

## Hamsey Parish Council

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

Kevin Kingston, Clerk to Hamsey Parish Council  
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG, East  
Sussex

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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 14 July 2022 at 7.30pm** at **Beechwood Hall and Rural Park**.

*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 5pm on Monday 11 July 2022 or they may attend in person.*

*Please note social distancing will be in place. This meeting may be recorded for the purpose of minute taking.*

### 1. Apologies for absence

### 2. Questions from the public

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

### 5. Minutes from the meeting held on Thursday 12 May 2022 to be agreed and signed as a true record

### 6. Update on any matters arising from last meeting – review and update actions - see action log at appendix 1 to this agenda

## 7. Financial matters

- a) **To approve payment of invoices as detailed (including v.a.t).** Please note salaries are not privy to the public.

### Current Account

Cheque No. or transaction number	Payee	Amount £
162465935	Clerks salary – May 2022	-
987770187	Clerks NI & Tax for May 2022	124.00
704854747	Compost for wildflower plugs	5.99
396955504	Sussex Drone surveys – drone film of Beechwood Park	50.00

	Grant to BB/OHL residents association	250.00
512080808	Grant to Monday afternoon club	250.00
	Tamsyn d'Arienzo - Supplies for Queens jubilee events June 2022	194.70
889480620	LDALC – annual subscription	20.00
223812051	Scribe Accounting – annual subscription	345.60
311875321	Tamsyn d'Arienzo - refreshments for events and screws	51.26
173417429	Kevin Kingston – Printer ink April (£14.99), May (£22.99) and stamps (£3.80)	41.78
693192145	Clerks salary – June 2022	-
	Clerks NI & Tax for June 2022	124.00
98463442	Tamsyn d'Arienzo - jubilee expenses including purchase of PA system	534.62
98463442	Tamsyn d'Arienzo – purchase of laminator	43.27
275343796	Barcombe Landscapes – 3 x mowing Beechwood Park	162.00
339236709	Kevin Kingston – reimbursement for two pairs of replacement football goal nets	97.93
273680781	MH goals – replacement wheel for goalposts	46.56
	Greg Cockram - Grass cutting - Malthouse way	80.00
	Spiel signs – artwork for new Beechwood hall sign	48.00
	Spiel signs – erection of new sign and noticeboard	228.00
	Bus shelter cleaning	10.00

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

Detailed below are the April – June 2022 (payments made and income received)

**EXPENDITURE**

Cost centre	£	Notes
Audit		

Grants		
Grounds maintenance		
Office expenses/administration		
Other expenses		
Premises		
Subscriptions		
<b>TOTAL</b>		

## INCOME

	£	Notes
Precept		
VAT reclaim		
CIL payment		
Other payments		
<b>TOTAL</b>		

Balance per bank statement as at 30 June 2022	£
Unity Trust - current account	
Un-represented cheques	NIL
Unity Trust - savings account	12,000.00

### c) Internal auditor report – see appendix 1 to this agenda

**8. Planning matters - to receive any report from the planning committee:**  
*Chair and Cllr Redwood*

#### (a) Applications still awaiting decision/in progress (as at 25 April 2022)

**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’.**

**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.**

**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 – **HPC has submitted an objection to this application on a number of issues however further discussions are likely to take place with applicant/developer. Our full objection can be read on LDC planning portal.**

**LW/21/0573** | outline application to demolish an existing bungalow and rebuild 4 new two bedroom cottages with off road parking concerning access and layout with remaining matters reserved | Two Ways Bevernbridge South Road South Common South Chailey East

Sussex BN8 4QD – ***No objections in principle subject to the boundary treatment to the A275 providing for generous landscaping, with any built structures (fence or wall) between the landscaping and the new houses. HPC would request an informative to this effect.***

**LW/21/0741** | Erection of detached 3 bedroom house | The Orchard, North End Lane, Hamsey, BN8 5TE. ***HPC offer ‘no objection’ to this application***

**SDNP/21/05817/FUL** | conversion of outbuilding to holiday let | Comments by 23 December 2021 | Pellbrook House, The Drove, Offham, BN8 5TA. ***HPC offer ‘no objection’ to this application.***

**SDNP/22/02433/TCA** | dismantle of mature cypress tree to ground level | Thatchers Cottage, Allington Lane, East Chiltington. ***HPC offer ‘no objection’ to this application***

#### **(b) Applications refused since last meeting**

**LW/21/0903 & LW/21/0904** | **Bouverie Cottage, Cooksbridge Road, Cooksbridge** | householder and listed building consent application – demolition of existing rear extension and replacement single storey rear extension with no3 rooflights. ***HPC offer ‘no objection’ to this application***

#### **(c) Applications determined/approved since last meeting**

**LW/21/0622** | demolition of an existing office building, erection of 13no. dwellings (mix of 2 and 3 bedrooms), redesign of parking area serving a consented office building, additional garden area for Kiln Cottage and all associated works. | Retained Land At Antler Homes, Old Hamsey, Brickworks Development & Avid Commercial Building Knights Court, South Chailey, BN8 4QF. **Cllr D’Arienzo attended LDC’s Planning Applications Committee on 27 April 2022 to object to the application but the application was approved at the meeting.**

**LW/21/0573** | REVISED SITE LAYOUT - Two Ways Bevernbridge South Road South Common South Chailey East Sussex Proposal: Demolish an existing bungalow and rebuild 4 new two bedroom cottages with off road parking concerning access and layout with remaining matters reserved. ***No objections in principle subject to the boundary treatment to the A275 providing for generous landscaping, with any built structures (fence or wall) between the landscaping and the new houses. HPC would request an informative to this effect.***

### **9. Grant applications**

To consider any grant applications received

9.1 Two grant applications approved and paid since last meeting to BB/OHL residents association for £250 and Monday afternoon club for £250. No further applications received in June.

### **10. Beechwood Hall Working Group - Cllr McBrown**

To receive any reports from Beechwood Hall working group

10.1

**11. Correspondence**

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

11.1 To note May & June correspondence logs (previously circulated) and discuss any issues

**12. Reports from meetings**

To receive any reports from meetings attended by Councillors or Clerk

12.1 .

**13. Highway and Traffic issues - Cllr McBrown**

To discuss any Highway and Traffic issues

13.1

**14. To consider Rail and Bus issues - CllrMcBrown**

To discuss any rail and bus issues

14.1

**15. Police/ Neighbourhood Watch - Cllr McBrown**

To discuss any Police & Neighbourhood watch issues

15.1

**16. Environment – Cllr Croft**

To discuss any Environmental issues affecting the Parish

16.1

**17. General improvements to Parish**

To discuss general improvements to the Parish

**17.1 CIL Bid** – To discuss progress with CIL bid to Lewes District Council for Malthouse way play park (Cllr McBrown to update the meeting)

**18. Bevernbridge update – Cllr McKendrick**

Update of issues at Bevernbridge/Hamsey Lakes

18.1 Cllr McKendrick to update the meeting on progress.

**19. Footpaths and rights way**

To discuss footpaths and rights of way within the Parish

19.1

**20. Council policies – Parish Clerk**  
To discuss any changes to Council policies

20.1 As discussed with the Internal Auditor the following policies will be reviewed over the next two months and will be reported for agreement to the Council meeting on 15 September 2022

Financial regulations  
Standing orders  
Risk assessment

**21. Future agenda items**  
To discuss and note future agenda items/reports

21.1

**22. Dates for future meetings in 2022**  
To agree future meeting dates

22.1 To note and agree the following Council meeting dates for 2022. It is proposed that we revert back to Thursday evening meetings on the following dates with a start time of 7.30pm

Thursday 15 September  
Thursday 10 November

**Signed**..... **Dated**.....  
Kevin Kingston – Hamsey Parish Clerk/RFO

*Notes*

*1. Agenda Item 10 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.*

*2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on [clerk@hamsey.net](mailto:clerk@hamsey.net)*

## Appendix 1 – action log

1	May 2022 meeting	Responsibility	Completed
1	Section 106 agreement for Hamsey Lakes	Td'A/Cllr Linington	
2	Grant application payment to Monday afternoon Group	KK	Payment made
3	Grant application payment to OHL/BB	KK	Awaiting bank details
4	Grant applications made by Hamsey PC to SW & SE Water	DP	Delayed until Aug/Sept
5	Ivors Lane sign missing – report to ESCC	KK	Reported
6	Refund cost of wildflower plugs	KK	Payment made
7	Purchase small PA unit	Td'A	Yes
8	Late summer event to be planned	DP	
9	North end stream bridge in need of repair contact ESCC	Cllr Linington and Cllr Milligan	

## Appendix 2 – internal auditor report

### INTERNAL AUDITOR'S REPORT TO HAMSEY PARISH COUNCIL for 2021/22

1. I have carried out my Internal Audit function in accordance with the Local Councils' Governance and Accountability Guidance. This has included making test checks on the Council's financial transactions and evaluating whether or not the Council's system of internal financial control is adequate for the purpose intended and effective. It has also included a review of how various risks facing the Council are being dealt with. My visit to inspect the physical records was made on 18th May 2022. Much of the work was completed in my home office on 12th May 2022 and 19th May 2022.
2. I would like to thank the clerk, Kevin Kingston, for the help and co-operation he has given me for my Internal Audit work for 2021/22; the information and explanations that he supplied have assisted me in drawing my audit conclusions.
3. The work that I have undertaken has included making test checks on each of the fifteen objectives of internal control, apart from the following area:- F. Petty cash.  
The Council does not maintain a petty cash.

I have sought explanations and clarifications on the various procedures carried out by the Council, including an examination of the minutes to identify some of the key issues currently faced by the council. I am satisfied that the issues that I identified are being dealt with in a professional way by the clerk.

4. In November 2021, the Council adopted the Scribe software to handle its book-keeping and accounting. The clerk has set up the new software in a very efficient manner so that it can provide all of the financial data that is needed for the Council's management of its finances. I noted that the system was up to date and being operated very well. Scribe is an online package and I was able to access it from my home office in order to complete some of my internal audit work. I am grateful to the clerk for putting all of the Council's 2021/22 financial transactions on to Scribe, going back to 1<sup>st</sup> April 2021.
5. Apart from my comment in 4 above, during the course of my work, no matter has arisen which I would need to draw to the attention of the Members of the Council.
6. I can report to the Council that the internal control objectives have been met in all significant respects.





## Appendix 3

