LW/20/0647** | NMA for the addition of 9 parking spaces in relation to planning application LW/17/0030 (Redevelopment of the site with six residential units) | Knights Court South Road South Common South Chailey East Sussex – ***Objection from Hamsey Parish Council***

**LW/20/0856** | Variation of condition 1 (plans) in relation to planning applications LW/18/0849 and LW/14/0712 | The Barn Former Hamsey Brickworks South Road South Common South Chailey East Sussex BN8 4QD – ***Hamsey Parish Council offer ‘No further comment to the retrospective application’.***

**LW/21/0022** | Conversion of redundant farm buildings to five dwellinghouses with associated elevational changes | Hewen Street Farm South Road South Common South Chailey East Sussex BN8 4QD – ***Hamsey Parish Council offer ‘No Objection’ to this planning application.***

**SDNP/20/03254/PRE** | New garden studio building | Perseverance House The Street Offham East Sussex BN7 3QB – ***Hamsey Parish Council offer no objection to the pre-application.***

**SDNP/18/06103/OUT** – Old Mallings Farm – ***Hamsey Parish Council objects to this application on the basis of environmental impact, affordability, design, lack of employment and missed opportunities for truly sustainable car free travel. Full comment available on the SDNP Planning Portal.***

**SDNP/21/01881/TCA** | T1: Semi Mature Picea abies. Located on the southern aspect of Thatchers Cottage bordering Allington Lane - Fell to ground level T2: Thuja plicata x 2 group of multi stem trees, immediately adjacent to T1 - Complete removal of group to ground level | Thatchers Cottage Allington Lane East Chiltington BN7 3QJ – ***Hamsey Parish Council have no objection to this application. We support the cottage being given a new lease of life, which we accept includes effective tree management. We are happy to leave the tree officer to decide appropriate provision for replacement planting (if any), in the interests of the long term landscape setting of the cottage and the area as a whole.***

**LW/21/0160** | Removal of condition 27 in relation to planning approval LW/14/0712 | Former Hamsey Brickworks South Road South Common South Chailey East Sussex – **14<sup>th</sup> May 21 deadline for comments to Julie Cattell – extension now in place**

**SDNP/21/02211/TCA** | Maple to reduce 25% X2 yews to be crown lifted and cut branches leaning onto buildings | The Old Wheelwrights Shop The Street Offham BN7 3QD – **Comments to Case Officer, Lee Michael**

**SDNP/21/01762/HOUS** | Retention of temporary construction access as a permanent access to Mount Harry House with gate at start of private drive | Mount Harry House Ditchling Road Offham Lewes East Sussex BN7 3QW – **Case Officer, Chris White – determination deadline 24<sup>th</sup> May 2021**

#### **b) Planning matters - to note any decisions by LDC or SDNP**

**LW/20/0315** | Variation of Condition 20 of application LW/14/0712 to change the wording to allow for no more than 50% or 24 units being occupied before the development is complete | Former Hamsey Brickworks South Road South Common South Chailey East Sussex – **Objection from Hamsey Parish Council. Approved by LDC on 12.04.21**

**LW/20/0813** | Erection of timber-clad garden office in corner of garden | Upper Morley Cottage Deadmantree Hill Barcombe East Sussex BN8 4ST – **Hamsey Parish Council offer 'No Objection'. LDC Refused the application on 14.04.21**

#### **8. Any report from Beechwood Hall Working Group: Cllr Henry and Cllr McBrown**

- Update on the Working Group Meeting held virtually on 20/04/21 at 7.15pm
- Safeguarding Policy approval
- Action Day on 23<sup>rd</sup> May 2021

#### **9. To note correspondence received since the last meeting and any action required**

- Correspondence received from Mark Howard SDNPA on 21.04.21 regarding damage to the Information Board at Offham Chalk pit. Prices to be discussed regarding replacement.
- 29.04.21 Correspondence received from KPS of cancellation of grounds maintenance services – Clerk has replied.

#### **10. To receive any reports from meetings attended by Councillors or Clerk**

- Environment Working Group – 09.03.21 – hosted by Cllr Fleming and Cllr Croft
- Free Communications Webinar for Clerk to attend on 18.03.21 at 10am
- Hamsey Biodiversity Group Meeting hosted by Cllr Croft and Cllr Fleming – 23.03.21
- Meetings and Documents free webinar on 30th March 9.45am – Clerk to attend
- Webinar from Network Rail on Summer Timetable – Clerk to attend on 07.04.21 12.15-13.15pm
- SDNPA Planning Committee meeting 15.04.21 at 10.30am
- SLCC AGM on 20.04.21 at 10.30am for Clerk to attend
- Virtual meeting of Beechwood Hall Working Group 20.04.21 at 7.15pm
- Parish webinar from SDNP – 21.04.21 18.30-20.00 – Cllr Croft to attend
- AIRS Virtual Meeting on 21.04.21 at 7pm – Cllr McBrown and Clerk to attend
- Planning User's group Meeting- Chair to attend, 26.04.21 16.00-17.00
- Meeting with Chris White, Antler Homes to discuss planning application LW/21/0160 on 07.05.21 at 1pm held on Microsoft Teams – Planning Committee to attend
- Strengthening Local Relations meeting with East Sussex Highway on - Chair, Cllr McBrown, Cllr Perkins, Cllr Fleming to attend

- Lewes District Climate Action Forum 11.05.21 16.00-17.30 – Cllr Fleming and Cllr Croft to attend
- Update session from CPRE on Lewes District LPP1 , Standard Method and Housing Targets on 11.05.21 19:30
- Invitation to Focus Group Meeting on 18.05.21 10am – Cllr McBrown to attend
- Invitation to join the Network Rail Invitation - Sussex route stakeholder conference – 18.05.21 – 09.00 -12.30.
- Invitation received to join SDNPA’s virtual Planning Enforcement meeting on 18.05.21 16.00-17.30pm – Chair and Cllr Redwood to attend
- Meetings Training Course for Clerk to attend – 20.05.21 – 10.30-12pm
- SDNPA – Parish Workshop on 22.06.21, 18.00-20.00 – Cllr Fleming to attend
- Training Course on Reopening and Reimagining your Community Buildings 23.06.21 12.00-13.15– Chair to attend.
- Planning and Power Virtual Course by Nalc 28.07.21 12.00-13.15pm

**11. Highway and Traffic issues – Cllr Fleming, Cllr MCBrown and Cllr Perkins**

- Pavement from Cooksbridge Station to Beechwood Lane on the West side.
- Weed Spraying is due to be carried out within the Parish on 08.08.21
- Temporary relocation of Bevernbridge Bus Stops and Highways works involved due to commence:  
Hamsey Brickworks side – 12<sup>th</sup> April '21  
South Chailey side –Originally scheduled W/C 26<sup>th</sup> April '21 – now postponed to 24<sup>th</sup> May '21
- Temporary Road closure on U5012 Hamsey Lane, Cooksbridge from its junction with the A275 Cooksbridge Road, for a distance of 100 metres to facilitate mains water works from 6<sup>th</sup> September – 1<sup>st</sup> October 2021
- To consider walking and cycling and routes
- Notification of Temporary road closures on U5007 Boast Lane, Barcombe C8 / Spithurst Road, Barcombe- Day closure on 24<sup>th</sup> June 2021

**12. Parking issues- Chair**

**13. To consider Rail and Bus issues – Cllr Perkins and Cllr Henry**

- Temporary relocation of Bus Stops in Bevernbridge, North and South Bound
- Cooksbridge Station works Saturday 27<sup>th</sup> March 2021 23.30 – Monday 29<sup>th</sup> March 2021 04.00 hours.
- To consider a resident joining the Hamsey Parish Council Rail Committee

**14. Police/ Neighbourhood Watch issues – Cllr McBrown**

**15. Environment – Chair and Cllr Fleming**

- Hamsey Church Action Day – Saturday 10<sup>th</sup> April 2021 – 2pm-4pm
- Community Litter Pick 25<sup>th</sup> April- 10am meet at Beechwood Hall for instructions/equipment.
- Car Emissions
- To consider the inclusion of Hamsey Parish Council Litter Picking Group to the list of Volunteer Groups on the Lewes and Eastbourne Council District websites

**16. To discuss general improvements to the Parish**

**17. To consider GDPR requirements– Cllr Henry**

**18. Roles and Responsibilities**

## 19. Items for noting or on a future agenda

### 20. To agree the meeting dates 2021

- 15<sup>th</sup> July – AGM for Parish Council as Sole Trustees of Beechwood Hall 7pm followed by Hamsey Parish Council meeting at 7.45pm.
- 9<sup>th</sup> September
- 11<sup>th</sup> Nov

Signed..... Dated..... Mrs N Kinch – Hamsey Parish Clerk.

### Agenda Item 9 relevant to any correspondence received

#### From residents:

- 06.03.21 Correspondence received from Landlords of property in Cooksbridge regarding boundary fencing to Malthouse Way Park – Chair is in liaison
- 13.03.21 Correspondent from regular user of Beechwood Hall facilities enquiring about the Tennis Court net being reinstated – Clerk has replied
- 16.03.21 Correspondence from resident regarding mud on pathway from Malthouse Way and the Offham Garage – emailed to Clerk and Chair
- 17.03.21 Correspondence to Chair re Rat infestation in the Parish – Chair replied
- 31.03.21 Correspondence from a resident regarding future planning development within the Parish – Clerk and Chair have replied
- 01.04.21 Clerk was approached by a resident with concerns of anti-social behaviour at Beechwood Hall – Clerk to investigate the concerns.
- 07.04.21 Correspondence received from resident re Tennis Nets adjustment and concerns of football goals at Beechwood Hall
- 08.04.21 Correspondence received from resident in a neighbouring parish with concerns over eroded verges in Beechwood Lane – Clerk has replied and a report to East Sussex Highways has been made.
- 11.04.21 Correspondence enquiry from resident regarding the sharing of an allotment in the Parish – Clerk has replied
- 12.04.21 Artwave 2021 enquiry received from resident – Chair has replied
- 02.05.21 Correspondence received from a resident in regards to Highways verge Cutting – emailed to Chair, Cllr Fleming, Cllr McBrown and Cllr Perkins for discussion.
- 06.05.21 Chair received telephone correspondence with concerns over a property in Offham
- 06.05.21 Chair received letter from resident regarding future planning on their property
- 10.05.21 Correspondence received from resident with suggestion of adding the Hamsey Parish Council's Litter Picking Group to the Litter picking page on Lewes/Eastbourne's District Council websites

#### General Correspondence:

- 05.03.21 Correspondence received from Emily O'Brien Cabinet Member for Planning and Infrastructure, Lewes District Council – to Town and Parish Council's regarding the Planning proposals from LDC
- 09.03.21 Correspondence received from Dan Witcher Transport Control at ESCC in regards to Highways layout at Old Hamsey Brickworks – to include maps of works.
- 09.03.21 Correspondence reminder from SDNP on the deadline of 16.03.21 for SDNPA Planning Camping and Glamping TAN Consultation – emailed to all on the Planning Committee
- 09.03.21 Correspondence reminder from SDNP Parking Supplementary Planning Document consultation closing 18.03.21 – emailed to Planning Committee
- 10.03.21 Notification received from East Sussex Highways of upcoming temporary road

- closure of U5013 Old Church Lane, Hamsey – for BT works, 21<sup>st</sup> - 23<sup>rd</sup> April 2021
- 11.03.21 Correspondence circulated via SSALC from Sussex and Surrey Police regarding Road Traffic Offences – emailed to Chair and Cllr McBrown
- 11.03.21 Apologies for absence ahead of Parish Council meeting from MP Maria Caulfield – report sent from Maria – emailed to all
- 12.03.21 Invitation to online webinar sent from SDNP, details to follow – emailed to all
- 17.03.21 Correspondence from KPS regarding an increase in charges for services emailed to Chair and passed on to Clerk – Clerk has replied.
- 18.03.21 Correspondence received by Chair from NR for Cooksbridge Station LX week 52 – in relation to keeping positive relations over upcoming works to mitigate the disruption caused to residents.
- 18.03.21 Correspondence received from East Sussex Highways with details of 2021 Weed Spraying Schedule.
- 18.03.21 Correspondence from ESCC with details of temporary bus stop relocation in Bevernbridge for buses travelling North and South bound – emailed to Chair, Cllr Perkins and Cllr Henry.
- 18.03.21 Correspondence from East Sussex Highways of Road Closure on the Drove at the Hamsey Level Crossing on 11<sup>th</sup>-12<sup>th</sup> April 2021.
- 19.03.21 Correspondence received from Maria Caulfield MP re Lewes Local Plan Update – emailed to the Planning Committee
- 23.03.21 Further correspondence received from WDSE/Dyer and Butler on upcoming works on Cooksbridge Station on Saturday 27<sup>th</sup> March 23:30 to Monday 29<sup>th</sup> March 04.00.
- 24.03.21 Received External Auditor AGAR Instructions for 2020/2021 – emailed to Chair
- 25.03.21 Correspondence from East Sussex Highways of upcoming works on B2116 Ditchling Road and Road Closure from 6<sup>th</sup> April -23<sup>rd</sup> April – added to Social Media Groups to notify residents.
- 25.03.21 Correspondence from East Sussex Highways of Increase to fees for Licences and Works Programme 2021/2022.
- 26.03.21 Update received from SSALC on the use of Remote Meetings from 6<sup>th</sup> May 2021 – emailed to all.
- 26.03.21 Grant request received for £550.00 for Hamsey Churchyard Mowing
- 29.03.21 Correspondence received from Cllr Emily O'Brien in reference to Lewes Local Plan Part 1 – sent to all on the Planning Committee.
- 06.04.21 Further correspondence received from the Transport Hub at ESCC of the Temporary relocation of the bus stops at Bevernbridge and Highways works involved.
- 09.04.21 Correspondence from ESALC in regards to future training programmes – to respond by 4<sup>th</sup> May 2021.
- 12.04.21 Correspondence received from NALC with guidance to follow Prince Philip's death – emailed to all
- 14.04.21 Independent Member Vacancy for Sussex Police and Crime Panel received from ESALC- emailed to all
- 14.04.21 Correspondence received via Facebook for Cricket Proposal – Clerk has replied and emailed to Chair
- 15.04.21 Correspondence received from ESALC regarding Covid Inspections to Public Buildings – shared with Chair, Cllr McBrown, Cllr Henry and Keavy McBrown
- 15.04.21 Correspondence received from Ian Gin of CSP – Rail User Express Monthly E-newsletter – emailed to Clerk, Cllr Henry and Cllr Perkins.
- 15.04.21 Correspondence from Chris White of Antler homes in reference to Planning application LW/21/0160 – sent to the Planning Committee to discuss.
- 15.04.21 Correspondence received regarding a land enquiry – emailed to Chair
- 16.04.21 Guidance received from Trevor Leggo and ESALC regarding the Lewes Local Plan Part 1 – emailed to all on the Planning Committee.
- 19.04.21 Correspondence from Citizen's Advice Bureau of the May-June Bulletin to go on social media

- 20.04.21 April's South Down's National Park Newsletter received – sent to all.
- 21.04.21 Correspondence received from SDNP regarding damage to the Information Board at Offham Chalkpit.
- 21.04.21 Correspondence received in regard to vandalism at Cooksbridge Station Waiting Room. Reported by Ian Ginn from CSP to Govia Thameslink for repair.
- 23.04.21 Correspondence received from Nalc with details of paid Volunteers needed for Election Poll on 6<sup>th</sup> May 2021
- 23.04.21 Invitation to SDNPA Parish Workshop on 22.06.21 18.00-20.00
- 23.04.21 Invitation to Lewes District Climate Action Forum on 11.05.21
- 26.03.21 Correspondence from CIL Department at LDC of funding for the Beechwood Hall All – Weather Accessibility Path
- 26.04.21 Open Green Spaces Grant Campaign received – emailed to Chair
- 28.04.21 Correspondence by way of reply received from Newick Parish Council in relation to the Lewes Local Plan Part 1
- 28.04.21 Youth Survey received from Nalc
- 28.04.21 Tesco Community Grant notification received – emailed to Chair, Cllrs McBrown and Henry
- 28.04.21 Consultation led by MHCLG on Electronic Communications Infrastructure received from NALC – deadline for responses is 5pm on 21.05.21 – emailed to all
- 28.04.21 Remote Meetings Judgement Decision received from Nalc
- 29.04.21 Correspondence received from KPS of cancellation of grounds maintenance services – Clerk has replied.
- 29.04.21 Correspondence received from Transport Officer for postponement in works to commence in temporary relocation of Bevernbridge bus stops on South Chailey route
- 29.04.21 Correspondence received from Nurseplus regarding advertising of their services in the community – forwarded to Chair
- 30.04.21 Invitation to a meeting with CPRE regarding unplanned Planning Development from Cllr Beaumont – emailed to all on the Planning Committee
- 05.05.21 Correspondence received from Cllr Rob Banks reporting a damaged bollard on A275 Cooksbridge to East Sussex Highways
- 06.05.21 Correspondence received from ESALC- Member update following the High Court Judgement on remote meetings and public attendance – emailed to Chair
- 06.05.21 Correspondence received from Cllr Beaumont and Plumpton Parish Council to support objection of Planning Application LW/21/0262 – emailed to Planning Committee for discussion
- 06.05.21 Correspondence received in regard to Planning Application SDNP/21/01762/HOUS
- 10.05.21 Correspondence received from Julie Cattell, Case Officer at LDC confirming extension to submit comments referring to Planning Application **LW/21/0160**

**Various correspondence received weekly include newsletters from: Nalc, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA.**