

Hamsey Parish Council

www.hamsey.net

Marie Owen, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG
East Sussex
Tel: 07801 803252 Email: clerk@hamsey.net

Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 9th November 2023 at 7.15pm** at **Beechwood Hall & Rural Park.**

Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda.

Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on clerk@hamsey.net before 5pm on Monday 6th November 2023 or they may attend in person.

This meeting may be recorded for the purpose of minute taking.

1. Apologies for absence

2. Questions from the public

3. Declaration of interest from any Councillor regarding any item on the agenda

4. Minutes from the meeting held on Thursday 14th September 2023 to be agreed and signed as a true record

5. Update on any matters arising from last meeting – review and update actions - see action log at appendix 1 to this agenda

6. Financial matters

a) To approve payment of invoices as detailed (including v.a.t). Please note salaries are not privy to the public.

Current Account

Transaction number	Payee	Amount £
V55	Parish Clerk – Salary	-
V56	HMRC	1.40
V57	ESALC – Planning Training	96.00
V58	ESALC – New Councillor Training	144.00
V59	Parish Clerk – Printer Ink	9.99
V60	Offham Church – Poppy Wreath	20.00
V61	Parish Clerk – Printer Ink	9.99
V62	Unity Trust – Bank Charges	18.00
V63	Parish Clerk – Salary	-
V64	HMRC	1.60
V65	T d'Arienzo – Leaflet Printing	39.47

b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1st April – 31st October 2023

EXPENDITURE

Cost Centre	£	Notes
Audit	748.00	
Capital Expenses	12,019.93	Malthouse Way Play Equipment
Grants	2,017.80	
Grounds maintenance	1,091.36	
Office expenses/administration	5,480.47	Includes clerk's salary
Other expenses	614.23	
Premises	5,637.64	Includes insurance premium
Subscriptions	738.65	
TOTAL	28,348.08	

INCOME

	£	Notes
Precept	18,215.00	
Lottery Grant	-	
VAT reclaim	-	
CIL payment	-	
Other payments	151.08	
TOTAL	18,366.08	

Balance per bank statement as at 31 st October 2023	£
Unity Trust - current account	25,615.93
Unity Trust - savings account	12,274.81
TOTAL	37,890.74

c) Precept 2024/2025

To agree the prepared budget for 2024/2025 and discuss and agree the precept of £19,125. Excel spreadsheet provided.

d) Urban Grass Cutting

To agree the options and cost for urban grass cutting in 2024/2025. Quotation attached. Appendix 3 & 4.

e) Offham Noticeboard

To agree the purchase of a new noticeboard for Offham. Quotation attached. Appendix 5.

f) External Bin

To agree the purchase of an external bin for Beechwood Hall.

g) Zip Wire

To agree repairs subject to price of the Beechwood Hall zipwire.

h) Parish Magazine

To agree the funding of the parish magazine £1400 per annum.

7. Planning matters - to receive any report from the planning committee:

(a) Applications still awaiting decision/in progress (as at 31st October 2023)

LW/22/0688 – McBeans Orchid Nursery Resting Oak Hill Cooksbridge. Outline Planning Application – Outline application will all matters reserved except access for the demolition of existing glasshouses and other buildings and erection of mixed residential and commercial use redevelopment comprising 9 no. dwellings and up to 1,420sqm of commercial uses within Use Class E(g) for McBeans Orchids Ltd.

No Objection.

LW/23/0417 - Land West of A275, South Chailey

This application which is situated in the Chailey Parish but close to the Hamsey Boundary.

Objection

(b) Applications determined/approved since last meeting

LW/23/0345 Shelleys Folly Deadmantree Hill Barcombe

Internal refurbishment. Listed Building Consent Application - General redecorating, replacement of modern fixtures and fittings in kitchen and bathrooms and additional associated works.

Approved

LW/23/0485 – 19 Chandlers Mead Cooksbridge

Replacement single storey rear extension, side infill extension and enlargement of porch with new timber cladding at all elevations.

Approved

(c) New Applications

LW/23/0561 – Former Hamsey Brickworks

Variation of conditions 1 (Plans) and 4 (Design Code) relating to approval LW/20/0609. To facilitate amendments to the plot layout and Design Code – To alter the layout and provide greater flexibility regarding scale.

SDNP/23/04140/TCA – Coombe Lodge Mill Laine Farm. The Street, Offham

T1 – Beech – 50% reduction in canopy

T2 – Holly – Fell

T3 – Chestnut – Removal all but primary trunk

(d) Discussion on ‘Conyboro’ site and the implications for the Parish.

8. Grant Applications

To consider any grant applications received

9. Beechwood Hall Working Group – Cllrs Henry and McBrown

To receive any reports from Beechwood Hall working group

10. Environment

To discuss any Environmental issues affecting the Parish

11. Highway and Traffic issues - Cllr McBrown

To discuss any Highway and Traffic issues

12. To consider Rail and Bus issues – Cllr McBrown and Cllr Sanders

To discuss any rail and bus issues

13. Police/ Neighbourhood Watch - Cllr McBrown and Chair

To discuss any Police & Neighbourhood watch issues

14. General improvements to Parish

To discuss general improvements to the Parish

a) Phone Books proposal.

15. Reports from meetings

To receive any additional reports from meetings attended by Councillors or Clerk

16. Events

17. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

18. Neighbourhood Plan

19 Communication

20. Correspondence

To note correspondence received since the last meeting and any action required.

Please see September and October correspondence logs previously circulated.

21. Future agenda items

To discuss and note future agenda items/reports

22. Date for next meeting

Thursday 11th January 2024

Signed..... Dated.....
Marie Owen – Hamsey Parish Clerk/RFO

Notes

1. Agenda Item 20 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.

2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on clerk@hamsey.net

Appendix 1 – Action Log

September 2023 Meeting		Responsibility	Completed
1	To set up small working group to prepare updated Neighbourhood Plan	CH/JR	TBC
2	Changing Places unit and bike racks - explore other possible funding pots	Td'A	Waiting to hear from SDNP
3	Lost woods Project – proposals to move forward the project	Td'A/MC	Talks with new representatives from The Woodland Trust to take place.
4	Lack of signage near Bevernbridge	MM	
5	Phone Books funding	KMcB/AS	Railway grant not yet open. TOLD Community Improvement Grant maybe available. AS to meet with TOLD. CH to look Chalk Cliff Trust funding for events.
6	Book police enforcement van	KMcB	Waiting for PCSO
7	Speak with Antler Homes re trench	Td'A/MC	On going
8	Email ESCC School Patrol Officer	CH	Had contact with school. Email ESCC. Investigate the use of CIL for funding a Patrol Officer.
9	Find out from Development and Control about double yellow lines	Td'A	On going
10	Find out listing status on Curry Cottage	Td'A	Some scaffolding has been removed.
11	Leaflets to Bevernbridge residents	MC/CH	MC to contact an acquaintance that has set up a community centre.
12	Defibrillator Trainers	PC	PC to ask other Clerks
13	2024 event dates	All Cllrs	
14	Instagram training	CH	
15	Review Grant Policy	PC/CH	On going
16	Bank form to be returned	PC	Yes
17	Jim Redwood to be asked to provide basic planning training.	Td'A	
18	Update Planning Portal	PC	Yes
19	Invite Cllr Saunders to the Beechwood Hall meeting	MD	Yes
20	Introduce the tree warden and Cllr Darling	Td'A	
21	Contact bus company regarding new timetables	AS	Yes
22	Speak to Offham Garage owners and PSCO	Td'A/KMcB	Yes
23	Poster and collection boxes for church foodbank collection	Td'A	Yes
24	Remembrance Service – Contact Ann Dunlop and purchase wreath	PC/Td'A	Yes
25	Publicise the Nearly New Sale	CH	Yes
26	Review admins on Facebook Page	Td'A	
27	Explore costs of newsletter	PC/Td'A	Yes

Appendix 2 – Councillor's Reports

Cllr Amanda Sanders, Report November 2023

Unfortunately, since our September meeting I have had family issues and so needed to take some time out. However, when I was back home, I worked on the following:

Rail and Bus issues

Action from the September meeting: Cllr Sanders to contact the bus company and arrange for the timetables to be updated. I have emailed (on 3 occasions) and phoned Compass Bus Company to chase them up to replace the timetables in Cooksbridge and Offham. I also went to the sites to check. Although I have been told this will be done as soon as they are able, I have not had any success so far. I will persevere, and report back.

I'm afraid I was not able to attend the Rail meeting on 26th September.

Phone Books

I was made aware that the Chailey Phone Books put on Social Media that they have a solar light which comes on when the door opens. I thought this might be a good idea for our phone books, along with a hook to keep the door open and a magazine rack. I have emailed Chailey PC and they sent me a link for Wickes. They also told me that they haven't tried it yet, but hope it works. I will try and visit it in the dark before the meeting to report back. I have also researched the other 2 items. I asked to add to the Agenda for November under "Parish Improvements", so we could discuss this as a group.

I have 3 more boxes of books that I ordered and collected from the Library Service after polling residents on their preferences of book genres. I will sort these and start putting them in the Phone Books hopefully sometime in November when the rain stops!

Cooksbridge Community Space (Phone Books Area)

Cllr D'Arienzo met with Harry Hillery and Chris Bibb on 28th September regards the TOLD funding for the two benches for the area. She reported back that this was all agreed. The benches are to be delivered next Wednesday 8th November. Also Harry suggested residents might like to get together to do some gardening / clearance. After advice from Cllr D'Arienzo I have started calling on the residents of Little Mead to introduce myself as a Councillor and to speak to them about this. Although I was due to go to the meeting on the 28th, it was when I was unavailable

I have had meetings with Cllr D'Arienzo, and then Cllr McBrown and Inclusion Officer Natalie Kinch to discuss funding and taking this project forward. Cllr McB and NK are going to work with me on this.

Cllr. Minty Cadwallader

Action - Defib training details of person who I have trained with before
<https://www.thefirstaidcompany.org>

Action - comment on Planning applications
LW/23/0485 - 19 Chandlers Mead
LW/23/0528 - 1 Malthouse way
All seemed fine

Enjoyed Planning training on 18th Sept 2023

Food Bank collection for Offham Church 8th October 2023

Completed on the Bevernbridge sign for the entrance of Old Hamsey lakes 28th October 2023

Ex – Councillor Lindsey Bell

Firstly my apologies for standing down from the Parish Council after such a short time. I feel that I have let you down. Unfortunately I felt unable to remain.

Since the last Parish Council meeting on September I reported the state of several footpaths to East Sussex Rights of Way Team. I can report that the footpath beside Fishpond House has been cleared.

I helped with the collection of food for St Peter's Harvest Festival. Food was donated to the food bank in Lewes. I have photos of all the donations displayed at the church if they are needed for the next newsletter.

I have received quotes for the noticeboard at Offham which have been forwarded to Marie.

It appears that the fence at 15 Downsview has been repaired.

I have asked for an update on Curry Cottage but have not heard back yet. Although it does appear that some of the scaffolding had been removed.

Appendix 3 – Urban Grass Cutting

Dear Hamsey Parish Council,

I am writing in relation to the urban grass cutting service for 2024. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for the 2024 season.

Important Cost Changes

As with many services, there has been a significant increase in costs of providing highway services over the past few years. In addition, many services, including grass cutting, were provided at a fixed price under the previous contract with no inflationary increases applied for the 7 years of the contract (the new contract includes provision for inflation to be provided each year). However, the rates and prices of the new contract reflect these increased costs and therefore new rates for grass cutting services need to be applied to reflect the increased cost of the service to the County Council. However, rather than implementing this increase in one go we will be gradually increasing the cost over the next 5 years to enable you to plan your budgets accordingly.

If you would like further details on future costs please get in contact.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish Council. Urban grass will be managed for safety purposes only.

Option 2 - Extra cuts: Parish Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £373 for the year.

Option 3 - Self delivery: Parish Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish Council the sum of £186 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Parish Council if you opt to self-deliver. Further details are available in the attached document.

I would be grateful if you could indicate which option your Council would like to choose by **10th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 - two standard cuts.

Grass Cutting Maps

You can now access the [grass cutting maps online here](#).

If you require any further information please contact contracts.managementgroup@eastsussex.gov.uk.

Best Regards,

Fenella Lillywhite Project Office

Appendix 4 – Urban Grass Cutting 2024

ESCC

Option 1 – Standard. Two cuts per year. No cost

Option 2 – Extra Cuts. 6 cuts per year. £373 per year. £62.17 per cut.

Option 3 – Self Delivery. No cuts. ECSS will pay the Parish Council £186.

Barcombe Landscapes

6 cuts per year. £100 per cut. £600 per year - £186 from ECSS = £414. £69 per cut.

Countrymans Contractors Ltd.

Our staff hold CSCS Health & Safety Qualifications, NRSWA, LANTRA or equivalent.

The company has 10 million Public and Employers Liability insurance & a Waste Carriers License.

The grass is to be cut 6 times a year The method will be cut and let fly. Street furniture will be trimmed around, wall lines trimmed and footpaths cleared with the grass being blown back onto the verge.

Activity	Per Cut	Per Season
Cuts 1-6 Urban Verges	£450.00+VAT	£2,700.00+VAT
Additional Cuts Urban Verges	£450.00+VAT	

£450 per cut.

Appendix 5 – Noticeboard Quotation

21 Parkfield Avenue Rose Green
 Bognor Regis
 PO21 3BW
 07989 223 634 sales@theacornworkshop.co.uk
 www.theacornworkshop.co.uk VAT Registration No.:
 337807676

**ADDRESS**

Cllr Lindsey Bell
 Hamsey Parish Council

ESTIMATE NO. 2882**DATE 12/10/2023 EXPIRATION****DATE 29/02/2024**

ACTIVITY	QUANTITY	RATE	TOTAL
Noticeboards:Double Door Noticeboard 8 x A4 Specification: Made from sustainably sourced air-dried oak. Includes locks and all stainless steel hinges. Doors glazed with 4mm UV Acrylic LiteGlaze. The inside back is marine plywood covered in Sundela. Overall size without header board w1068 x h740mm.	1	785.00	785.00
Magnetic Back Top quality brushed finish grade 430 stainless steel, 0.9mm thick.	1	175.00	175.00
Noticeboards:Header Board Engraved HAMSEY PARISH COUNCIL Text blacked in	1	170.00	170.00
Noticeboards:Oak Posts - Pair Planed green oak posts. 95mm x 95mm x 2.4m.	1	160.00	160.00
Delivery	1	75.00	75.00
<hr/>			
Please note all prices are plus VAT	SUBTOTAL		1,365.00
	VAT TOTAL		273.00
	TOTAL		£1,638.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		273.00	1,365.00

Accepted By

Accepted Date