

## DRAFT

# MINUTES OF THE MEETING OF LITTLE HORSTED PARISH MEETING

---

### PRESENT:

Acting Chairman: Michelle Coates, Clerk: Suzanne McCulloch, 4 Members of the Parish.  
Chris Dowling, East Sussex County Councillor.

### 1 APOLOGIES

The elected chairman was absent due to injury, so Michelle Coates was elected as the acting Chairman for the meeting.

### 2 MINUTES OF PREVIOUS MEETING

Resolved: Minutes accepted and signed.

### 3 UPDATE ON ACTIONS FROM PREVIOUS MEETING

Actions	Who	Comments	c/fwd
3.1 – 3.3 – A26	NH & WS	NH is progressing – ongoing agenda item.	Yes
4.1 – 4.3 – SANGS Car Park	All, PH, SA	Site meeting took place, feedback collated at this meeting.	No
4.4 – Right of way	Clerk	Email sent to ESCC	No
6.1 – 6.2 - Parish Documentation	Clerk, ES	ES to scan minute book and then forward to webmaster. The completed books then to be archived at the Keep .	Yes
6.2 – Email Address	Clerk, MC	Completed	No
7.1 – 7.2 – Phone Box Notice Board	KC, CB	Awaiting update	Yes
8.1 – Letter re Bradford Lane	SA	letter drafted, not yet sent pending Simons getting back on his feet	Yes
8.2 – Contact Golf Course re Weed Control.	SA & TN	As above, letter written	Yes

### 4 AGENDA ITEM 6 – RETROSPECTIVE PLANNING APPLICATION

As part of agenda Item 3, Agenda Item 6 regarding the Retrospective Planning Application regarding SANGS Car Park was discussed following the site meeting.

Resolved: The Parish Meeting would like the following comments to be made to Wealden regarding the application.

“Little Horsted Parish Meeting objects to the retrospective planning because they were never consulted about the existence of the car park originally and it being a permanent car park.”

Action:

4.1 Parish Clerk to submit the feedback to the Planning Officer.
--

## 5 AGENDA ITEM 5 - UPDATE ON THE A26 TRAFFIC MONITORING

NH was unable to attend the meeting but shared an email update which was read to the meeting. Councillor Dowling briefed the meeting on a range of options that could be considered to tackle speeding and antisocial driving including:

Operation Crackdown – A web based reporting service offered by the Sussex Safer Roads Partnership and enforced by the police [www.OperationCrackdown.org](http://www.OperationCrackdown.org) or by telephone on 01243 642222. Cllr Dowling underlined that this was an option ‘with teeth’ and encouraged people to use this as most of the causes of incidents were due to poor driver behaviour rather than exceeding speed limits.

Community Speedwatch initiatives – Support and resources available for community led and manned groups to be able to monitor and report speeding to the police. Again Cllr Dowling said this was a very effective option as the reporting is followed up by the police and provides valuable data if a community is able to get 6/7 people to get involved.

Cllr Dowling added that if the Parish wanted to progress with a Community Speedwatch initiative he would be happy to make the necessary contacts.

The meeting also wanted to consider the possibility of Vehicle Activated Signs which flashed up to remind motorists of their speed. Cllr Dowling indicated these were expensive so the County Council used a criteria based on KSI (Key Safety Indicators) to determine where these were deployed on the network and he was of the view this would be very unlikely due to the lack of actual road traffic incidents on the stretch.

The meeting also wanted to consider the application of a speed monitoring exercise, with the possibility of approaching Isfield Parish Council to collaborate. The costs of this would be £400.

Cllr Dowling cautioned that although this was of course up to the Parishes, his view was that as the data is taken over a 7 day period and then the average speed is arrived at, he felt it very unlikely that it would achieve the desired outcomes. When this had been tried before it had resulted in an average speed recorded of 45, below the 50mph speed limit.

The members thanked Cllr Dowling for his insights and information and considered the options.

Resolved: The Parish Meeting voted unanimously against applying for a speed monitoring exercise.

Action:

- |     |  |
|-----|--|
| 5.1 | Michelle agreed to draft a questionnaire to go on the website to canvass the problems experienced and issues and identify any other creative solutions. This would include whether there was any interest in creating a Community Speed watch Group. |
|-----|--|

## 6 AGENDA ITEM 4 – FINANCIAL UPDATE

The Responsible Financial Officer (RFO) outlined the options for the financial arrangements of the Parish Meeting.

The parish has a total of £12,490.20 in it's bank account, received on 12/12/17 as a result of a tremendous amount of work put in by the RFO and Chairman over the last 2 years regarding the solar panel installation.

This now means the Parish needs to account properly and transparently on it's finances and this is achieved in part through an Annual Governance and Accountability Return.

The RFO explained process and that as the amount was below a threshold of £25,000 presented the two options available for the Meeting to consider:

Option 1 – Appoint an External Auditor to conduct an assurance review at a cost of around £200 +VAT pa and keep accounts

Option 2 – Complete an exemption certificate, keep accounts and appoint an Internal Auditor. It was suggested that there might be someone in the Parish who might be qualified and could be approached if this was the preferred option.

Once this has been decided, the RFO outlined that regardless of which option is taken, the next actions were the preparation of an Annual Governance Statement, Annual Statement the display of Public Rights on the website.

There are clear timelines for these, which unfortunately have been missed this year due to the RFO not receiving the initial paperwork until after the deadlines had passed, so it was accepted that the process would be late this year, but that processes would be in place to meet the requirements in the future.

The Parish Meeting voted unanimously against Option 1 and unanimously for Option 2.

Resolved: The Parish Meeting to declare an exemption to the Annual Governance and Accountability Return 2017/18.

Action:

- |     |   |
|-----|---|
| 6.1 | The RFO to complete the Exemption Certificate, to be signed by the Chairman of the meeting and submitted, and to then commence the process of appointing an internal auditor. |
| 6.2 | The RFO to prepare an Annual Governance Statement, Annual Statement and to then prepare and display of public rights on the website.  |

## 7 AGENDA ITEM 7 – WEALDEN LOCAL PLAN

The District Council is consulting on the local plan for the next 10 years and anyone with views was advised to take a look and comment directly.

## 8 AGENDA ITEM 8 – PLANNING APPLICATION, POUND PIT

Plans were circulated and discussed regarding a change of planning conditions at the site, whereby a shack which had been required to be demolished, was now being proposed to be replaced by a storage garage.

After a discussion the meeting requested the following be forwarded to Wealden as the Parish Meeting's unanimous View:

"Little Horsted Parish Meeting has no objection to this planning application, on the proviso that should it not be achieved within the 12 months period, that the original demolition conditions be fully and properly enforced by the Planning Authority"

Action:

8.1 Parish Clerk to submit the view of the Meeting to the Planning Officer.
---

## 9 AGENDA ITEM 9 – AOB

Submitted by elected Chairman Simon Autie (absent)

Views and comments are invited from Parishioners on the future organisation of the Parish Meetings and in particular on whether there should be a limit time to speak? If so how long. The clarification of the Chairman's role in directing and managing discussions with the absence of side discussions and discussion on non-agenda items.

Action:

9.1 Everyone, please submit your views, comments and observations to Simon so that they can then be collated and used to create a paper which can be voted on at a future meeting.
--

Submitted by elected Chairman Simon Autie (absent)

The subject of the venue for the annual Parish Dinner was raised and discussed.

Action:

9.2 Michelle to do a little research into a range of options and bring it as an agenda item to the next meeting.
--

During the meeting, there was also some discussion around contact channels, and it was agreed would be sensible if a 'littlehorstedchairman' email account for all official documentation to be sent to – this would future proof the contact channel and could then be auto forwarded to the Chairman's personal email (if desired) and also auto forwarded to the Clerk email account to ensure no official documentation fell through the cracks.

Action:

9.3 Webmaster to set up the gmail account and update that on the webpage.
---

Meeting concluded at 20:35