

# Crowhurst

---

## PARISH COUNCIL



Dear Councillor,

You are summoned to attend the next meeting of the Parish Council to be held on Monday 16 May 2022 at

**7.30pm at Crowhurst Village Hall, Forewood Lane, Crowhurst.**

Members of the press and public are welcome.

11 May 2022

*Deborah Upton*

Deborah Upton  
Clerk to Crowhurst Parish  
Council

1(a)	<b>PUBLIC QUESTIONS:</b> the Council sets aside 10 minutes at the start of each meeting for relevant questions from members of the public.
1(b)	<b>APPOINTMENT OF CHAIR</b>
<b>AGENDA</b>	
2.	<b>MEETING ATTENDANCE:</b>  a) Present b) Acceptance of Apologies for Absence c) Absent
3.	<b>DECLARATION OF INTERESTS:</b> 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.	<b>MINUTES OF PREVIOUS MEETING:</b>  To approve and sign the minutes of the meeting of Crowhurst Parish Council held on 26 April 2022
5.	<b>MATTERS ARISING NOT COVERED IN THIS AGENDA:</b>  To note the actions undertaken on the matters arising from previous meetings which are not covered in this agenda (appendix 1).
7.	<b>REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS:</b>  i. District Councillor Gary Curtis

	<p>ii. County Councillor Kathryn Field</p> <p><b>Resolve:</b> To note the reports.</p>
<p>8.</p>	<p><b>POLICIES, PROCEDURES AND GOVERNANCE DOCUMENTS</b></p> <p>a) The Financial Regulations 2022/23 are attached as appendix 2 for consideration. There are no proposed changes from the last adoption in 2021/22, other than the addition of wording to reflect the proposed change to Standing Orders – the amended wording being shown in red.</p> <p>b) The Standing Orders 2022/23 are attached as appendix 3 for consideration. There is a proposed change to standing order 18 to reflect changes introduced into the model standing orders by NALC in April 2022. This relates to the financial limits on special procurements being revised to £25k and other EU procurement regime changes.</p> <p>c) The Risk Register is attached as appendix 4. The proposed changes from 2021/22 are shown in red and members are asked to consider the risk register and whether any further actions are necessary.</p> <p>d) The statement of assets is attached as appendix 5. The proposed change is the two sandboxes on the recreation ground which have been purchased in 2021/22.</p> <p>e) The monthly playground rota for 2022/23 is attached as appendix 6, based on alphabetical rotation, as agreed by Councillors. If changes are agreed between Councillors, then the Clerk should be notified in order that this can be amended.</p> <p>f) The Councils insurance policy runs from October in each year. Members have already considered whether the insured sums are adequate for the year and a copy of the schedule is attached for information.</p> <p>g) The schedule of Councillors responsibilities is attached as appendix 7 and is based on historic responsibilities. Members are asked to consider whether they wish to agree this schedule.</p> <p><b>Resolve:</b></p> <p>a) To Agree the re-adoption of the Financial Regulations for the year 2022/23</p> <p>b) To Agree the re-adoption of the Standing Orders for the year 2022/23</p> <p>c) To Agree the Risk Register</p> <p>d) To Agree the Statement of Assets at 31 March 2022</p> <p>e) To Agree the monthly playground inspection rota for 2022/23</p> <p>f) To Agree that adequate insurance cover is in place</p> <p>g) To agree the schedule of councillor responsibilities</p>
<p>8.</p>	<p><b>FINANCIAL MATTERS:</b></p> <p>a) The financial report to 30 April 2022 is attached. Members will note receipt of the first half of the precept. Income of £450 from the football club is now due for the last year and this is a significant increase on the previous years as the second team are now playing (appendix 8).</p> <p>b) The payments report for May 2022 is attached (appendix 9) for consideration.</p> <p>c) The Bank Reconciliation for April 2022 is attached (appendix 10) for members to consider and approve</p> <p>d) There are a number of payments which are contractual and are shown on the attached schedule (appendix 11). Members are asked to approve that these be entered onto the bank system as direct debits, although they will still appear on the payments report.</p>

	<p><b>Resolve:</b></p> <ul style="list-style-type: none"> <li>a) To note the finance report</li> <li>b) To approve the payments for May 2022</li> <li>c) To agree the Bank Reconciliation for April 2022</li> <li>d) To agree the schedule of direct debits for the year 2022/23.</li> </ul>
9.	<p><b>RECREATION GROUND:</b></p> <ul style="list-style-type: none"> <li>a) To receive an update from Councillors on their monthly inspections.</li> <li>b) To note and discuss progress on matters at the Recreation Ground, including lighting.</li> </ul> <p><b>Resolve:</b></p> <ul style="list-style-type: none"> <li>a) To note the recreation ground update</li> <li>b) To consider the position and note progress on matters relating to the recreation ground</li> </ul>
10.	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>10.1 To consider the following Planning Applications and provide comments to Rother District Council:-</p> <p><i>RR/2022/954/P – Court Lodge, Forewood Lane, Crowhurst TN33 9AJ Conversion of outhouse including infill of courtyard. Proposed double garage block.</i></p> <p><i>RR/2022/765/P – Wychelms Cottage, Forewood Lane, Crowhurst TN33 9AB Variation of condition 2, to accommodate new dormer windows on detached garage and solar panels on southwest roof slope of main house.</i></p> <p>10.2 To consider a request to apply to register the land adjacent to Sabon Gari, Chapel Hill, Crowhurst as a community asset.</p> <p><b>Resolve:</b></p> <ul style="list-style-type: none"> <li>a) To provide comments on the planning applications for submission to Rother District Council</li> <li>b) To decide whether to make an application to register the land adjacent to Sabon Gari as a community asset.</li> </ul>
11.	<p><b>HIGHWAYS ISSUES</b></p> <p>11.1 ESCC have advised that the cost for a feasibility study to be carried out on behalf of a community group or parish council for a layby would be £500 and may include one site visit and one meeting. This will assess the viability of the scheme and give an indication of the likely cost. There is community match funding available to cover 50% of the cost of a scheme, but there would need to be community consultation and support. The scheme closes on 31 December for this year.</p> <p>11.2 ESCC have now published their programme of urban and rural grass cutting on their website. Their rural programme starts on 23 May and Members are asked to note that as they agreed Crowhurst would take part in the rural grass cutting trial, the verges will only be cut once this year.</p>

	<p>RESOLVE</p> <p>a) Whether to make an application for a feasibility study for a layby at Sandrock Hill  b) To note the programme of grass cutting</p>
12.	<p><b>COUNCILLOR UPDATES ON EXTERNAL BODIES (IF ANY):</b></p> <p>a) Visit by Huw Merriman  b) Village Hall Management Committee (Cllr. Thomas)  c) Climate &amp; Ecological Emergency Working Group (Cllr. Ms. Plato) including Crowhurst Warmer Homes  d) Neighbourhood Plan Design Task Group (Cllr. Mrs. Day)  e) 1066 Steering Group (Cllr. Ms. Plato/Cllr. Thomas)</p> <p><b>Resolve:</b>  To note the updates and agree any further actions.</p>
13.	<p><b>CLERK'S REPORT:</b></p> <p>a) Members are to receive an update on recruitment to the post of Clerk</p>
14.	<p><b>INFORMATION FOR COUNCILLORS:</b></p> <p>Members are asked for future agenda items</p> <p><b>Resolve:</b>  To provide any suggested items</p>
15.	<p><b>DATE OF NEXT MEETING:</b></p> <p>To note that the next meeting of the Council will be <u>Monday 20 June 2022</u></p>
	<p><b>CLOSE OF MEETING</b></p>