



# Sedlescombe Parish Council

Minutes of the **FULL COUNCIL** Meeting

held on Tuesday 14th November 2017 in Committee Room 2 of Sedlescombe Village Hall

**Present:**

Cllr. Jonathan Vine-Hall (Chairman)	Cllr. Roy Chapman	Cllr. Andy Waters	District Cllr. Tony Ganly
Cllr. Pauline Glew (Vice-Chair)	Cllr. Lindsay Fraser	Mrs Carol Hodgson (Clerk/RFO)	1 Member of the public
Cllr. Peter Anson	Cllr. Gareth Matthews	County Cllr. Carl Maynard (in part)	

The following were invited to provide reports prior to the meeting:

County Councillor Carl Maynard: No updates received.

District Councillor Tony Ganly: No updates received.

Mrs Susan Walton (Chief Executive of Pestalozzi International Village): Not in attendance. Report received.

Mrs Caroline Harvey (Head of Sedlescombe Primary School): Not in attendance. No updates received.

Item	Agenda Item (C17.)
<b>121.</b>	<b>Apologies</b> Apologies were received from Cllr. Brister and Mrs Susan Walton (Chief Executive of Pestalozzi ).
<b>122.</b>	<b>Interests in accordance with 2012 Code of Conduct</b>
1.	<b>To receive new written requests for dispensation.</b> No new written requests were received.
2.	<b>To receive councillors' declarations of interest regarding matters on the agenda.</b> Cllr. Matthews declared a personal interest in item 126.1.c as a neighbour to the planning applicant.
<b>123.</b>	<b>Public participation session re matters on the Agenda at the Chairman's discretion.</b> The Chairman invited members of the public to speak. No comments were received.
<b>124.</b>	<b>To approve the minutes of the Council Meeting on 26th September 2017</b> <b>RESOLVED: That the Chairman is authorised to sign the Minutes of the meeting held on 26th September 2017.</b>
<b>125.</b>	<b>If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</b> 'That the public be excluded from the meeting during consideration of agenda item(s) on the grounds that publicity would be prejudicial to the public interest [by reason of the confidential nature of the business] or [for other special reason which must be stated].' The Chairman advised that the meeting would be closed for item 136.1 to discuss staffing matters.
<b>126.</b>	<b>Planning</b>
1.	<b>To consider responses to planning applications.</b>
a.	<b><a href="#">RR/2017/1860/L</a> - Kester House, The Street, Sedlescombe TN33 0QB</b> <b>Replacement of three first floor windows to front elevation due to non-repairable decay to existing timber framed windows.</b> Cllr. Waters reported. <b>RESOLVED: Parish Council supports approval of this planning proposal based on a like for like replacement of the windows.</b>
b.	<b><a href="#">RR/2017/2222/T</a> - 13 Orchard Way, Sedlescombe TN33 0RD</b> <b>Oak tree - reduce width and height by 25% remove small amounts of dead wood.</b> Cllr. Glew reported. <b>RESOLVED: Parish Council has no objections and supports approval of the proposed tree work.</b>
c.	<b><a href="#">RR/2017/2233/P</a> - 20 Gorselands, Sedlescombe TN33 0PT</b> <b>Proposed front extension. Conversion of garage and alterations.</b> Cllr. Vine-Hall reported. <b>RESOLVED: Parish Council has no objections to this planning proposal and supports approval.</b>
d.	<b><a href="#">RR/2017/2291/L</a> - Chittlebirch, Cripps Corner, Sedlescombe TN32 5SA</b> <b>Proposed side extension and internal alterations.</b> Cllr. Vine-Hall reported. <b>RESOLVED: Council has no objections to this planning proposal.</b>
	<b><a href="#">RR/2017/2290/P</a> - Chittlebirch, Cripps Corner, Sedlescombe TN32 5SA</b> <b>Proposed side extension and internal alterations.</b> Cllr. Vine-Hall reported. <b>RESOLVED: Council has no objections to this planning proposal.</b>
e.	<b><a href="#">RR/2017/2288/P</a> - Brickwall Hotel - land adjacent, The Green, Sedlescombe TN33 0QA</b> <b>Outline: Erection of two dwellings.</b>

	<p>Cllr. Glew reported.  <b>RESOLVED:</b> Parish Council has no objections to the proposed development but has concerns regarding the 2 vehicular access points onto Brede Lane near to a bend in the lane. PC would support a shared vehicular access with the Brickwall Hotel drive as per the previous outline planning application RR/2015/414/P.</p> <p>f. <a href="#">RR/2017/2310/L</a> - Strawberry Hill Farm, Poppinghole Lane, Sedlescombe TN32 5QY  <b>Proposed re-roofing with plain clay tiles.</b>  Cllr. Chapman reported.  <b>RESOLVED:</b> Parish Council has no objections to this planning proposal.</p> <p>g. <a href="#">RR/2017/2451/P</a> - Constant Spring, Hawkhurst Road, Sedlescombe TN33 0QS  <b>Replacement dwelling.</b>  Cllr. Chapman reported.  <b>RESOLVED:</b> Parish Council has concerns with access to the proposed double garage and the increase in size of the original dwelling.</p> <p>2. <b>To receive advice of decisions on previous applications.</b></p> <p>a. <a href="#">RR/2017/1472/P</a> - Dinos, Churchland Lane, Sedlescombe TN33 0PF  <b>Side conservatory on detached bungalow.</b>  <b>Outcome:</b> APPROVED CONDITIONAL as per decision notice <a href="#">29-Sep-17</a>  Noted.</p> <p>b. <a href="#">RR/2017/1739/L</a> - Strawberry Hill Farm, Poppinghole Lane, Sedlescombe TN32 5QY  <b>Replacement of 4 existing external doors with handmade bespoke English oak doors.</b>  <b>Outcome:</b> WITHDRAWN as per decision notice <a href="#">09-Oct-17</a>  Noted.</p> <p>c. <a href="#">RR/2017/1737/O</a> - Inkpen Cottage, Poppinghole Lane, Sedlescombe TN32 5QY  <b>Certificate for Existing Lawful Use as a single dwelling house.</b>  <b>Outcome:</b> LAWFUL DC REFUSED as per decision notice <a href="#">26-Sep-17</a>  Noted.</p> <p>d. <a href="#">RR/2017/1987/P</a> - Cressenden, Sandrock Hill, Sedlescombe TN33 0QR  <b>Side extension to dwelling with raised ridge height and dormers.</b>  <b>Outcome:</b> APPROVED CONDITIONAL as per decision notice <a href="#">24-Oct-17</a>  Noted.</p> <p>e. <a href="#">RR/2017/2034/O</a> - By the Way, Sandrock Hill, Sedlescombe TN33 0QR  <b>Partial reconstruction of a workshop/studio building without the benefit of planning permission.</b>  <b>Outcome:</b> LAWFUL DC APPROVED as per decision notice <a href="#">02-Nov-17</a>  Noted.</p> <p>f. <a href="#">RR/2017/2048/P</a> - 16 Park Shaw, Sedlescombe TN33 0PP  <b>Loft conversion with dormers to rear. Replacement of existing tiles. Conversion of garage (Retrospective)</b>  <b>Outcome:</b> APPROVED CONDITIONAL as per decision notice <a href="#">01-Nov-17</a>  Noted.</p>	
127.	<p><b>Freedom of Information Act request from a Sedlescombe Resident.</b></p> <p>To apply the public interest test and weigh the arguments for and against maintaining a refusal to disclose information. Parish Council has engaged <a href="#">Section 41</a> and <a href="#">Section 42</a> of the Freedom of Information Act - only in part - on 2 of the 5 requests for information on the following matters:-</p> <p>a. To release information in relation to Counsel's opinion for a Judicial Review of the 'Land at Brede Lane' planning decision. The request has been refused by Parish Council under <a href="#">Section 42</a> of the FOIA - Legal professional privilege(LLP).  Members had been circulated correspondence from the resident requesting the information, together with Surrey Hills Solicitors legal opinion to enable them to consider the public interest test and weigh the arguments for and against maintaining a refusal to disclose information held by Parish Council in relation to this request.  The Clerk was asked to write to the resident advising of Parish Council's decision.  <b>RESOLVED: To follow the legal advice received from Surrey Hills Solicitors and decline to disclose the information in relation to Counsel's opinion on a Judicial Review of the 'Land at Brede Lane' planning decision. The request has been refused by Parish Council under Section 42 of the FOIA - Legal professional privilege(LLP)' as an exemption listed in Part II of the Freedom of Information Act.</b></p> <p>b. To release redacted information in the confidential Minutes of 28th February 2017 under C16/17.4 and Minutes of 21st June 2017 C17.17a relating to a gift from an anonymous donor who explicitly</p>	CH

	<p>stated that the conditions were to remain confidential. Parish Council has respected the 'Donor's' request and has refused to release this information under <a href="#">Section 41</a> of the FOIA - Information provided in Confidence.</p> <p>Members had been circulated correspondence from the resident requesting the information, together with Surrey Hills Solicitors legal opinion to enable them to consider the public interest test and weigh the arguments for and against maintaining a refusal to disclose information held by Parish Council in relation to this request.</p> <p>The Clerk was asked to write to the resident advising of Parish Council's decision.</p> <p><b>RESOLVED: To follow the legal advice received from Surrey Hills Solicitors and decline disclosing the request to release the redacted information in the confidential Minutes of 28th February 2017 under C16/17.4 and Minutes of 21st June 2017 C17.17a relating to a gift from an anonymous donor who explicitly stated that the conditions were to remain confidential. Parish Council has respected the 'Donor's' request and has refused to release this information under Section 41 of the FOIA - Information provided in Confidence' as an exemption listed in Part II of the Freedom of Information Act.</b></p> <p>c. To respond to the question 'Can you please confirm that at the meeting of 28th February 2017 that no reference was made to the District Council's unknown proposed costs which would have impacted on all Council taxpayers across the District'.</p> <p>Members had been circulated correspondence from the resident requesting the information, together with Surrey Hills Solicitors legal opinion.</p> <p>The Clerk was asked to write to the resident advising of Parish Council's decision.</p> <p><b>RESOLVED: The information is in the public domain to be interpreted as seen by way of the minutes of the meeting held on 28th February 2017.</b></p>	CH
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128.	<p><b>Casual Vacancy</b></p> <p><b>To consider applications for the Casual Vacancy on Parish Council.</b></p> <p>One application had been received for the casual vacancy. Members had met the candidate for a question and answer session prior to this meeting.</p> <p><b>RESOLVED: Members agreed to co-opt Mrs. Sallyann Sidgwick. Her period of office will be until the elections on 7th May 2019.</b></p>	
129.	<p><b>To consider response to Rother DC's Consultation on making a Public Spaces Protection Order (PSPO) to help reduce anti-social behaviour in the Rother district.</b></p> <p>Rother DC are consulting on six types of anti-social behaviour that could be tackled by a public protection orders for certain areas of Rother. The Consultation is open from 13th November 2017 to Friday 12th January 2018 (Nine weeks). Copy of Rother DC's Cabinet minutes of 2nd October 2017 were circulated at the meeting for Members to consider.</p> <p><b>RESOLVED: To defer responding to Rother DC's Consultation on making a Public Spaces Protection Order (PSPO) to help reduce anti-social behaviour in the Rother district to the Full Council meeting on 19th December 2017.</b></p>	
130.	<p><b>Neighbourhood Plan</b></p> <p><b>To receive an update.</b></p> <p>Cllr. Vine-Hall reported that the Independent Examiner's Report on the Sedlescombe Neighbourhood Plan was expected by the end of next week - 24th November 2017.</p>	
	Cllr. Maynard joined the meeting.	
131.	<p><b>Street Farm</b></p> <p><b>To receive an update.</b></p> <p>Cllr. Vine-Hall reported that the new construction plan for the development at Street Farm was now on Rother DC's website. It was noted that the proposed delivery times to the construction site had been scheduled to avoid school hours between 8.30 and 9.30 and 14.15 and 15.30. Concerns had been raised to the County and District Councils in relation to the provision of low level street lighting by the developer which would be out of character with the rural character of the Village - there being no other street lights. The outcome was awaited.</p> <p>Following another anonymous offer of a gift of financial support towards the cost of legal fees in applying for a judicial review of the Street Farm planning application, Parish Council had taken independent legal advice. Members in principle were in favour of accepting the offer.</p>	
132.	<p><b>Public Playing Field and Recreation Grounds</b></p> <p><b>1. To receive the Playground Inspection Reports</b></p> <p>Recent reports had identified increasing problems with the litter collection service provided by Parish Council's grounds maintenance contractors. The Clerk was asked to follow up on this.</p> <p>Concerns had been reported to the Rother District Neighbourhood Policing team with regard to the litter</p>	

2.	<p>bin at the East View Terrace Kickabout area which was regularly full with beer cans.</p> <p><b>Riverside Playground</b></p> <p>a. <b>To receive an update on replacing the agreed fencing.</b> Danson Trees had kindly agreed to hold the price on their earlier quote and instructed to commence the work in liaison with Cllr. Chapman.</p> <p>b. <b>To receive quotes for replacement of agreed safety surface around the play equipment</b> Cllr. Matthews reported that he had met with and received quotes from two play equipment suppliers. He was due to meet soon with a third supplier soon.</p>	RC GM																																																																	
133.	<p><b>Website</b></p> <p><b>To receive an update and quotes to build a new website with an annual maintenance contract provision.</b> Cllr. Brister had prepared a quotation proposal to redevelop Parish Council's website and invited four companies to quote. The Clerk had met with Cllr. Brister to review the quotations received to date. Due to extreme variances between the quotes in terms of cost, work involved and support, it was not possible to make a recommendation and further investigation / analysis would be need.</p> <p><b>RESOLVED: To compile a list of the criteria with the information received to date and re approach the companies for further details.</b></p>	MB /CH																																																																	
134.	<p><b>Finance and Audit</b></p> <p>1. <b>To receive the monthly statement of accounts to <u>31-Oct-17</u> and <u>transactions</u></b> <b>RESOLVED: That the monthly statement of accounts and transactions to 31st October 2017 were received.</b></p> <p>2. <b>To receive the bank reconciliation to <u>31-Oct-2017</u></b> <b>RESOLVED: That the bank reconciliation to 31st October 2017 was received.</b></p> <p>3. <b>To approve and sign the following cheques:</b></p> <table border="0" data-bbox="220 891 1444 1355"> <tr> <td>a.</td> <td>G Burley &amp; Sons Ltd</td> <td>Grounds Maintenance - Oct 17</td> <td>£265.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Grounds Maintenance - Sep17</td> <td>£265.00</td> <td>£ 530.00</td> </tr> <tr> <td>b.</td> <td>Fenland Leisure Products Ltd</td> <td>Swing Cradle - Riverside Play Area</td> <td></td> <td>£ 186.00</td> </tr> <tr> <td>c.</td> <td>Surrey Hills Solicitors</td> <td>Fees: Judicial Review</td> <td>£330.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Fees: FOIA Advice (Re: PJR)</td> <td>£552.00</td> <td>£ 882.00</td> </tr> <tr> <td>d.</td> <td>SSALC Ltd</td> <td>Cllr Training 26-Oct-17 (Cllr. Waters)</td> <td>£ 66.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>ESALC Conf 6-Oct-17 (Cllr. Vine-Hall)</td> <td>£ 48.00</td> <td>£ 114.00</td> </tr> <tr> <td>e.</td> <td>PKF Littlejohn LLP</td> <td>Y/e 31-Mar-17 External Audit</td> <td></td> <td>£ 360.00</td> </tr> <tr> <td>f.</td> <td>Catsfield PC</td> <td>Shared cost of printer ink</td> <td></td> <td>£ 63.23</td> </tr> <tr> <td>g.</td> <td>rCOH Ltd</td> <td>Attendance Public Hearing</td> <td></td> <td>£1380.00</td> </tr> <tr> <td>h.</td> <td>Mrs. C. Hodgson</td> <td>Salary – October 2017</td> <td>£878.97</td> <td></td> </tr> <tr> <td></td> <td></td> <td>A0 Frame Sign + 2 extra covers</td> <td>£133.34</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Sedlescombe VH September Hire</td> <td>£ 10.00</td> <td>£1022.31</td> </tr> </table> <p>The following cheque was also approved for payment:</p> <ul style="list-style-type: none"> <li>The Royal British Legion - Poppy Appeal: Donation for supplying a wreath for Remembrance Day in 2016 and 2017. £35.00. Reason: To meet the suppliers terms.</li> </ul> <p><b>RESOLVED: All cheques are approved for payment.</b></p>	a.	G Burley & Sons Ltd	Grounds Maintenance - Oct 17	£265.00				Grounds Maintenance - Sep17	£265.00	£ 530.00	b.	Fenland Leisure Products Ltd	Swing Cradle - Riverside Play Area		£ 186.00	c.	Surrey Hills Solicitors	Fees: Judicial Review	£330.00				Fees: FOIA Advice (Re: PJR)	£552.00	£ 882.00	d.	SSALC Ltd	Cllr Training 26-Oct-17 (Cllr. Waters)	£ 66.00				ESALC Conf 6-Oct-17 (Cllr. Vine-Hall)	£ 48.00	£ 114.00	e.	PKF Littlejohn LLP	Y/e 31-Mar-17 External Audit		£ 360.00	f.	Catsfield PC	Shared cost of printer ink		£ 63.23	g.	rCOH Ltd	Attendance Public Hearing		£1380.00	h.	Mrs. C. Hodgson	Salary – October 2017	£878.97				A0 Frame Sign + 2 extra covers	£133.34				Sedlescombe VH September Hire	£ 10.00	£1022.31	
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135.	<p><b>Reports, Correspondence, Questions and Future agenda items.</b></p> <p>a. <b>Red Barn Field</b> Cllr. Glew reported that the Red Barn Field Working group would like to thank Cllr. Brister for donating a strimmer and to thank Cllr. Waters for collecting the strimmer plus mending the gate to prevent the grazing sheep from escaping. Mrs. Pitcher had recommended that the sheep went back in Red Barn Field in February next year for further grazing.</p> <p>b. <b>Speed Watch (including Speed Watch sign)</b> Cllr. Waters reported that there had been a lack of support for Speed Watch sessions. Members would consider if a budget should be allocated to employee personnel. Cllr. Glew advised that Speed Watch was due to be discussed at the next RTAG meeting and would seek their advice.</p> <p>c. <b>Youth Club</b> Cllr. Vine-Hall reported from Mrs. Veitch that the Youth Club was waiting on funds to arrive.</p> <p>d. <b>Pavilion and Sportsfield</b> Cllrs. Vine-Hall and Anson had attended the recent Sedlescombe Sports Association AGM. Officers had been appointed and those committed to being involved were keen to move forward with other sporting options.</p> <p>e. <b>Sedlescombe Jobs Network</b> Cllr. Brister was not available for an update.</p>	PG MB																																																																	

	<p><b>f. Sedlescombe Village Hall Car Park</b> Cllr. Anson requested that a meeting was arranged with the secretary of the Village Hall Committee to discuss the Village Hall Car Park lease. The Clerk would circulate an email.</p> <p><b>g. General Data Protection Regulation</b> The Clerk circulated to Members an brief overview of the GDPR together with a 12 point guide produced by the ICO and NALC's guidance on Data Protection Officers for information.</p> <p><b>h. Any other</b> There were no further reports received.</p>	CH
	<p>The Chairman advised the attending Members of the public that the next business to be transacted was of a confidential nature.</p> <p>The following resolution was passed: That the public be excluded from the meeting during consideration of agenda item 136.1 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business - 'Engagement and terms of service of employees'.</p>	
136.	<p><b>Staffing</b></p> <p><b>1. To receive an update on appointing a Clerk / RFO</b> <b>RESOLVED: To appoint Mrs. Carol Hodgson as Clerk / RFO with immediate effect.</b></p>	
	There being no further business the meeting closed at 20:25	

Chairman.....

Date.....