

Hamsey Parish Council

www.hamseyparish.gov.uk

Marie Owen, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG
East Sussex
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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 14th March 2024 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@hamseyparish.gov.uk before 5pm on Monday 11th March 2024 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. The co-opting of new Councillors.

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

5. Minutes from the meeting held on Thursday 11th January 2024 to be agreed and signed as a true record

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

7. Financial matters

a) To approve payment of invoices as detailed (including v.a.t).

Current Account

Transaction number	Payee	Amount £
V88	Unity Trust Bank – Bank Charges	18.00
V89	Hermes – Refund Goal Nets	-395.00
V90	Marie Owen – Printer Ink	9.99
V91	Marie Owen – Bevernbridge Printing	30.41
V92	Marie Owen – January Salary	649.27
V93	HMRC	1.60
V94	Marie Owen – Back Pay	428.05
V95	HMRC	188.30
V96	Barcombe Landscapes – Beechwood Mowing	390.00
V97	National Trust – Beacon Licence	20.00
V98	Imperative Training - Defib Spares	460.20
V99	Mr Zipwire – Zipwire repairs	5382.00
V100	T d'Arienzo – Dog Bags	46.30
V101	BWP Creative Ltd – Website Design	238.98
V102	Signs of Cheshire – Bevernbridge Noticeboard	528.00
V103	Lewes District Council – Election Expenses	163.97

V104	Marie Owen – Printer Ink	9.99
V105	Marie Owen – Feb Salary	693.80
V106	HMRC	12.60
V107	ESALC – New Councillor Training	48.00
V108	T d'Arienzo – Magazine Printing	419.30
V109	D James – Bus Shelter Cleaning	20.00
V110	W Darby – Christmas Lights	60.00
V111	D Goodyer – Beacon Repairs	72.50
V112	BWP Creative Ltd – Website	848.46
V113	Marie Owen – March Salary	693.80
V114	HMRC	12.60

b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1st April 2023 –6th March 2024

Expenditure	£	Notes
Audit	748.00	
Capital Expenses	14,713.93	
Grants	2,017.80	
Grounds maintenance	2,035.64	
Office expenses/administration	10,026.64	Includes clerk's salary
Other expenses	2,253.34	
Premises	16,858.33	Includes insurance premium
Subscriptions	778.65	
Total	49,432.33	

Income	£	Notes
Precept	18,215.00	
Lottery Grant	-	
VAT reclaim	5,380.42	
CIL payment	-	
Other payments	386.16	
Total	23,981.58	

Balance per bank statement as at 6th March 2024	£
Unity Trust - current account	10,062.10
Unity Trust - savings account	12,359.89
Total	22,421.99

c) To approve on going subscriptions:

ESALC £185.00 per annum

SLCC £139.00 per annum

CPRE £40.00 per annum

Ouse River Trust £20.00 per annum

d) To confirm at fixed assets have been inspected and are not damaged.

e) To sign the Urban Grass Cutting Contract with Barcombe Landscapes.

8. Policies

- a) Approve the updated Standing Orders
- b) Approve the updated Financial Regulations
- c) Approve the updated Complaints Policy
- d) Approve the updated Vexatious Policy
- e) Approve the updated Health and Safety Policy
- f) Approve the updated Risk Assessment
- g) To sign the Civility and Respect Pledge. Appendix 3

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

(a) Applications still awaiting decision/in progress (as at 6th March 2024)

LW/23/0732 – 8 Chandlers Mead, Cooksbridge

Hip to gable side roof extension with flat roof rear dormer.

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

Taking advice from tree warden

(b) Applications determined/approved since last meeting

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

Withdrawn

SDNP/23/05125/HOUS – Swallow Cottage The Street Offham

Single storey ground floor infill extension.

No objection.

Approved

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.

Approved.

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.

Approved.

(c) New Applications

SDNP/24/00547/TCA – Studio Forge, The Street, Offham

T1 – Hazel – Fell to the ground – Stump to remain

T2 – Horse Chestnut – Fell to the ground – Stump to remain.

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

10. Grant Applications

To consider any grant applications received

- a) Grant application from the Station Partnership for £55.00. This will be paid in May for 2024/2025.
- b) Grant application from The Monday Afternoon Club for £250.00. This will be paid in May for 2024/2025.

11. Beechwood Hall Working Group – Cllrs Henry and McBrown

To receive any reports from Beechwood Hall working group

12. Environment

To discuss any Environmental issues affecting the Parish

- a) To join the Hedgehog Highway. Appendix 4.

13. Highway and Traffic issues - Cllr McBrown

To discuss any Highway and Traffic issues

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

To discuss any rail and bus issues

15. Police/ Neighbourhood Watch - Cllr McBrown and Chair

To discuss any Police & Neighbourhood watch issues

16. General improvements to Parish

To discuss general improvements to the Parish

- a) To nominate Miki Brightmore for a Community Award.

b) To replace the waste bins Cooksbridge Phonebooks.

17. Reports from meetings

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

18. Events

19. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

20. Neighbourhood Plan

21. Communication

22. Correspondence

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

Please see January and February correspondence logs previously circulated.

23. Future agenda items

To discuss and note future agenda items/reports

24. Date for next meeting

Thursday 9th May 2024

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

Notes

1. Agenda Item 22 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@hamseyparish.gov.uk

Appendix 1 – Action Log

January 2024 Meeting		Responsibility	Completed
1	Changing Places unit and bike racks - explore other possible funding pots	Td'A	Waiting to hear from SDNP – Funding not available. Dec 23 asked Td'A to reapply.
2	Lost woods Project – proposals to move forward the project	Td'A/MC	Talks with new representatives from The Woodland Trust to take place.
3	Lack of signage near Bevernbridge	MM	
4	Phone Books funding	KMcB/AS	Benches in place from TOLD grant. Not illegible for Chalk Cliff Grant. Looking at other funding options.
5	Book police enforcement van	KMcB	Wait for spring
6	Speak with Antler Homes re issues and opportunities	Td'A/MC	On going
7	Email ESCC School Patrol Officer	CH	CH to recontact Maria Caulfield re Road Safety Officer.
8	Find out from Development and Control about double yellow lines	Td'A	On going
9	2024 event dates	All Cllrs	Moved to Beechwood Hall Meeting
10	Instagram training	CH	
11	Review Grant Policy	PC/CH	On going
12	Jim Redwood to be asked to provide basic planning training.	Td'A	28 th March 2024
13	Update Planning Portal	PC	Yes
14	Salary Increase to payroll provider	PC	Yes
15	New Website provider	PC	Yes
16	Fitting of noticeboards & phonebooks	Td'A	To speak with contractor and Antler Homes
17	To contact Monitoring Officer at LDC	PC	Yes

Appendix 2 – Councillor’s Reports**Councillor Tamsyn d’Arienzo**

Responsibility	Activity
Beacon Repair	<p>Liaising with National Trust and South Downs National Park (SDNPA) with regards to reports of the parish beacon becoming loose and swaying in the wind. The soil around the beacon had retracted, leaving a gap. Chalk was identified as the best product to infill the gaps, with works being carried out by a contractor and myself in February.</p>
Noticeboards	<p>Arranged the Offham fitting with a local contractor, meeting with him onsite to discuss best mounting options. Keys provided, installation imminent.</p> <p>Emailed the director at Antler Homes, who granted permission for the placement of a new community noticeboard at Bevernbridge.</p> <p>The Beechwood Hall notice board is to be moved to the Playground section of the path so that it is more accessible.</p>
Websites down	<p>Parish Clerk Marie Owen has been busy liaising with our new website provider and uploading content from hamsey.net which suffered a terminal failure along with 30 other parish websites before Christmas. I am in the process of updating the Planning page on the new website which can be found at www.hamseyparish.gov.uk/planning</p> <p>I am assisting S.Rowland at Friends of Hamsey Church with the reinstatement of their website which suffered the same fate.</p>
Planning	<p>Some consultations took place, with the in person events being organised at pretty short notice. This unfortunately resulted in a great pressure for the Hamsey News to be printed in time to include time sensitive advice, and some events were announced after printing. This meant that most residents' feedback options were limited to online, which is far from ideal for many. HPC fed back to LDC via district Cllr Saunders that we were unhappy with the short notice of some in person events, and one which ended early, with at least 3 people turning up to find a dark hall and no chance to speak to planners.</p> <p>Consultations which have now ended: Lewes Draft Local Plan: Spatial Strategy Policies Direction Local Transport Plan 4</p> <p>Live consultation: https://www.sussexnaturerecovery.org.uk/ until 30th June.</p> <p>Thank you to everyone who responded, and in particular to the campaign group Don't Urbanise Hamsey, and our resident ex-Planner, for their excellent research and comments which helped bolster my HPC response. It was not an easy task for anyone to register online and comment on separate questions relating to a document which had to be viewed and downloaded separately. It would have been far better if the questionnaire was built into the</p>

	<p>document itself so that we could answer questions at the end of each section as we read it. LDC are collating the responses as we speak.</p> <p>Proposal mooted by LDC to develop Chandlers Mead Garages into 2 x 2 bed social houses received a mix of responses from local residents, which included support in principle for brownfield development for the provision of social housing, but concerns for allotment holders, parking and the loss of a community asset. Plans will be shared as the proposal develops.</p>
<p>Beechwood Hall</p>	<p>Working with Hall Manager Kelly, Financial Services Provider Rachel and parish council trustees to deliver improvements. These include between January and March: improvements to the hall door handles, new hall logo, the order of new signage at the entrance to the hall car park, and on the building.</p> <p>On speaking with original architect BBM it doesn't seem as if extending the hall to provide a more accessible outside toilet will necessarily be more cost effective than the Changing Places unit which we have been quoted for. Instead we are exploring options for cutting the steel unit to allow for a bigger manual door which can be accessed more easily and without requiring payment by the user.</p> <p>Bin. We have our matching new general waste bin set up next to the recycling bin in the carpark (complete with attractive wooden cladding), so hall users can now separate their waste at the hall after their events instead of loading bin bags full of mixed waste into their vehicles. We have asked the new signwriters Signosaurus to remove the scruffy vinyl sticker on the recycling bin and help affix the smart new sticker. They will also install the noticeboard onto new poles by the playground, so are solving a number of outstanding snagging issues at once.</p> <p>We are sourcing a higher grade commercial drinking fountain which is less prone to breaking.</p> <p>Gardener Sarah is doing such a great job. It is a joy to see her 'surprises' budding around the park throughout the year.</p> <p>I hope the trees planted last year will provide a legacy with many positive benefits.</p>
<p>HPC Team</p>	<p>By the time the March meeting is out, we should have a full house again of capable, committed and hardworking councillors. They are also a very fun and interesting group- a complete cross section of our community, so I'm looking forward to seeing how they progress when I leave the council in May.</p> <p>We are pleased to welcome the fantastic Kevin Ashdown as a parish and hall handy person. Kevin won the Community Enhancement Award last year for his quiet dedication to fixing up the parish, so we couldn't be more pleased to welcome Kev on the team.</p>
<p>Bevernbridge</p>	<p>Newts seem to be thriving, with ex cllr Lindy sending in some brilliant pictures which myself and Cllr Minty C are picking up with the Newt Partnership who are active up at old Hamsey Lakes.</p>

	Bus Shelters. Just when you think we couldn't get any wetter! These have been dragging on since they were promised last summer, so we will need to consider escalating this if they are not installed by the end of March.
Hamsey News	Although we were forced into paying for printing when Community Ad could no longer offer the free service at the end of last year, the system is working well. News Letter Editor Helen is doing a great job, and we have benefited from the quick lead times. We were let down on printing the latest edition, which was disappointing as we had pulled out all the stops to include consultation advice. Going forward we will endeavour to cut it less fine even if it means we can't include last minute items. This will allow for less pressure on the team, including our trusty newsletter distributors (thank you all).
Final meeting this March	My last full parish council meeting will be this March. It will be strange to say goodbye to chairing these meetings with this genuinely caring, inspirational and fun team of people; a part of me is struggling with letting go after all these years of working on something PC related most days. I will hand over at the annual May meeting to the rest of the council, who I know will do brilliantly with the support of our treasured Parish Clerk Marie Owen and trusty Inclusion Officer Natalie Kinch.

Councillor Carolyn Henry

January – March 2024

Areas of work

Areas of responsibility	Activities
Beechwood Hall	I continue to be the Safeguarding trustee of the hall and have attended an online training session to keep up my skills in Safeguarding. I have drafted hall booking guidelines to support the dual purpose of hall booking These will be finalised and signed off at the next trustees meeting.
Social media	Nil to report.
Community Events	I am coordinating an Easter event on the 29 th March with the Hamsey school PTA. I have booked the theatre again for October 25 th (Friday evening). I am coordinating the End of Summer event on August 31 st which will be a community family friendly event.
Meet Up with Mini's	Next sessions booked in is the Easter event on Good Friday which will be run in conjunction with the PTA of Hamsey Primary.
GDPR	No updates
Emergency Planning	No updates
Projects	I Have been campaigning for a safe crossing for school children and will write this up for the Hamsey News to update all of the correspondence that is ongoing.

Actions from last meeting

Keep contact up on road safety – ongoing action.

Cllr Amanda Sanders

Rail and Bus issues

Ongoing Action: Cllr Sanders contact bus company to arrange for the timetables to be updated. COMPLETED. With the help of inclusion officer Natalie Kinch, we finally managed to encourage Compass to update the hard copy bus timetables in all the Cooksbridge and Offham Bus stops.

I attended the Rail Committee meeting for HPC on 5th December 2023. My name is to be added to the Site Access Permits at Cooksbridge Railway Station. This is to enable me to join others on the gardening team, and to access other areas at Cooksbridge station. This will be applicable from April 2024.

I will be attending the next Rail meeting this Wednesday 6th March.

Phone Books Library

It was agreed to purchase a magazine rack and a solar light for the Phone Books Box. This was agreed at the November 2023 HPC meeting. The items were purchased and are awaiting fitting by the new Handyman.

Because of the time I had to take out for family issues before Christmas, and the relentless rain after Christmas, I wasn't able to put all the books I collected from the Library Service into the Phone Box. I have now scheduled doing this for the first week in April. Once I have completed adding the books we currently have, I will be able to see which genres need adding to. I now have answers to my poll from the Community, so will order those genres from the Library Service for the next batch of books.

Cooksbridge Community Space (Phone Books Area)

Ongoing Action: Cllr Sanders & Cllr McBrown Phone Books Funding

Cllr Kate McBrown, Inclusion Officer Natalie Kinch and myself are still working on this project. The idea is to carry out some improvements to the area with some additional seating and an all-weather access path installed so everyone can use the space.

We applied for a TOLD grant, were successful, and there are 2 new benches already in place. We were not able to apply for the "Your Station, Your Community Improvement" grant for this year as the time scale was too short. We will try for 2025-26 next December if still needed. After looking further into the Chalk Trust we do not meet their criteria.

We met in January and February, and are due to meet on 8th March. We are doing more preparation work and have created a draft Vision/Brief to make sure we are able to comply with criteria required for most of the grants we hope to apply for.

Local Residents Survey

When Cllr D'Arienzo handed the Community Space Project over to Myself, Cllr Kate McBrown and Inclusion Officer Natalie Kinch, she suggested I might try to gauge interest of Little Mead residents to the project, and to ask them about their thoughts and feelings of their area. I decided to call on each of them personally and introduce myself as their new Councillor. I completed a table of the survey and shared this with Kate and Natalie. The overwhelming consensus was that the gardening was unacceptable and the outside area was a complete mess. We shared this information with LDC and are very pleased to report the gardeners arrived on 22nd January. They cut the grass, all the hedges,

weeded, and cut back a lot of the bushes, both in Little Mead and also out in the Phone Books area. We are continuing to work with LDC on some of the other issues.

Cllr Neil Osborne

This is my first report since being co-opted at the last meeting in January and I'm still finding my feet. I'm finding it very interesting but realise there's a lot of information to take in and learn.

I found my first zoom meeting for new Cllr training very interesting and it gave me a good in-depth insight into what roles the Clerk and Chairperson do as well as Cllrs, especially learning about the legal side and good relations involving communication with members of the public. Never to promise the general public anything unless you feel you can deliver...all within our remits.

It's lovely getting to know everyone month by month and I can see already what a lovely bunch of people you all are.

I'm looking forward to an upcoming Planning Training meeting on the 21st March, which again will give me some insight into the planning world.

I'm sorry my input has been limited at the moment but in time I hope I can be of much more use.

Cllr Neil Osborne

Cllr Minty Cadwallader

Received Bevernbridge noticeboard. I would like to make sure with Antler that where we would like to put it, it will not hit any piping. A local resident, who is a builder, has agreed to put it up for us. We are just waiting for a bit of nice weather.

Not much response from the leaflet. One resident John Bowen has shown an interest in reviving OHLBA

A few residents are very interested in looking after the wood. I would like to know if we could get some training and perhaps this little group will be able to form. A newt has been spotted. Identification imminent.

Responded to the Conyboro development to LDC

Wonderful Martin Blackman from Two Ways has been very supportive and helpful to me, offering advice and help with the local area of Bevernbridge.

Appendix 3

Civility and Respect Pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating Councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, clerk and all employees, members of the public, representatives of partner organisations , and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for Councillors and staff	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Appendix 4



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!
I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us