

**Hamsey Parish Council**

[www.hamseyparish.gov.uk](http://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 9<sup>th</sup> May 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](mailto:clerk@hamseyparish.gov.uk) before 5pm on Monday 6<sup>th</sup> May 2024 or they may attend in person.*

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

- 1. Election of Chair/Vice Chair.**
- 2. Apologies for absence**
- 3. Questions from the public**
- 4. Declaration of interest from any Councillor regarding any item on the agenda**
- 5. Minutes from the meeting held on Thursday 14<sup>th</sup> March 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. To confirm for the purpose of banking that the following people are no longer Councillors or Trustees and are no longer associated in anyway with Beechwood Hall & Rural Park:**

Michael Bell  
Rob Hearn  
Andrew Featherstone

**8. Financial matters**

- a) To approve payment of invoices as detailed (including v.a.t).**  
**Current Account**

<b>Transaction number</b>	<b>Payee</b>	<b>Amount £</b>
V115	H Clegg – Magazine	150.00
V116	M Owen – Printer Ink	11.99
V117	M Owen – Subscription to OART	20.00
V118	T d’Arienzo – Dog Bags	66.80
V119	ESALC – Planning Training	48.00
V120	Unity Bank – Bank Charges	18.00
V1	SLCC – Annual Subscription	183.00
V2	M Owen – Printer Ink	11.99

V3	Scribe – Annual Subscription	414.72
V4	D Goodyer – Noticeboard	50.00
V5	ESALC – Councillor Training	48.00
V6	ESALC – Annual Subscription	218.51
V7	M Owen – April Salary	667.60
V8	HMRC	38.80
V9	Monday Afternoon Club – Grant	250.00
V10	Cooksbridge Station Partnership - Grant	55.00
V11	K Ashdown – Parish Repairs	60.00
V12	Beechwood Hall – Loan	1000.00
V13	M Hughes – Design	59.89

**b) To note the Council's current financial situation**

Detailed below is the expenditure and income for the period 1<sup>st</sup> April 2023 –31<sup>st</sup> March 2024 Year End

<b>Expenditure</b>	<b>£</b>	<b>Notes</b>
Audit	748.00	
Capital Expenses	14,713.93	
Grants	2,017.80	
Grounds maintenance	2,035.64	
Office expenses/administration	10,799.23	Includes clerk's salary
Other expenses	2,469.34	
Premises	16,858.33	Includes insurance premium
Subscriptions	798.65	
<b>Total</b>	<b>50,440.92</b>	

<b>Income</b>	<b>£</b>	<b>Notes</b>
Precept	18,215.00	
Lottery Grant	-	
VAT reclaim	8,004.97	
CIL payment	-	
Other payments	386.60	
<b>Total</b>	<b>26,606.13</b>	

Detailed below is the expenditure and income for the period 1<sup>st</sup> April 2024 –30<sup>th</sup> April 2024

<b>Expenditure</b>	<b>£</b>	<b>Notes</b>
Audit		
Capital Expenses		
Grants	305.00	
Grounds maintenance		
Office expenses/administration	718.39	Includes clerk's salary
Other expenses	1,048.00	
Premises	110.00	
Subscriptions	818.23	
<b>Total</b>	<b>2,997.62</b>	

<b>Income</b>	<b>£</b>	<b>Notes</b>
Precept	9,563.00	
Lottery Grant	-	
VAT reclaim		
CIL payment	-	
Other payments	186.00	Urban Grass Cutting
<b>Total</b>	<b>9,749.00</b>	

<b>Balance per bank statement as at 30<sup>th</sup> April 2024</b>	<b>£</b>
Unity Trust - current account	18,429.44
Unity Trust - savings account	12,444.63
<b>Total</b>	<b>30,874.07</b>

**c) To note the budget versus actual report for the year 2023/204 – attached.**

## **9. Policies**

a) Approve the Dignity at Work policy

## **10. Planning matters - to receive any report from the planning committee:**

**(a) Applications still awaiting decision/in progress (as at 30th April 2024)**

### **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

### **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.

**(b) Applications determined/approved since last meeting**

### **LW/23/0732 – 8 Chandlers Mead, Cooksbridge**

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

**Approved**

**(c) New Applications**

### **LW/24/0292 – 2 Malthouse Hall, Cooksbridge**

Flat- roofed rear garden room.

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

**11. Grant Applications**

To consider any grant applications received

**12. Beechwood Hall Working Group – Cllrs Henry and McBrown**

To receive any reports from Beechwood Hall working group

**13. Environment**

To discuss any Environmental issues affecting the Parish

**14. Highway and Traffic issues - Cllr McBrown**

To discuss any Highway and Traffic issues

**15. To consider Rail and Bus issues – Cllr McBrown and Cllr Sanders**

To discuss any rail and bus issues

**16. Police/ Neighbourhood Watch - Cllr McBrown**

To discuss any Police & Neighbourhood watch issues

**17. General improvements to Parish**

To discuss general improvements to the Parish

- a) Bevernbridge Playground.
- b) Repairs to the wind turbine.

**18. Reports from meetings**

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

**19. Events**

**20. Footpaths and rights way**

To discuss footpaths and rights of way within the Parish

**21. Neighbourhood Plan**

**22. Communication**

**23. Correspondence**

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

Please see March and April correspondence logs previously circulated.

**24. Future agenda items**

To discuss and note future agenda items/reports

**25. Date for next meeting**

Thursday 4<sup>th</sup> July 2024. Signing of the AGAR Thursday 6<sup>th</sup> June 2024.

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

*Notes*

*1. Agenda Item 23 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](mailto:clerk@hamseyparish.gov.uk)*

**Appendix 1 – Action Log**

<b>March 2024 Meeting</b>		<b>Responsibility</b>	<b>Completed</b>
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 TdA to reapply. Contact Service Master and tradesman re widening the door frame.
2	Lost woods Project – proposals to move forward the project	Td'A/MC	Talks with new representatives from The Woodland Trust to take place. And to find out about newts.
3	Lack of signage near Bevernbridge	MM	
4	Phone Books funding	KMcB/AS	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	Ongoing. Chasing bus stops.
7	Email ESCC School Patrol Officer	CH	Ongoing.
8	Find out from Development and Control about double yellow lines	Td'A/RB	Ongoing. Outside school and Hamsey Lane. Signs from PC on Hamsey Lane?
9	Instagram training	CH	Send out links re online training.
10	Review Grant Policy	PC/CH	Ongoing
11	Fitting of noticeboards & phonebooks	Td'A/MC	To speak with contractor and Antler Homes
12	Contact the tree warden with respect to SDNP/24/00547/TCA	Td'A	
13	Grant Applications payments in April	PC	
14	Water Fountain purchase and arrange fitting.	Td'A	
15	Contact Highways re Resting Oak Hill	KMcB	
16	Contact Dan W re crash barriers in Bevernbridge	Td'A	
17	Report incident to London Transport Police	Td'A	
18	Report incident to PCSO	KMcB	
19	Contact Mrs Walker re plaque	Td'A	
20	Community Award	Td'A/PC	Yes
21	Send out wastebin details and order	Td'A/PC	
22	Provide website info re Bevernbridge to PC	MC	Yes

**Appendix 2 – Councillor’s Reports****Councillor Tamsyn d'Arienzo Report HPC May 2024**

Responsibility	Activity
Pot holes	So many, and a water leak on A275 by Chandlers Mead isn't helping. We continue to keep reporting these things to Highways and South East Water respectively.
Grass Cutting	The 1st grass cut of the year by Barcombe Landscapes wasn't as good as we hoped. Perhaps it was left too long, and we can give them some slack with first time teething problems. We will meet them onsite to see where things can be improved next time.
New Bin at Cooksbridge	The shabby mixed waste and recycling bin opposite Cooksbridge Station is set to be replaced by a smarter version. The new style ticks the boxes of: low maintenance, small surface area to discourage posters being stuck to it, traditional and modern mix, dual waste, no coloured stickers or plastic panels to fade or peel.
Planning	I'm making final updates to the HPC Planning page before I leave at the next meeting. Group Don't Urbanise the Downs are on the case and yet we find ourselves in a lull as we await news and updates from LDC Planning Dept. District Councillor Mark Slater is arranging a meeting with group members, some parish council representation, and top people at the council. I hope that a face to face meeting will provide a clearer picture of where the Planning Dept and LDC are heading in terms of local development.
Beechwood Hall	Bin Tennis Courts Drinking fountain Dog waste bin Water Bills Turbine
HPC Team	We have a full house for now, and plans in place to cover the position of Chair when I leave. It would be great to have someone with experience or an interest in Planning, and Charring, to step forward to join the council to help support in these areas.
Bevernbridge	Playground: Old Hamsey lakes is desperate for a playground for the children living there, and it seemed like a dream come true when LDC offered us the playground at The Fort in Newhaven which is to be removed as part of the redevelopment there. Unfortunately, it is proving tricky to navigate permission from the current site owners and housebuilders Antler to position the playground where the residents would like. Costs of disassembling and reassembling at OHL with storage in between may be prohibitively expensive. We are currently in talks with Playspace to see what can be done as an interim measure, prior to applying for grants for the cost.  Bus Shelters: Road closures are in place for installation of the long awaited new bus shelters next week (week commencing 7th May).
Award	Miki Brightmore was ambushed in a happy way at a recent Cooksbridge Station Partnership meeting where she and Ian Ginn

	<p>were meeting the new station maintenance person about a water butt. Cllrs Minty Cadwallader, Carrie Henry, and Inclusion Officer Natalie Kinch joined me in presenting the beautiful Community Enhancement Award to Miki for her great work in making the station environment absolutely beautiful. Miki graciously shook off all compliments and explained that the whole team were responsible. And Andy agreed to sort the water butt! It was a lovely exchange to share in, and I hope Andy went away knowing that we are a strong community who values our volunteers.</p> <p>Marion Hughes kindly produces the awards, which are rarely presented, to recognise people in the community for their good work. Nominations are presented to the parish council for consideration and approved at council meetings.</p> <p>Well done, Miki.</p>
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## **Councillor McBrown**

### **Highways**

I'm continuing to liaise with Highways on a regular basis. I've reported numerous pot holes, pavements that require clearing and general issues with the roads. A Strengthening Local Relations meeting (SLR) has been arranged for the morning of the 24<sup>th</sup> September 2024. If you see any issues please do report directly to Highways on their portal.

<https://live.eastsussexhighways.com/>

Just an update on the ongoing flooding across both carriageways at Resting Oak hill has been reported to Highways again and they are liaising with the landowner to clear the ditch so hopefully that will resolve the flooding. I've been in contact again with South East water to report the persistent leak in between Offham Farm Shop and the Garage.

### **Rail and bus issues**

We have our next committee meeting coming up on the 11<sup>th</sup> June at Beechwood Hall where we discuss ongoing with the rail.

### **Police and Neighbourhood issues**

A few local incidents have been reported to our local PCSO and the Enforcement van visit is scheduled for late Summer.

CLLR KATE MCBROWN



## Councillor Carolyn Henry

March-May 2024

### Areas of work

<b>Areas of responsibility</b>	<b>Activities</b>
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 am receiving handover from Tamsyn and will take on more responsibilities relating to Beechwood hall when Tamsyn steps down as chair. This includes doing the appraisal of consultants, onboarding new consultants, supporting consultants etc.
Social media	Nil to report.
Community Events	The Easter Event raised £304 for the Hamsey school PTA and received great feedback. I am working on the Community Event in August. Theatre is still booked for October 2024.
Meet Up with Mini's	The Easter session combined with the PTA was a great success. I will start planning a few specials in the second half of the year. I am working with local mums to see if a regular session can start up again.
GDPR	No updates
Emergency Planning	No updates
Projects	I Have been campaigning for a safe crossing for school children  I am working on information for the Hamsey News due on the 19 <sup>th</sup> May  I am taking handover from Tamsyn on other areas of work as part of her exit.

### Actions from last meeting

Send out the links to useful information on social media.

#### **Cllr Amanda Sanders, Report May 2024**

##### **Rail and Bus issues**

Our Parish Clerk, Marie has requested some new copies of the Compass Travel bus timetable booklet that covers all of their routes in Sussex. Once received we will compare with our current timetables. Hopefully the buses that come through our parish will have the same timings as before, but if not, we will request copies to display in our bus stops, and put an update on social media.

I will be attending the next Rail Committee meeting on Tuesday 11<sup>th</sup> June.

##### **Phone Books Library**

The magazine rack and solar light for the Phone Books Box have been fitted by our new Handyman, Kevin.

Myself and Inclusion Officer, Natalie Kinch put the 3 boxes of books I collected from the Library Service into the Phone Box on 10<sup>th</sup> April. They were well received and the numbers went down quickly. I have ordered more from the Library Service, asking them to send more children's fiction as they are very popular. Hoping to receive these in May and will put into the Box as soon as received.

### **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. Ongoing.

### **Local Residents Survey**

We have been communicating with Richard Said from LDC since January. Richard is the Neighbourhood Housing Team Leader for the Lewes District and Line Manager to Gina Hadfield (Senior Case Worker for the Cooksbridge area). However, Gina is on maternity leave until end of 2024, and they had a new starter to provide her maternity cover. Sadly the new starter has unfortunately been on sick leave a week after he started, so it has held up the meeting that Richard was hoping he could arrange with us. This is ongoing and we will update when anything new happens.

### **Downsview Carpark**

On 1st April one of our residents was parked in the Downsview car park overnight and had his prop-shaft removed from under his work van and stolen. I emailed both Richard and the new starter from LDC to say that as it seems to be an ongoing issue this might be a location that would benefit from having cctv installed. We also think it might help if the hedges surrounding the car park were considerably lower, as it might put people off if they could be seen from outside. As yet I have had no response, and as above I will chase and update.

**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:

<b>Statement</b>	<b>Tick to agree</b>
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 if and 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.	