



To all members of the Council, you are summoned to attend a Full Council Meeting of the Parish Council on Thursday 20th July 2023 at 19.00.

This meeting will be held at Northiam Village Hall, Main Street, Northiam

Members: Cllr Biggs, Cllr Fairbrass, Cllr Fenton, Cllr Harding, Cllr Lockett, Cllr Russell, Cllr Sargent, Cllr Schlesinger, Cllr Wadie

AGENDA

SIGNED: Georgina Jackson, Parish Clerk

Date: 14th July 2023

Georgina Jackson

1. **To receive and accept Apologies for Absence**
2. **Chairman's Announcements.**
3. **To adjourn the meeting to enable members of the public and Councillors to address the meeting.**

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed initially and only if time permits will further comments be heard. This is a 'for information' session only and no action can be taken upon those items raised.
- 3 **To receive Declarations of Interest and Lobbying**

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.
4. **Minutes** to receive and approve for signature the minutes of the Council meeting held on 8th June 2023. Appendix A
5. **To receive report from County Councillor.**
6. **To receive reports from District Councillors.**
7. **Motions from Cllrs**
 - 7.1. Cllr Biggs; to consider holding a public session at the end of each parish council meeting.

8. Finance

- 8.1. To receive & approve the payment report for June/ July 2023
- 8.2. To receive time sheets from the Clerk and RFO for the last month. Appendix B and C
- 8.3. To approve travel expenses for the locum clerk. Appendix D
- 8.4. To consider paying the monies for the chainsaw to the cemetery volunteer group from the general reserve.

9. Expenditure in line with 4.1 of the Financial Regulations

- 9.1. £500 – Deposit for GTA Civils and Transport for transport reports. (agreed to be paid from St Francis Field Reserves).
- 9.2. £334.59 – Castle Water - outstanding invoice for allotments (clerk had to pay on her debit card to avoid fines).

10. To discuss village volunteers to help with low risk tasks/ maintenance.**11. Governance**

- 11.1. To consider the governance review report undertaken by external consultants. Appendix E

12. Outside Spaces

- 12.1. To consider the trim trail and agree actions.
- 12.2. To consider the pathway at the cemetery and agree actions.
- 12.3. To consider request for memorial bench to be positioned on bowling green.
- 12.4. To agree a couple of patches of close mows at Beacon Field.
- 12.5. To agree whether to continue with the pest control contract at St Francis Field.
- 12.6. To consider the dog control order consultation.
- 12.7. To consider the Land Between 2, Laughton Place and 1, Pear Tree Cottage, Main Street.
- 12.8. To discuss request to look at tree bordering the recreation ground and agree actions. Appendix F

13. St Francis Field

- 13.1. To consider report on budgetary provisions for Change of Use Planning Applications
- 13.2. To consider planning report updating the parish council on preparatory works for submission of planning applications
- 13.3. To consider report on Natural Burial Ground and recommendation seeking approval to instruct consultants for Stage 2 Geotechnical Survey.
- 13.4. To consider SFF Maintenance report explaining the need for and nature of repairs and maintenance for which the council is responsible and which will form part of the 2024/5 budget.
- 13.5. To consider replacement fences located at 1 & 2 Hylands Close at a cost of £3,500. The monies to be taken from the SFF Reserves.
- 13.6. To receive report on field maintenance from CIC seeking approval to spend circa £500 immediately for a stock of fence & gate posts and field water supply repair materials.
- 13.7. To receive an update on the drainage problem and consider the solution along Beales Lane.
- 13.8. To receive report from the CIC regarding the Stables dung heap.
- 13.9. To receive suggestions for further permissive footpaths on the property from the CIC.

- 13.10. To consider request to put a gate exiting onto St Francis Field from a private property.
- 13.11. To discuss the grant from the parish council to the CIC and agree actions.
- 14. Planning Applications – to consider and agree responses.**
- 14.1. **RR/2023/1191/P - 3 Chapel Place, Northiam TN31 6LD** - Replacement windows and french doors.
- 14.2. **RR/2023/1193/P - Three Candles, Station Road, Northiam TN31 6QL** - Variation of conditions 2,3,5 and 6 to previously approved scheme RR/2022/1663/P (revised proposal to that permitted under RR/2022/350/P) to allow for a change of materials for windows/ doors and an amended internal layout including the removal of garage.
- 14.3. **RR/2023/1221/SU - Lower Park Farm, Rye Road, Mill Corner, Northiam TN31 6NJ** - Notice under the Electricity Act 1989 As Amended for the installation of a GRP substation.
- 14.4. **RR/2023/1331/T - 3 Northridge - Land Adjacent, Northiam TN316PG –**
 T1 - Silver Birch - Reduce crown by 3m, leaving a balanced form.
 T2 - Lawson Cypress - Fell.
 T3 - Lawson Cypress - Reduce crown by 1.5m.
 T4 - Common Lime - Prune back lower western branches growing towards house by 2m.
- 14.5. **RR/2023/1299/PIP - Rosebud Cottage - Land adjacent to, Main Street, Northiam TN31 6LP** - Erection of two dwellings with new vehicular access.
- 14.6. **RR/2023/1058/P - Woodland, Dixter Lane, Northiam TN31 6PS** - Proposed two-storey side and rear extension including the removal of existing garage block; alterations to first floor layout including dormer to existing bedroom.
- 14.7. **RR/2023/1029/P - The Grain Store, Rye Road, Northiam** - Conversion of disused and redundant storage and distribution building (Class B8) to a single dwellinghouse (Class C3).
- 14.8. **RR/3479/CC - Jasmine Lodge, Ilex Close, Northiam, East Sussex, TN31 6DW** - The proposal is to remodel and upgrade the internal supported living spaces, replace damaged roof tiles and extend the building to rear to provide 2 additional accessible ensuite bedrooms. The proposal also includes solar panels to the south facing aspects of the roof, sun pipes to provide natural light to circulation spaces and air source heat pumps to improve energy efficiency.
- 15. To consider Rother Consultation on Housing Allocation Policy.**
- 16. To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**
 None reported.
- 17. To report correspondence**
- 17.1. 11/06/2023 Email from member of the public regarding councillor email addresses.
- 17.2. 11/06/2023 Email from member of the public regarding budget questions. (Answered under delegated authority)
- 17.3. 19/06/2023 – Email from Hoey Ainscough regarding their report.
- 17.4. 24/06/2023 – Email from a member of the public regarding a complaint

- regarding the CIC. (Answered under delegated authority).
 17.5. 09/07/2023 – Email from member of the public re cemetery invoice.

18. Questions from Councillors

- 19. To agree the public’s exclusion from the confidential part of the meeting.**

That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw

20. Human Resources

- 20.1. To consider the recommendation from the Finance and Human Resources Committee regarding the terms and conditions for the new clerk role.

21. Funding

- 21.1. To agree signature to the sponsorship agreement for Lolly. Appendix G

22. Leases

- 22.1. To agree the lease of the parish office at Northiam Village Club and signature of the same. Appendix H
- 22.2. To agree and sign the legal documents in relation to the sewer diversion.
- 22.3. To discuss adding payment of the electric fencing costs into the Stables Lease.
- 22.4. St Francis Fields: to consider the granting of a short-term grazing licence for Fields 11 & 12 to the current stables' tenant.

Accounts for Payment – July 2023

Payee	Budget	Amount Gross	Amount Net	VAT	Method	Description
Jon O'Conner	Grass contract	£1,082.50	£902.08	£180.42	BACS	Grounds Maintenance June
Jon O'Connor	Grass Contract	£1,082.50	£902.08	£180.42	BACS	Grounds Maintenance July
CLlr Sargent	Stationery/ Post	£4.34			BACS	Key for noticeboards
Oakden Tree Care	Tree Works	£2,745	£2,287.50	£457.50	BACS	Tree Works from annual tree inspection
Mulberry & Co	Audit	£198.00	£165.00	£33.00	BACS	Final internal audit
Tony Wadie	Print	29.99			BACS	Ink cartridges
Member of cemetery volunteer group	General Reserves	£99.99			BACS	Chainsaw
GTA Civils and Transport	50% SFF Reserves and 50% S106 cemetery	£100		£100	BACS	Vat on the £500 deposit
Staff Salaries	Staff Costs	£3,470			BACS	Locum Clerk and RFO fees
Clerk expenses	Travel	£30.60	n/a	n/a	BACS	Locum Clerk expenses
ICO	Subscriptions	40.00				
Northiam Village Hall Trust	Library	£100	n/a	n/a	BACS	Library quarterly rent
Northiam Village Hall Trust	Room Hire	£46.00	n/a	n/a	BACS	Room Hire
Ground and Water Limited	S106 Cemetery Monies	£1,020.00	£850.00	£170.00	BACS	Geotechnical survey