



LAUGHTON PARISH COUNCIL

February Minutes 15th February 2017,

Present: Cllr Miranda Dart, (Vice-Chairman), Cllr Chris Mortimer, Cllr Mike Cook, Cllr Alex Carey and Cllr Ann Newton

2 members of the public present.

- 1. Apologies for absence** – Cllr Jackie Breeds, Cllr Nick Bennett and Cllr Genesis Alexander.
- 2. Election of Chairman-** Due to no candidates wishing to take on the role at present. The election will carry on to next month's agenda.
- 3. Declaration of Members interest** – Cllr Carey declared a personal interest to planning application WD/2017/0190/F
- 4. To accept the minutes from Laughton Parish Council meeting held on the 18th January 2017** – They were agreed a true record and signed by Cllr Dart.
- 5. Questions and statements from members of the public, relating to matters on the agenda** – A member of the public expressed interest in agenda item 11 'Community Hall.'

Another member of the public informed the council of a letter they had produced with the current plan and progress of Vert woods project. Cllr Carey read out the letter for all the councillors. The letter will be emailed to the clerk who will circulate to all councillors. A report will be prepared by the member of the public for the next meeting in March. All **Agreed** this procedure.

Member of the public left the meeting.

6. East Sussex County Council and Wealden District council reports- Cllr Newton reported she had looked at the Vert Woods Project with a parishioner. Cllr Newton has viewed the plans and understands what they are trying to achieve with the woodlands. The Woodland trust has the support of John Stafford who is associated with the forestry commission. Cllr Newton can see the potential for the development of a car park. The main important factor is to keep all parties informed and able to comment on the procedure.

7. Planning

a)Plans- None

b) To consider any planning applications that have been received after agenda has been published.

WD/2017/0122/FR- WOODSIDE FARM, BROOMHAM LANE, WHITESMITH, BN8 6JQ – RETENTION OF BARN AND USE AS STABLES.

Laughton Parish Council recommended refusal of this application for the following reasons:

The design of the building will cause very poor welfare conditions for any animals housed in it due to lack of light and ventilation. As such it is totally unsuitable for the purpose proposed and so will create pressure for an alternative use.

The location of the building is yet more incursions into the countryside by this applicant for which there is no justification. There is no agricultural business at Woodside Farm which might have justified the structure and any buildings which might have been used for agriculture now have planning permission for dwellings.

WD/2017/0190/F- CONCORD,SHORTGATE LANE,LAUGHTON, BN8 6DQ- CONSTRUCTION OF NEW DOUBLE BAY HERITAGE FRAME GARAGE WITH ATTACHED HOBBY ROOM AND ASSOCIATED LANDSCAPING.

Laughton Parish Council have no objections to this application.

c) Planning application refused, approved, referred, withdrawn or appeals.

WD/2016/2594/F- PROPOSED EXTENSION TO OFFICES, THE ESTATE OFFICE, PARK LANE, LAUGHTON, BN8 6BP- APPROVED

d) To note approved responses to applications and appeals approved by email.

NONE

e) Other planning matters to discuss any other planning matters brought to the attention of the council.

- Letter regarding alleged unauthorised stationing of a residential caravan/motor home, Parkside Farm, Shortgate Lane, Laughton, BN8 6DG-

The planning department researched into the unauthorised stationing of the caravan and it has since been sold and removed. No further investigation or procedure is required.

Letter regarding alleged unauthorised change of use of outbuilding Sycamore Cottage, Church Lane, Laughton, BN8 6AH

*A letter was received from the planning department requiring more information regarding the use of the outbuilding at Sycamore Cottage. The planning department asked whether the outbuilding was being used as an ancillary accommodation or it is being used independently to the main dwelling. Members of the Council believed it is being used as an ancillary accommodation, this being true is it an authorised use of the outbuilding. The clerk will formulate a reply to the planning department and no further action is required. All **Agreed** this procedure.*

Cllr Newton left the meeting

Agenda order suspended under standing orders, Mr Herdman brought forward the information he wished to discuss with the council.

11. Community Hall- *A draft of the recommended letting's policy document was previously circulated to all councillors. Members of the council discussed the policy briefly. Mr Herdman explained school governors are responsible for all policies connected with the school and associated buildings. Cllr Dart expressed the members of the council are unclear of the jurisdiction of the 'Community Hall' if it lies*

with the Parish Council or the school. Cllr Dart also noted the policy document incorporates Pelham field which is not believed to be part of the agreement. Members of the council resolved to investigate further into the back ground of the 'Community Hall'. Members of the council expressed they want to work with the school and be involved with the 'Community Hall'. Firstly clarification on who is responsible needs to be evident. Cllr Mortimer took the deeds and associated paperwork for investigation. The members of the council **Agreed** to investigate and report the position of the Parish Council regarding the 'Community Hall' on next month agenda.

Mr Paul Herdman explained to the Parish council's there is a subsidence problem regarding one of the schools storage buildings. This is believed to be caused by a tree on Parish council land. The clerk will contact the Parishes insurers to investigate the matter.

8. Financial matters – A schedule of receipts and payments was presented at the meeting. It was all **Agreed** and signed.

9. Public access Defibrillator –Cllr Alexander was absent at the meeting, the item will placed on next month's agenda

10. Playground area review – Cllr Carey continues to rectify the issues in the playgrounds. Cllr Carey has worked tirelessly on achieving the safety of the playground and to carry out task that have been brought to the attention from the monthly reports. 60 plastic domes that were previously ordered (these are the plastic protection to cover screws and bolts) have all been used. Cllr Carey reported a further 60 domes is needed. The members of the council thanked Cllr Carey for the continued work on the playground.

12. Village troughs in village center- Cllr Dart recently discussed the upkeep of the village troughs with two parishioners who previously showed interest. The two parishioners agreed they would like to decorate and upkeep the village troughs. Cllr Dart noted the Village funds could help finance any new material required. The parishioners are to email and inform the clerk of equipment needed. The clerk will bring this to the attention of councillors for agreement. This procedure was **Agreed** by all members of the council.

13. Pension working party- Cllr Dart brought to the attention of the council the parish have a legal obligation to provide or offer a pension to the clerk before the 1st May 2017. It was resolved to create a working party to find a pension arrangement. The working party will consist of Cllr Cook, Cllr Mortimer and Cllr Dart. Cllr Dart will circulate an email to start the process.

14. Asset list – A copy of the asset list was circulated previously to all councillors. It was agreed Cllr Dart, Cllr Mortimer and Mrs Hensher would visit each geographical asset, record location and photograph to upgrade the current document. The clerk will email the councillors to arrange visit. All **Agreed** this procedure.

15. Hire documents for the village green and Pelham field- The clerk informed the council of a telephone conversation with the solicitor associated with Lord Chichester in response to the letter he received from the Parish Council. The solicitor required a few questions to be clarified before he could take the matter further. It was resolved Cllr Mortimer and the clerk would produce a letter of responses for the solicitor.

16. Agenda order – Cllr Mortimer recommended reordering the agenda, this may contribute to an improved attendance of the Parish Council meetings by parishioners. This recommendation was suggested by a member of the public after a small discussion. Cllr Mortimer explained the topics of interest are at the end of the agenda and perhaps a reorder of the planning section may be

beneficial. Cllr Dart explained at a neighbouring parish they have a public session before the meeting to allow the public to attend and express any views and interest. A small discussion took place between members. It was resolved Cllr Dart would investigate further into how the public session works for the other parishes. This will be placed on next month agenda.

17. Correspondence

Laughton Preschool email regarding banner – *Members resolved after a small discussion the Village Green is Public land and cannot be used in association of advertising any private businesses. Any email in future will be directly responded by the clerk.*

a) Correspondence after the agenda was published

- **A form was sent to complete for transparency funds for small authorities** - *The clerk to complete.*
- **Tackling flooding** – *email to be circulated to all councils.*
- **Taxi Service** - *email to be circulated to all councils*

18. Outstanding Matters – Members noted the following items remain outstanding:

- a) Review of financial regulations
- b) Review of parish council Risk assessment
- c) To carry out requirements from internal audit

These will be addressed by the clerk, matters are being dealt with and they are an ongoing process. This was reported by the clerk.

19. Clerk overtime- *Clerk showed a time sheet with overtime of the hours covered in the last month. All **Agreed** hours worked. The clerk discussed currently she is owed 23hrs 45mins of holiday to be taken before the 31st March. The clerk explained holiday had not been taken as she was learning the role and catching up with the back log of work. It was agreed for this occasion for the holiday to be paid. All **Agreed** this procedure.*

20. Reports (by leave) not for decision –

- *Cllr Mortimer reported he was attending a free funding workshop in March. Cllr Mortimer also would like to attend Salc's spring workshop. The clerk will book him a place.*
- *Cllr Dart noted Mrs Jean-Mary Crozier is organising a litter picking event.*
- *Cllr Carey reported the ditches around Laughton are being cleared which should help with drainage and litter.*

Meeting closed 21.37