

Hamsey Parish Council

www.hamseyparish.gov.uk

Marie Owen, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG
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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 9th January 2025 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 6th January 2025 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-option of a new Councillor.

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

5. Minutes from the meeting held on Thursday 14th November 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 £
V68	Marie Owen – Salary	667.40
V69	HMRC	39.00
V70	Offham Church – Grant	600.00
V71	Hamsey School PTA – Grant	270.00
V72	Marie Owen – Stationary	23.97
V73	Marie Owen – Dog Bags	77.88
V74	ESALC – Training	48.00
V75	Helen Clegg – Newsletter	442.41
V76	Wendy Darby – Electricity	60.00
V77	Marie Owen – Printer Ink	11.99
V78	Marie Owen – Stamps	42.50
V79	Marie Owen – Key Cut	7.00
V80	Marie Owen – Salary	972.44
V81	HMRC	165.61
V82	D James – Bus Shelter Cleaning	40.00

V83	Unity Trust – Bank Charges	6.00
V84	Unity Trust – Bank Charges	6.00
V85	Carolyn Henry – Chair Expenses	40.00

b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1st April 2024 – 1st January 2025

Expenditure	£	Notes
Audit	710.00	
Capital Expenses	-	
Grants	1,175.00	
Grounds Maintenance	1,210.00	
Office Expenses/administration	7,480.21	Includes clerk's salary
Other Expenses	2,040.63	
Premises	4,738.96	
Subscriptions	827.11	
Total	18,181.91	

Income	£	Notes
Precept	19,125.00	
Lottery Grant	-	
VAT Reclaim	-	
CIL Payment	14,000.00	
Bank Interest	256.67	
Other Payments	186.00	Urban Grass Cutting
Total	33,567.67	

Balance per bank statement as at 1st January 2025	£
Unity Trust - current account	26,186.02
Unity Trust - savings account	12,701.30
Total	38,887.32

c) To review and agree Urban Grass Cutting for 2025/2026.

8. Policies

a) To review and agree the Parish Magazine Policy.

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

a) Applications still awaiting decision/in progress (as at 1st January 2025)

LW/24/0625 – Former Garage Compound, Chandlers Mead, Cooksbridge

Demolition of garages and construction of 2 no. dwellings.

b) Applications determined/approved since last meeting.

SDNP/24/01819/FUL – The Granary Mill Laine Barns, Mill Laine Farm, The Street, Offham.

Retrospective change of use from furnish holiday lets to residential accommodation.

Refused

SDNP/24/02198/TCA – The Blacksmith Arms, The Street, Offham

T1 – Beech – Reduce by 2-3m all round to natural pruning points.

T2 – Horse Chestnut – Reduce by 2-3m all round to natural pruning points.

No objection raised.

SDNP/24/03723/TCA – The Old Wheelwrights Shop, The Street, Offham

T1, T2 & T3 – Leylandii – fell trees to ground level – overhanging structures and the property boundary.

No objection raised.

LW/24/0591 – 2 Malthouse Way. Cooksbridge

Flat-roofed rear garden room.

Approved

SDNP/24/04195/LIS SDNP/24/04403/HOUS – 7-8 Offham Cottages, The Street, Offham

Conversion of existing garage/workshop into home gym/office with shower room and internal doorway into office.

Approved

SDNP/24/04157/HOUS – Coombe Lodge, Mill Laine Farm, The Street, Offham

Removal of existing side extension and erection of ground floor side and rear extension and 2 bay garage and external staircase.

Application Withdrawn

c) New Applications

SDNP/24/04718/HOUS – Holters Green, Beechwood Lane, Cooksbridge

Single storey side extension, alternation to pitch of existing extension roof and insertion of dormer window, alterations to external fenestration and various internal works.

SDNP/24/02634/FUL – Hambridge Farm Ditchling Road, Offham

Retrospective application for four storage containers for use for agricultural purposes.

d) Discussion on new developments and the implications for the Parish.

9. Grant Applications

To consider any grant applications received

- a) A grant application from Lewes, Glynde & Beddingham Brass Band (LGB Band) for £400.
- b) A grant application from The Monday Group for £250

10. Beechwood Hall Working Group – Cllrs Henry and McBrown

To receive any reports from Beechwood Hall working group

11. Environment

To discuss any Environmental issues affecting the Parish

12. Highway and Traffic issues – Cllr McBrown

To discuss any Highway and Traffic issues

- a) Loose dog causing a highways obstruction.
- b) Creating temporary “white gates” using willow and other ways to reduce the traffic speed.

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

To discuss any rail and bus issues

14. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

15. General improvements to Parish

To discuss general improvements to the Parish

- a) Repairs to gate at Malthouse Way playground.
- b) Maintenance to Beechwood Park playground.

16. Reports from meetings

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

17. Events

18. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

19. Neighbourhood Plan

20. Communication

- a) Distribution of Hamsey News.

21. Correspondence

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

22. Future agenda items

To discuss and note future agenda items/reports

23. Date for next meeting

Thursday 13th March 2025.

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

Notes

1. Agenda Item 21 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

September 2024 Meeting		Responsibility	Completed
1	Bike racks	CH	Chase up.
2	Lack of signage near Bevernbridge	KMcB	Cllr Slater and Cllr Saunders to investigate
3	Phone Books funding	KMcB/AS	Looking to apply to TOLD for another bench. A working party to be held 3 times a year.
4	Speak with Antler Homes re issues and opportunities	MC	Cllr Slater will speak with District re the building.
5	Email ESCC School Patrol Officer	CH/KMcB/MC	Ongoing. Awaiting reply for Highways. Mims Davies informed.
6	Find out from Development and Control about double yellow lines		Awaiting decision for the consultation.
7	Review Grant Policy	PC/CH	Ongoing
8	Crash barriers in Bevernbridge	MC/KMcB	Awaiting Highways.
9	Quotes for playground matting	PC	Ongoing
10	Inform LDC of precept	PC	Yes
11	Talk to Cllr Slater re Cycle Path	CH	
12	Print Christmas Leaflets	CH	Yes
13	Tree of Lights	MC	Yes
14	Book SLR Meeting	PC	Yes

Appendix 2 – Councillor’s Reports

Report Jan 9th 2024 HPC Meeting

Cllr Minty Cadwallader

10th Nov 2024

Remembrance day
Laying of Wreath

18th Nov 2024

Hamsey News
Intro Submission

9th Dec 2024

Visit of Planning application sites
Holters Green - SDNP/24/04718/HOU - agree
Coombe Lodge - SDNP/24/04157/HOUS - agree

16th Dec 2024

Contact John Smith about drafting a design brief for the Beverbridge Community Building

20th Dec 2024

Tree of lights erected - Howard Eaton Lighting - Must get thank you present

Councillor Carolyn Henry

December 2024

Areas of work

Areas of responsibility	Activities
Beechwood Hall	<p>I have continued working with Marie and Rachel on implementing the new financial guidelines. This has included a new SumUp machine for card donations direct to the new Lloyds bank account and holding a financial meeting to familiarise and align on all new processes.</p> <p>I have worked with Kelly the hall manager to improve communications and plan for improvements in hall booking processes. The trustees are agreeing on the new Job description for 2025.</p> <p>I have followed up again about the cycle park which was approved for funding by South Downs National Park.</p> <p>I have enquired with two companies about play equipment for Beechwood hall and looking at when they can come to assess the area.</p> <p>I continue to be the Safeguarding trustee of the hall and have attended another online training session to keep up my skills in Safeguarding. I have also reviewed the new British standard guidance to ensure we comply.</p>
Community Events	<p>I coordinated the booking for the adult Christmas party, which was a great event facilitated by a group of residents.</p>

	<p>The light trail at the hall was a great success. We had over 50 families visit us. The sleigh team joined this year as the street visits were cancelled due to bad weather. This made the event extra special as all the children got to see Santa at the end of the trail and really enjoyed it. We had a car park safety officer to ensure children were kept safe and also a person to supervise the fire pit for the marshmallow roasting. We had characters all around the trail which the children really enjoyed. The evening was a real collaboration of so many people and was great to be involved in.</p> <p>I have also supported on coordinating the distribution of the Hamsey News and worked with Helen on this.</p>
Meet Up with Mini's	<p>I held a successful Christmas event attended by about 20 families, many were new to the group which was nice to meet new children and parents/carers.</p> <p>The next event planned is the April Easter trail.</p>
GDPR	No updates
Emergency Planning	No updates
Projects	<p>I coordinated and attended a meeting with our local MP Mims Davies at the school to discuss road safety. This was a successful meeting and we have followed up by email with the information of requests. We will follow up to enquire about progress in the near future.</p> <p>I attended the SALC conference and posed a question to the chief of police for Sussex on road safety and have followed up by email.</p> <p>I have emailed Jo the Road Safety lead for our area to follow up on the agreed actions from the road safety meeting.</p>

Urban Grass Cutting Contract.

Dear Hamsey Parish Council,

I am writing in relation to the urban grass cutting service for 2025. 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 2025 season.

This year we have reviewed our verge database and have amended any discrepancies within our mapping where verges have been managed incorrectly in previous years. This means you may notice an increase in the figures outlined in the options below.

Options

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

Option 2 - Extra cuts: Parish/Town 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 £493.26 for the year.

Option 3 - Self delivery: Parish/Town 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 £246.63 to cover the 2 cuts they would have been providing in other options.

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

Cost Changes

As stated in last year's option email we will be gradually increasing the cost of the grass cutting over the next 5 years to reflect the increased cost of the grass cutting service to the County Council. The below table states the cost increase over the next 4 years. The top line of the table states how much it costs ESCC to undertake the works, the middle line is what we will be charging local authorities per SQM and the bottom line is what we will be charging Hamsey Parish Council per cut for the next 4 years. Please note this is worst-case scenario where inflation runs at 5%.

Please note these figures are based on the forecast SQM area for your Town/Parish for 2025. These figures are subject to change once the maps have been finalised at the beginning of each year.

	2025-26	2026-27
	£	£
Cost to ESCC (forecast assuming 5% inflation)	0.063	0
Charge-out rate (30% increase per annum initially to catch up with actual cost)	0.041	0
Per cut-Hamsey	£123.33	£15

Grass Cutting Maps

You can now access the current [grass cutting maps online here](#). Please note these maps are subject to change until all updates from this year have been finalised in January.

I would be grateful if you could indicate which option your Council would like to choose by **29th November 2024**. Please be aware that if we have not heard back by this date, we will default to Option 1 - two standard cuts.

Date of Issue: 2nd January 2025

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

Kind Regards

Kirsty Jenner

Project Officer, Highways

Performance and Development Team, Contracts Management Group, Communities, Economy and Transport

Kirsty.Jenner@eastsussex.gov.uk

Website: www.eastsussexhighways.com

Hamsey Parish Council Magazine Policy

Purpose

The Parish Council Magazine is an essential communication tool for our community. It aims to provide residents with up-to-date information on council activities, community events, local news, and important notices. This policy outlines the guidelines for the content, distribution, and editorial process to ensure the magazine serves as a reliable, inclusive, and informative resource for all residents.

Editorial Independence

While the Parish Council Magazine is an official publication of the parish council, the editor is responsible for ensuring the magazine maintains impartiality and independence. No single individual or group should have undue influence over the content of the publication.

Balance and Fairness: All contributions should reflect diverse viewpoints and be presented in a fair, balanced manner.

Non-partisan: The magazine will not promote any political party, individual candidate, or specific partisan agenda.

Accuracy: All content must be fact-checked to ensure accuracy and reliability.

Editorial Standards

1. Content Guidelines

- **Relevance:** Articles must be relevant to the life of the parish community, including spiritual, social, and local matters.
- **Tone and Style:** The magazine should maintain a respectful, welcoming, and positive tone. Articles should be well-written, respectful of differing views, and free from discriminatory language.
- **Accuracy:** Content must be fact-checked, and any errors should be corrected promptly.
- **Inclusivity:** Content should reflect the diverse nature of the parish, representing all members of the community, regardless of age, background, or experience.

2. Submission Guidelines

- **Deadlines:** Articles, events, and announcements should be submitted by the specified deadline each month to ensure they can be included in the upcoming issue.
- **Format:** Submissions should be provided in a standard text format, with images submitted separately in high-quality formats.
- **Length:** Articles should be between 200-600 words unless otherwise agreed with the editor.
- **Content Restrictions:** Content that is political, defamatory, or promotes particular agendas not aligned with the parish's mission will not be accepted. There will not be any advertisement in the parish magazine.

3. **Photography and Visuals**

- Photos should be of high quality, relevant, and suitable for print. The editor reserves the right to edit or reject any image that does not meet these standards.
- All images must have permission for use. Authors are responsible for securing consent for photos that include identifiable individuals.

Editorial Team

1. **Editor:** The editor is responsible for overseeing the content, layout, and final approval of each issue. The editor ensures the magazine adheres to this policy and maintains its editorial integrity.
2. **Contributors:** Parish members, staff, and volunteers may contribute content to the magazine. The editor may request contributions or specific themes to align with parish events or seasons (e.g., Advent, Easter).
3. **Reviewers:** The Parish Clerk may be tasked with reviewing submissions for accuracy, appropriateness, and adherence to editorial guidelines before publication.

Distribution

1. **Frequency:** The magazine will be published quarterly.
2. **Delivery Method:** The magazine will be available in print and online. Physical copies will be distributed to each household. Digital versions will be available on the parish council website and from a Facebook link.

Confidentiality and Data Protection

1. **Data Protection:** Any personal data submitted for inclusion in the magazine (such as event sign-ups, photographs, or volunteer details) will be handled in accordance with data protection regulations.
2. **Confidentiality:** Contributors must respect the confidentiality of any sensitive or personal information shared in the magazine. Personal details of parish members should not be shared without prior consent, except in circumstances where it is appropriate (e.g., celebrating milestones, anniversaries).

Amendments to the Policy

This policy will be reviewed annually and amended as necessary to ensure it remains relevant and effective in meeting the needs of the parish community. Any changes will be communicated to all contributors and the parish council.