

Hamsey Parish Council

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Mrs N Kinch, Clerk to Hamsey Parish Council

Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge BN7 3QG, East Sussex

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Minutes of the annual meeting of HAMSEY PARISH COUNCIL held at Beechwood Hall & Rural Park on Wednesday 19th May 2021 - 7.15pm

Present: Cllr T d'Arienzo, Chair
Cllr S Fleming
Cllr C Perkins
Cllr C Henry
Cllr C Croft
Cllr J Redwood
Cllr I Linington – Lewes District Councillor
Cllr M Milligan – East Sussex County Councillor

Apologies: Cllr K McBrown
MP Maria Caulfield

In Attendance: Mrs N Kinch - Clerk/RFO to the Council.
No members of the Public in attendance

The meeting started at 7.15pm

		Action
	<i>Chair welcomes everyone to this annual meeting of the Parish Council</i>	
05.21.1	Apologies for absence – as above Cllr McBrown – Illness MP Maria Caulfield – Work commitments	
05.21.1.2	No nominations are received for Chairperson and Cllr d'Arienzo stated she is happy to continue as Chair, All in agreement .Cllr d'Arienzo took the Chair. Cllr Perkins put herself forward for Vice-Chair, seconded by Cllr Croft. Agreed by all.	
05.21.1.3	All Cllrs signed the Declaration of Acceptance of Office forms.	
05.21.2	Questions form the Public None	
05.21.3	Declaration of interest by Councillors on any agenda items and update of interests. No declarations of interest.	
05.21.4	Minutes of the council meeting held on Thursday 11 th March 2021 were agreed & signed as a true record	
05.21.5	Update on any matters arising from last meeting (not elsewhere on the agenda) None	

05.21.6.1	Council noted the financial position and expenses below:	
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Cheque No.	Payee	Amount
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
05.21.6.2 05.21.6.3	Council noted the current financial situation Council considered and approved the parish Clerk to set up online banking for Parish Council finances with the authorisation of the two bank signatories required.	Clerk to contact the Unity Trust Bank to arrange online banking.
05.21.6.4	Council considered the findings of the internal audit review.	Clerk to send off the unaudited Agar forms to the External Auditor, PKF Littlejohns for inspection.
05.21.6.5	Council approved the Annual Governance Statement.	
05.21.6.6	Council considered and approved the Accounting Statements.	
05.21.6.7	Council ensured the Accounting Statements were signed and dated by the chair.	
05.21.6.8	Council approved the following grant requests: <ul style="list-style-type: none"> Hamsey Churchyard Mowing - £550.00 	

	<ul style="list-style-type: none"> • Hamsey Church Grounds work & Digger hire - £50.00 <p>A discussion was had regarding the Parish Council's ability to gift grants for projects. Chair and Clerk both explained that the grant request would have to be of benefit to the community as a whole. Chair detailed the Community Infrastructure Levy and how it works in regards to Parish Council's with a Neighbourhood Plan receiving 25% of the pot from new developments within the area and how the remaining 75% can be bid upon for projects set out within the Neighbourhood Plan or after Community consultation. These are often fund matched by other grant applications and/or fund raising. Chair also explained that help can sometimes be found by way of volunteering on projects rather than of monetary value as we are a very small Parish and have in the last two years dropped our precept requirements to try and keep public expenditure at a minimum. All decided to have a break-down of finance at a separate meeting so grants can be looked at it more detail.</p> <p>Clerk and Chair explained that spending within the last financial year has been frugal due to the pandemic so community improvements can be looked at in more detail this year in the hopes of having projects carried out.</p> <p>Chair detailed the remaining CIL monies have been allocated to the emergency Veranda roof repairs at Beechwood Hall.</p>	
05.21.6.9	<p>Council considered and approved the Insurance renewal from Zurich Municipal - £1,975.63</p>	
05.21.6.10	<p>Council considered request from Clerk to sign up to an ILCA Course at the cost of £144.00 – all in agreement.</p>	
05.21.6.11	<p>Chair explained to all about the Christmas Sleigh, new addition to the Parish Council asset list. The Sleigh had been built originally for a group called Newick Santa Sleigh by a local builder at a cost of £3000 for labour and materials. However, after making several payments, the Newick group disbanded and eventually gifted it to Hamsey Parish Council who were taking it out to the villages. The remaining balance is £500 to the builder for costs. Chair asked all if they'd prefer to settle the amount outstanding with the builder or continue to pay in instalments. All decided to allocate the £500 and pay the builder now</p>	

05.21.7.1	<p>Planning matters were discussed. Cllr Linington asked if the Council had received any further updates on the Old Hamsey Brickworks, Lake development at Bevernbridge. No update as of yet. Cllr Linington informed all that she has called the application in to be discussed by the Planning Dept at LDC.</p>	
05.21.7.2	<p>Cllr Linington asked if there are any further updates on the application LW/21/0160- Cllr Redwood explained to all that a virtual meeting had taken place with Chris White, Planning Officer with Antler Homes. Council had expressed frustrations and concerns that the promised business units had not yet been built to provide additional employment opportunities as originally stated. The original application has since been altered on a few occasions from the proviso that all 12 business units be built and marketed to that of 50% before the housing is sold to now, whereby antler have to build and market widely, 1 business unit and if unsuccessful then they would be gifting the Council the area of 3 business units to have as a community space. Concerns over the recent application has flagged up that the proposed business units have not been marketed upon searching online. Cllr Linington has agreed to investigate this further. Cllr Redwood explained that Antler have agreed to an extension for submitting comments on the proviso they can offer a proposal that is community minded. The deadline for comments would unlikely have been met anyway due to a s106 being in place. All keen to push for the business units to be built and to have added infrastructure to the area focussing on accessibility for pedestrians and cyclers. This is currently being discussed with landowners.</p>	<p>Proposal to be received from Antler homes before any comments are decided upon.</p>
05.21.7.3	<p>Cllr Fleming suggested drawing up a business survey to ask residents what their needs are. Chair is currently in the process of drafting a survey to be sent out to all residents.</p>	<p>Chair to draft a survey to be sent out regarding business needs of the community.</p>
05.21.7.4	<p>Chair raises the unprofessionalism of property developer, Gold with Cllr Linington and asked if anything could be done to prevent the same issues that the Chatfield Close residents are still experiencing with the handover of the car parking areas, 2 years down the line. Cllr Linington replied that although on the radar, unfortunately LDC's hands are tied. Cllr Henry gave a brief update to all that the residents of Chatfield's Close have received a letter requesting them all to nominate a Director from their own household then the official land registry documentation shall be handed over for the car park areas. Fears are that the recent un-occupancy of two of the houses shall cause further delays.</p>	

05.21.7.5	Clerk gave an update in respect of SDNP/21/01881/TCA, this has been determined and LDC offer no objection to the application.	
05.21.7.6	Cllr Croft asked for an update in reference to the Old Malling Farm application and raised concerns of the possibility of a bridge being built connecting to Hamsey Church. Chair agreed this is probably not viable for a number of reasons and we as a Council should look at reviewing the walk/cycle proposals with Cycle Lewes and consider our own stance when exploring the viability of using the existing by-way through Offham towards Landport. Concerns from all, that the new large North Street development could have a serious environmental impact on the Parish. Cllr Redwood suggests treading cautiously and looking at revising policies within our own Neighbourhood plan on a general basis and accessibility as a focus.	Council to look at proposals and review. Cllr Fleming to consult with Cycle Lewes regarding cycle path visions and a by-way from Hamsey Lane/ The Drove to connect to Hamsey through quiet lanes avoiding the busy A275.
05.21.8.1	Any report from Beechwood Hall Chair reiterates email circulated by Clerk to all informing that new legislation on the requirements of Working Groups are that they are accountable under the same regulations and standing orders as committee meetings. Due to the Beechwood Hall Working Group's informal nature and served by volunteers, all in favour of changing the name to represent this informality to Friends of Beechwood Hall.	Henceforth any meetings held on behalf of Beechwood Hall volunteers shall be Friends of Beechwood Hall.
05.21.8.2	Cllr Henry discussed the need for a Safeguarding Policy to run along side Beechwood Hall's existing Children and Vulnerable Persons Policy. This new policy shall ensure that users and representatives of the hall including the Cllrs are adhering to the requirements of the Charity's Commission. A one hour training session by Cllr Henry shall be arranged for all Cllrs- date to be confirmed. All agreed.	Cllr Henry to liaise with Clerk and booking manager to arrange a convenient time for the training.
05.21.8.3	Chair stated that a new Hall Manager has been appointed and will commence in the role on Friday 21 st May 2021.	
05.21.9	Council noted correspondence received from the last meeting. Chair informed everyone that a Park Ranger from SDNPA has been in contact to inform the Council that a large sign from above the Chalk pit at Offham has been vandalised and is now beyond repair. The sign had been installed 7 years ago, whereby the Council and SDNP paid £300 each in costs. SDNPA are hoping to redesign the sign and create a more durable stronger replacement. Whilst the Council is appreciative that this sign provides important knowledge on the history of the area and it brings	Chair to find out further information.

	<p>enjoyment to people within the vicinity, concerns over repeated vandalism and high design costs have been raised. The new sign shall be in the region of £1,200 without the design features included bringing it to a total of around £2,000. The cost would be part funded by the Ranger's small budget and the Interp Dept at SDNPA as well as a contribution for the Council. Council agreed on a sum of £450 to £500 but would need assurances that the sign be more durable, sturdy and incorporate Parish information such as QR codes and links to Parish walks.</p>	
<p>05.21.10.1</p>	<p>Any reports received from meetings attended by Councillors or Clerk Chair thanked all for being so active and attending the numerous webinars and online meetings of late. Cllr Redwood discussed with everyone the meeting he had attended by SDNP on Planning and Enforcement and how he is keen to offer a training session on this subject for anyone interested. All in agreement this is a great idea.</p>	
<p>05.21.10.2</p>	<p>Cllr Fleming informs all that she has attended a very informative online meeting regarding Carbon Footprint and lowering Carbon Emissions. A discussion was had on the high levels of Carbon Footprint in the Parish due to the territorial, agricultural impact, pollution, car emissions from the crossing and overall rural dependency. Cllr Fleming mentions an environmental group named, Communi Heat due to hold talks soon in the nearby Parish of Barcombe, to highlight and offer advice on reducing ones Carbon Footprint. Cllr Fleming proposes the Parish Council approach them to see if they are happy to host a community talk here at Beechwood Hall. LDC have many initiatives and advice on supporting local communities to make changes to reduce the environmental impact on the areas we live in. A discussion was had on different types of energy sources available and how this should be incorporated into the review of the Neighbourhood plan to encourage more environmentally friendly choices for new developments. All in agreement.</p>	<p>Cllr Fleming to get in touch with Communi Heat to enquire.</p>
<p>05.21.10.3</p>	<p>Cllr Croft, Chair and Cllr Perkins attended a brilliant and very enlightening SDNP Dark Skies webinar recently and recommended that all watch the slides if possible. Cllr Redwood stated that factors like reducing light pollution and Dark Skies Policies could also be added in the review of the Neighbourhood Plan.</p>	
<p>05.21.11</p>	<p>Council discussed any Traffic and Highways Issues.</p>	

	<p>Clerk informed all that a Strengthening Local Relations meeting with Parish Council Highways representatives and Members from East Sussex Highways shall be meeting to discuss any outstanding Highways issues within the Parish on Tuesday 8th June 2021 at 1pm, at Beechwood Hall.</p> <p>05.21.12 Parking Issues within the Parish were discussed. Cllr Henry asked if the ParkPals Scheme was still in place as two residents from Chatfield Close have driveways available for use by Hamsey School parents.</p> <p>05.21.13.1 Council discussed any Rail and Bus issues Cllr Henry and Clerk explained the ongoing situation and communications with Network Rail over the impact of Freight Train vibrations. Currently awaiting to hear back regarding setting up a second meeting, outcomes of further investigations and monitoring equipment to measure the vibrations.</p> <p>05.21.13.2 A resident and ex Cllr of the Council has offered assistance with any rail issues. Chair proposes that the resident be approved to join the Hamsey Parish Council Rail Committee to offer advice and support when needed. All agreed.</p> <p>05.21.14 Council discussed any Police/ Neighbourhood issues Chair informed all that a van parked in the Downsview area of Cooksbridge was recently broken into and two bikes were stolen. Cllr Perkins informs all that a disturbance occurred recently within her neighbourhood involving the Police. A male made threats to shoot, Police were involved but no gun was at the scene. Chair stated this incident had not been flagged up to us as a Council but a Police report for the area for future meetings may be a good indicator of crime reported within the area.</p> <p>05.21.15.1 Council discussed the Environment Cllrs Croft and Fleming are both heavily involved in any environmental issues and projects within the Parish Council. Chair commended both on their enthusiasm, proactiveness and liaisons with the Church and Volunteer group. Cllr Croft informed all that the Church Action Day was very successful and now the churchyard is blooming. The next open days shall be on the 3rd and 4th July, where all members of the community are welcome.</p> <p>05.21.15.2 Cllr Fleming requests we have a separate meeting to discuss options and ideas in reducing the car emissions, particularly from vehicles stationary at the level crossings. Suggestion to ask Hamsey School if</p>	<p>Cllr Croft to liaise with the School.</p>
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	the children would like to get involved in highlighting the issue and raising awareness to passing motorists. All in favour.	
05.21.16.1	Council discussed any Parish Improvements The main area highlighted for improvements at present is the area on the junction of Chandler's mead next to the Phonebooks. Chair has been in contact with Plumpton College whom have a Horticulturalist Student willing to draw up some plans for a small scale redevelopment to include benched seating and new planting. All mindful that the benches need to be easily accessed and planting shall help environmentally, creating a nice welcoming place for residents to stop and chat.	
05.21.16.2	Cllr Perkins asked if an update on additional services for the Parish had been sought, i.e a Coffee Stand. Cllr Henry has a contact given to her by ex-Cllr Kelly, for a mobile Coffee van, to be followed up on.	
05.21.16.3	Chair mentioned that the Rainbow Inn owner has been in contact to offer a recommendation of a local Fish and Chip Van, enquiries shall be made to ascertain availability versus need.	
05.21.17	GDPR requirements were considered. Cllr Henry stressed the requirements to be careful sharing personal details and to also delete any contact/ personal details not in use after 1 year to comply with the regulations. Chair reiterates any emails sent containing contact details are strictly confidential and should not be shared with anyone without prior consent.	
05.21.18	Roles and Responsibilities were discussed All Cllrs happy to continue in their roles and responsibilities.	
05.21.19	Items for noting on a future agenda Nothing was suggested.	
05.21.20	The following dates for future meetings in 2021 were discussed and agreed: <ul style="list-style-type: none"> • 15th July- AGM of Hamsey Parish Council as Sole Trustee at 7pm • 15th July – meeting of Hamsey Parish Council at 7.45pm • 90th September • 11th November. 	

Chair thanked all for attending and meeting ended at 8.57pm.

Signed.....Chair Date:.....

Minutes recorded by Mrs N Kinch, Clerk and RFO to Hamsey Parish Council.

