

FLETCHING PARISH COUNCIL

Clerk: Gabriella Paterson-Griggs

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MINUTES of the Meeting of **FLETCHING PARISH COUNCIL** held on Monday 5th June 2023 in the Village Hall, High Street, Fletching (7 – 8.42pm).

PRESENT: Councillors R Hannay (Chair), D Greenish (Vice-Chair), A Abraham, N Collum, W Constantinou, K Minch and L Snelgrove

Also in attendance: Gabriella Paterson-Griggs (Clerk and RFO), Councillor Christina Coleman (District Cllr) and Councillor Roy Galley (ESCC Cllr)

Members of the Public in Attendance: 2

APOLOGIES: No apologies for absence were received

23/103. CO-OPTION OF COUNCILLORS

Three applications were received for the two casual vacancies for parish councillors. The Councillors asked questions of the two applicants who were present at the meeting. The applicants then left the meeting whilst the Council voted on their appointments.

It was **RESOLVED** that Ross Borton and Dan Kerwood be co-opted to the role of Parish Councillor.

Ross Borton signed the Declaration of Acceptance of Office which was witnessed by the Clerk as the Proper Officer.

23/104. DECLARATIONS OF INTEREST

Declarations of Interest **RECEIVED** in respect of items on the agenda, as required by the Members' Code of Conduct:

There were no Declarations of Interest

23/105. MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the last meeting held on 17th May 2023 were a correct record and were duly signed by the Chairman.

23/106. MATTERS ARISING

There were no matters arising.

23/107. REPORT FROM DISTRICT COUNCILLOR COLEMAN

Councillor Coleman reported that Wadhurst Parish had drafted a Neighbourhood Plan for adoption and it had been formally submitted to Wealden District Council for adoption. She also passed on the very sad news that James Adler, the CEO of the Ashdown Forest Conservators had died and paid tribute to him. The Parish Councillors echoed her sentiment at his passing.

23/108. REPORT FROM COUNTY COUNCILLOR GALLEY

Councillor Galley informed the meeting that there was nothing further to report since the last meeting and would be unable to attend the meeting in July.

23/109. WORKING GROUPS / EXTERNAL GROUPS

- i. *Fletching Recreation Ground Committee (FRGC):* The Clerk gave an update on the current situation with the insurance claim following the water leak at the pavilion. It was noted that works were still ongoing to ensure the building was dried out but that the insurance company had accepted the quote for the refurbishment and would pay the funds direct to the FRGC. It was confirmed that an electrical test had been undertaken which would be covered by the insurance claim.

In respect of the refurbishment, the Clerk explained that the Cricket Club had been raising funds to go towards refurbishing the pavilion and that there was now an opportunity to explore whether the combined funds could be used to bring the pavilion up to a high spec that could be utilised by the whole community. A meeting had been held with the club representative, Tim Stack, to gain

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an understanding of the works that were being proposed. The first stage would be to commission a report from a structural engineer to ensure the roof beams could be altered internally to allow for a vaulted ceiling, this would be paid for by the Cricket Club. It was noted that the refurbishment proposals were internal only so would not require planning permission. The Clerk recommended that the structural engineer be commissioned and that the Clerk, in conjunction with the FRGC, manage the project so that she could report back to the Parish Council on a regular basis and ensure approval was sought when appropriate.

There was some discussion as to whether it would be better to replace the pavilion altogether with a larger community hub style building but it was agreed that that was a longer term project and the focus at present needed to be on bringing the existing building back into use to comply with the purpose of the charity.

It was **AGREED** that:

- a. the FRGC work with the Cricket Club to refurbish the pavilion; and
- b. the Clerk manage the project day to day and report back to the Parish Council on a regular basis ensuring approval is sought where appropriate.
- ii. *Parking Working Group*: Councillor Constantinou reported that he was still trying to arrange for a highway engineer to meet him on site to discuss the findings of the feasibility study particularly in respect of the suitability of the road surface for double yellow lines. He was hoping to be able to report further at the next meeting.
- iii. *Police North Wealden Focus Group*: The Clerk gave an update on the meeting she had attended with Councillor Minch. It was noted that the towns of Uckfield and Crowborough had been experiencing similar issues related to anti-social behaviour. The villages represented all stated that speeding was an issue as was parking. It was reported that if a car or person was reported three times or more through Operation Crackdown then they would be contacted by the Police for a discussion about their behaviour. The Clerk also confirmed that she had requested information as to who the PCSO was that covered the parish of Fletching. Once received she would circulate.
- iv. *Summer Road Safety Virtual Briefing*: Councillor Constantinou reported that he had been unable to attend the briefing due to a power outage.
- v. *Neighbourhood Plan Working Group*: Councillor Hannay informed councillors that he had met with a parishioner, Hugh Bullock, who was helping with the project due to his extensive planning experience and had agreed that two items be produced. An article for the Parish Magazine asking for support for the project and setting out the skill sets required for the working group; and a timeline for the next Parish Council meeting setting out how the NP could be achieved in four years.

23/110. CORRESPONDENCE RECEIVED

No correspondence had been received since the last meeting.

23/111. FINANCE AND ASSETS

- i. The invoices and payments for June 2023 were **AUTHORISED** and the Council's current financial position and bank reconciliation were noted.
- ii. The CIL Monitoring report for 2022/23 **AGREED** for submission to Wealden DC.
- iii. The arrangements for the insurance cover for 2023/24 were **AGREED**.

23/112. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- i. The internal audit report from Peter J Frost was **NOTED**.
- ii. The AGAR Section 1 Annual Governance Statement was **APPROVED** and signed by the Chairman and the Clerk.
- iii. The AGAR Section 2 Accounting Statement was **APPROVED** and signed by the Chairman.

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23/113. POLICIES

The following Policies were **APPROVED**:

- i. Document Retention and Disposal Policy
- ii. Freedom of Information Policy
- iii. Freedom of Information Scheme
- iv. Pay Policy
- v. Planning Protocol

23/114. BURIAL GROUND

- i. It was agreed to **DEFER** the Burial Ground Regulations to the next meeting to give time for Councillors to look at the proposed amendments. It was noted that the intention was to ensure cohesion with the churchyard regulations whilst permitting a degree of personalisation.
- ii. The Burial Ground Risk Register 2023 was **APPROVED**.
- iii. The quote to reduce the yew hedge in the burial ground was **APPROVED**. It was also agreed that Councillor Collum would meet with the contractor on site before the works were undertaken.
- iv. The application to install a memorial in the burial ground was **APPROVED**.

23/115. ENFORCEMENT – PLANNING AND DRAINAGE

- i. *Flitteridge Farm*: It was noted that the two caravans on the site were still occupied. The Clerk to notify Planning Enforcement at Wealden of this information.

23/116. PLANNING APPLICATIONS - RECEIVED

It was **RESOLVED** to make the comments as set out after each application in respect of the following:

- i. **WD/2022/0663/LB Sheffield Park House, Sheffield Green, TN22 3QZ**

Installation of new fire alarm system with replacement of some glass and entrance/cupboard doors internally to fire rated glass and doors and associated works .

The Parish Council SUPPORTS this application.

23/117. PLANNING APPLICATIONS - DECISIONS

Planning decisions RECEIVED from Wealden District Council since the last meeting:

- i. **WD/2022/1776/OH Northall Farm, Fletching TN22 3SA**
Alterations to the low voltage overhead lines with the addition of a LV underground cable (NO OBJECTIONS 16 September 2022)
- ii. **WD/2022/2737/LB Sheffield Park Garden, Sheffield Park TN22 3QX**
Repairs to the superstructure of a concrete footbridge within the Grade 1 listed park and garden of Sheffield Park. (APPROVED 14 December 2022)
- iii. **WD/2022/3135/F Dormers, Sharpsbridge Lane, Piltdown**
New access to highway with old access blocked up. Erection of detached oak framed garage/workshop/store with home office/ancillary accommodation in roof space. Replacement of existing single storey extension with larger two storey extension and additional two storey extension to rear. New roof configuration to create double pile roof with 4 no wall dormers. Removal of chimney. New open sided porch. (APPROVED 31 May 2023)
- iv. **WD/2022/3184/F Chapel Cottage, Shortbridge Road, Piltdown TN22 3XD**
Rear extension to existing annex. (APPROVED 13 February 2023)
- v. **WD/2023/0139/F Sheffield Park Garden, Sheffield Park TN22 3QX**

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Creation of a new garden within part of Sheffield Park Garden, the erection of a garden shelter, the installation of decking platforms, new paths and resurfacing of existing path. (APPROVED 22 May 2023)

vi. **WD/2023/0753/F & 0754/LB Trading Boundaries, Sheffield Green TN22 3RB**

Extend and refurbish existing timber deck to rear of café. (APPROVED 15 May 2023)

vii. **WD/2023/0868/F 4 Corner Cottages, High Street, Fletching TN22 3SS**

Demolition of existing outbuilding and erection of replacement outbuilding. (APPROVED 22 May 2023)

Applications Refused – None since the last meeting

Applications Withdrawn

i. **WD/2022/2754/F 1 & 2 Vigos Cottages, Sheffield Green, Sheffield Park TN22 3RB**

Proposed new combined access. (WITHDRAWN 26 April 2023)

23/118. ITEMS FOR THE PARISH MAGAZINE

It was agreed that the following items be included for the next edition of the Parish Magazine:

- Neighbourhood Plan Working Group – expressions of interest

23/119. AGENDA ITEMS FOR FUTURE MEETINGS

The following items to be included on the agenda for the next meeting(s):

- Neighbourhood Plan Working Group
- Parking Working Group Update
- Burial Ground Regulations 2023
- Refresh of the Parish Council website

It was requested that Councillors contact the Clerk with any other items they wish to be considered at the next meeting.

23/120. EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

23/121. STAFFING

- i. It was **RESOLVED** that the Clerk's hours be increased to 15 hours per week with effect from 1st June 2023 in order that additional project work could be undertaken.
- ii. The Clerk's annual increment was confirmed following a satisfactory performance appraisal – to be back dated to 1 April 2023.

23/122. TIME AND DATE OF NEXT MEETING

The next meeting would be held on Monday 3rd July 2023 at 7pm in the Village Hall