

**LAMBERHURST PARISH COUNCIL
SUMMONS & AGENDA
For the ANNUAL PARISH COUNCIL MEETING
On Tuesday 8th May 2018 at 7.30pm.
In the War Memorial Hall Lamberhurst (Side Hall)
*Please note there will be a 15 minute public question time
at the commencement of this APC Meeting***

Members Present	Cllr Denis Cruse	DC
	Cllr John Uren	JU
	Cllr Rolf Smith	RS
	Cllr Sam Nicholas	SN
	Cllr John Francis	JF
	Cllr Clive Stott	CS
	Cllr Steve Cannella	SC

In Attendance	Parish Clerk – Barbara Uren	BU
	PCSO – Dave Jenkins	DJ
	Borough Cllr – Barry Noakes	BN
	Minutes Secretary – John Mottershead 3 x Members of the public	JM

DC announced the death of Cllr. Bernard Bryant, acknowledged his long service on the Parish Council and extended the Councils deepest condolences to his family

1 Election of Chairman: Vice Chairman &
RFO (Responsible Financial Officer)

*SC nominates for all positions, SN seconds, all approved.
DC signed Declaration of Acceptance of Office of Chairman;
JU accepted as vice-chairman and JF as RFO*

2 Apologies for absence: DHB and EH

3 Declarations of interest: There were none
*(In accordance with the current Members' Code of Conduct
in respect of items on this agenda).*

4. PCSO Dave Jenkins:

The Chairman welcomed the PCSO and began by asking if there was any type of activity that we (Lamberhurst) should be on the look out for. He was also

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asked if there was any specific regulations to prevent people parking on the pavements.

He was not able to provide much detail to either of these questions.

SN mentioned the speed awareness campaign and asked if this was something the PCSO could support. DJ promised to talk with SN later.

SC asked about the authority of out-riders marshalling cycle races.

The Chairman offered his opinion that as far as he is aware; unless the road has been closed specifically, all must obey the applicable road laws. He urged parishioners to report those infringing road traffic regulations.

DJ responded by saying that he is unable to enforce regulations.

The Chairman thanked DJ for attending. DJ left the meeting at this point.

DC - Welcomes Borough Councillor BN

The Chairman asked about the current status of the plans for the civic centre, and BN replied that it is still subject to planning. When pressed about the financial status, specifically is the plan to sell the current town hall? He was not able to elaborate. The total cost is substantial, however.

JF asked BN if he personally has confidence that the complex can be funded without putting up rates; and BN replied that he is not really authorised to comment on the financial implications.

Concern was expressed about the timing of the project, given that half of the shops in the RVP in TW are empty, and parking costs are increasing.

SN added that we need good reliable public transport to bring people into town and discourage driving.

DC – Thanked BN.

5. Appointment of Officers, Sub-Groups & Representatives:

Minutes Secretary – John Mottershead

Common Land – Continue as is

Planning – Continue as is.

Finance – JF continues as RFO.

Events liaison – Invite GW to become a co-optee

Neighbourhood Plan – add Graham White , remove JF and DC

Website – Chris Hepher wishes to retire and is still trying to find a replacement to take on the website upkeep

The Chairman asked all to think who might be approached to update/replace the website, and suggested we return to this in the July meeting.

SC asked if he could join DHB as a business representative. Agreed

The Chairman asked if there was a preference for either electronic or paper agendas and summons. A vote was taken and the preference was for paper copies.

**6. To approve minutes of Meeting held on 13th March & the 17th April
APM**

13th March Page 1 – Should read Sam Nicholas

17th April APM – Appendix 2 not actually attached.

7. Matters Arising from those minutes:

As a neighbour of those concerned, JM was able to provide an update to the council on matters regarding the clock.

Gala Lights maintenance – In Hand

Street Lights – A short discussion was held regarding which would be the best light for an LED trial?

It was noted that the light opposite The Chequers is on all day.

The clerk asked for the light reference number so that it could be reported.

Woodland Management Plan – grants applied for. Not heard back to date

Car Park height barrier – should have been fitted last week but still in hand.

APM – the minutes secretary was commended on the presentation of the minutes.

8. Accounts:

Approval of Annual Accounts

The Council considered and approved the final version of the detailed Annual Receipts and Payments Account for the year ended 31 March 2018.

JF took members through the statutory Annual Governance and Accountability Return 2017/18. The Internal Auditor (Miss Samantha Wells FCA) had completed and signed the Internal Audit Report, with no adverse findings. Councillors considered a series of nine assertions relating to internal control and accounting laid out in the Annual Governance Statement in Section 1. Two assertions were not applicable, and councillors agreed to the remaining seven. The accounting statements in section 2 were a summarisation of the detailed annual accounts already approved, so section 2 was also approved.

The accounts were signed as required by the Chairman, Clerk and Responsible Financial Officer and the Clerk was authorised to send them to the external auditors with additional reports which were available at the meeting.

All voted in favour of accepting the RFO report.

Appointment of Internal Auditor

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JF – Proposed keeping Miss Samantha Wells FCA as Internal Auditor – Accepted by all.

9. Data Protection:

Appointment of DPO & GDPR Data

It was reported that a number of neighbouring parishes have decided to use the services of The Local Council Public Advisory Service. They offer their services for a £150 annual fee.

The Chairman proposed appointing LCPAS to act as our data protection officer for this year.

A point was made that it would not be worth paying extra for a meeting with them at this stage, and it was held to be valid.

After a show of hands, all were in favour of the Chairman's proposal.

10. Planning:

Decisions of the Planning Authority since the list was printed.

Goggers Barn – Withdrawn

Town Hill Lodge – Granted

Down House – Refused

Free Heath Poultry Unit – Refused

Broadway House – Awaiting decision

11. Correspondence:

List attached

1. PWAC Newsletter – Agreed to accept to continue to receive
2. E-mail from resident of nearby parish concerned about the safety of traffic calming built outs in the Slade - Noted [built-outs have been a cause for concern previously but have been reviewed by KHS]
3. KALC and NALC – DC – Proposed to continue membership – Agreed
4. E.H. Bayham Abbey – Information that the site was now a "Free Site" and that EH are looking for volunteers to become "key keepers."
5. High Weald Partnership Event on 23rd May – SN will report

12. Representative Reports:

Hall Managers

JU reported on state of hall floor, and pointed out the taped areas.

The Chairman asked if the parish council would vote to pay remaining £3000 towards floor costs out of reserves, and having noted that due diligence had been done in obtaining quotes, proposed payment to hall managers.

All agreed.

Neighbourhood Plan

Graham White addressed the council in his capacity as chairman of the neighbourhood planning group.

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The Chairman thanked him on behalf of the council, and expressed his gratitude that GW has taken on this role.

GW then went on to state that we are at the definition stage of the project where we define roles and tasks. A lot of this project will be about engagement with the parish. A steering group has been formed; and following from that there are a number of working groups. He pointed out that the example from other local parishes has been very helpful, and we are tapping in to quite a lot of existing information.

SN stated that not many more were needed in the working groups; but volunteers will be useful when the groundwork is being done (delivery and collection of surveys, analysis of answers, etc). It was asked if inserts in the parish magazine be useful as the magazine ought to be going to every household in the parish.

GW then went on to say that he only agreed to take on the role, on the understanding that it would be properly resourced.

The costs are currently estimated at £20K, but that would be for this year only; and we are looking at approximately £25K in total.

The Chairman asked where the shortfall in costs might come from? He also asked BN how much we would be likely to receive towards the neighbourhood plan. BN replied that the NP referendum is paid for by the Borough Council. That is the law.

SN added that we have Jim Boot acting as a consultant, and his costs are within the estimated £25K

JF stated that he thinks it is not necessary to cover this all in one year.

The Chairman asked for it to be minuted that we have received an expenditure estimate from the NP group. The RFO thinks the costs could be managed by appropriate increases in the parish precept, but this should not hold up the NP process.

GW then stated that are enough people with enough commitment to make a success of the NP. We should prepare people, and get them thinking about this process.

The Chairman asked if it would be a good idea to have a regular article in the parish magazine outlining the progress of the NP, and GW replied without a doubt, and also use social media and other available means to raise awareness.

The Chairman then thanked GW for his work in this role; offered the support of the council, and wished the NP every success.

Speedwatch

SN - 39 penalties issued.

Equipment we currently have is not worth investing in as it cannot be re-calibrated to different speed limits by ourselves. It would cost £2K and we would only get a grant for £1K.

Requested consideration of a small sum of money to run a safety campaign.

Common Land

A number of issues had been identified during the recent common land walkabout at Hook Green.

A request had been received from a resident on The Down asking permission to lay an electric cable to his shed over common land. This was discussed and the Clerk

