**DANEHILL PARISH COUNCIL**

**Minutes of public meeting preceding Danehill Parish Council Meeting held on Wednesday 13th May 20202 held virtually via Zoom.**

Present: R. Lewis (RL) (Chair), T. Blake (TB), N. Macleod (NM), A Martin (AM) and M Mockridge (MM).

Absent: M Lewer (ML), G Powell (GP) and R. Wood (RW).

Emma Fulham Clerk to the Council was present.

**Cllr Galley** provided a report prior to the meeting which was circulated and added to the website.

**Public:**
There were no public present

**Minutes of Danehill Parish Council Annual Meeting held on Wednesday 13th May 2020 held virtually via Zoom.**

Present: R. Lewis (RL) (Chair), T. Blake (TB), N. Macleod (NM), A Martin (AM) and M Mockridge (MM).

Absent: M Lewer (ML), G Powell (GP) and R. Wood (RW).

There were no public present.

Emma Fulham Clerk to the Council was present.

1. To accept apologies for absence.

R. Wood – Illness.

1. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

The Chair reminded Cllrs to declare when necessary.

1. Due to Covid-19 limitations on meeting physically it is proposed that the Chairman and Vice Chairman continue in post until May 2021.

**This was unanimously approved by the Council.**

1. It is proposed that the appointment of Committees and Representatives to other Authorised Bodies be similarly carried forward until May 2021.

**This was unanimously approved by the Council.**

1. To approve the following Council documents:
2. Council Standing Orders.
3. Council Financial Regulations.
4. Code of Conduct.
5. Council published policies.

**All of the above was unanimously approved by the Council.**

1. To Approve Minutes from Parish Council meeting held on 11th March 2020 and the extra ordinary meeting held on 19th March 2020.

**Unanimously approved and signed as a true record.**

1. Matters Arising.
It was noted some of decisions from the previous meeting had been overtaken by events and items like training would be postponed accordingly.

The drive-way specification for Chelwood Common correspondence and site meeting was reviewed. **It was agreed to take legal advice on the title and the Clerk would circulate this and a sample specification / license for Council agreement at a future meeting.**

It was noted that the Church had appointed a youth worker.

The dog bin process and delay for licenses from ESCC was noted and the Clerk was chasing up ESCC.

1. Correspondence.
The list had been circulated to the Council prior to the meeting.
2. Finance
3. To accept year to date account 2019/20 – **Unanimously accepted.**
4. To accept the internal auditor’s report - **Unanimously accepted.**
5. To accept the 2019/20 governing statements - **Unanimously accepted.**
6. To accept the 2019/20 accounting statements - **Unanimously accepted.**
7. To approve expenditure as itemised on the schedule for £3425.74 - **Unanimously approved.**
8. To ratify delegated decisions since 19th March 2020 as follows:

**Parish Council decisions since 19th March 2020**

1. **Planning**

Application No. WD/2020/0348/O

Location: LAND WEST OF TANYARD LANE AND NORTH OF BAXTERS LANE, CHELWOOD GATE, RH17 7LY Description: ERECTION OF 4 NO. DWELLINGS, PROVISION OF NEW VEHICULAR ACCESSES, LANDSCAPING AND OTHER ASSOCIATED INFRASTRUCTURE

The Parish Council Support subject to neighbours comments as it has not had time to publicly consult and some of the committee have concerns over this number of dwellings within the rural landscape and the Council would ask house design is appropriate for rural location, 2 or 3 bedrooms and of low cost.

Application No. WD/2020/0095/F

Location: THE BARN, CHELWOOD BEACON, CHELWOOD GATE, RH17 7LQ Description: INSTALLATION OF 2NO. VELUX WINDOWSINTO SOUTH FACING ROOF

**The Parish Council supports subject to neighbours’ comments.**

Application No. WD/2020/0524/F

Location: LADYS WOOD, LEWES ROAD, CHELWOOD GATE, RH17 7DA Description: SINGLE-STOREY EXTENSION, RECONSTRUCTION OF THE ORIGINAL LEAD CANOPY AND EXTENSION OF THE ROOF OVERHANG OVER THE EXISTING VERANDA.

**The Parish Council supports subject to neighbours’ comments.**

Application No. WD/2020/0405/F

Location: UPPER LANGDALE, TANYARD LANE, CHELWOOD GATE, RH17 7LY Description: REPLACEMENT OF EXISTING DETACHED CAR PORT. SINGLE STOREY EXTENSION TO THE REAR OF THE PROPERTY, FIRST FLOOR EXTENSION ABOVE EXISTING SINGLE STOREY STRUCTURE TO THE SIDE OF THE PROPERTY AND A TWO STOREY EXTENSION ATTACHED TO ABOVE THE PROPOSED FIRST FLOOR EXTENSION. HARD LANDSCAPING TO INCLUDE THE CREATION OF REAR STEPS

**The Parish Council supports subject to neighbours’ comments.**

Application No. WD/2020/0318/F

Location: LONGSTACKS, TANYARD LANE, CHELWOOD GATE, RH17 7LY Description: PROPOSED GARAGE CONVERSION TO ANNEXE

2020/0348

**The Parish Council supports subject to neighbours’ comments one condition it is retained as a single dwelling.**

Application No. WD/2020/0699/F

Location: CUMNOR HOUSE SCHOOL, LONDON ROAD, DANEHILL, RH17 7HT Description: CONSTRUCTION OF A SINGLE-STOREY EXTENSION TO THE EXISTING NURSERY BUILDING TOGETHER WITH ASSOCIATED HARD AND SOFT LANDSCAPING WORKS.

**The Parish Council supports subject to any neighbour’s comments.**

***MM interest noted.***

Application No. WD/2020/0507/LB

Location: DANEHILL FARM, HORSTED LANE, DANEHILL, RH17 7HP Description: INSTALLATION OF WOOD BURNING STOVE AND FLUE, AND REPLACEMENT OF EXISTING CHIMNEY POT WITH CHIMNEY COWL.

**The Parish Council supports subject to neighbours’ comments.**

**All planning decisions were unanimously ratified.**

1. **Correspondence – Response:**

In response to WDC's request for what development we would like to see during the Plan Period.  In the circumstances the Council is unable to consult publicly or had much time to consider however the Council makes this initial comment. The PC respects the need to protect the Ashdown Forest by prohibiting new housing within the existing 400m protection zone. However, outside this zone limited additional housing would be supported but only for 2- or 3-bedroom low cost units. No single development within the Plan Period of more than 5 units would be supported.

**This was unanimously ratified.**

1. **Payments (See Sheet)**

These continue to be actioned by the Chair and Clerk and are noted on the payment sheet as previously approved.

1. **General**

**March 2020**

To close the Playground as per Covid – 19 recommendations with related notices – Unanimously agreed and actioned by the Clerk.

**April 2020**

To close the Burial Ground following SSALC Covid -19 guidance - Unanimously agreed and actioned by the Clerk.

To reopen the Burial Ground following updated guidance – Actioned by Clerk and reported to the Council.

**All general decisions were unanimously ratified.**

1. To agree to continue in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Council after the Council meeting at which the delegation was put in place.

**Unanimously approved.**

1. Financial implications of Covid -19 – Rec contributions and grants overview.

The Chair outlined the drop in income from sports clubs and the possible expenditure required in the current situation to enable the community to deal with Covid-19. The longer-term delay to some projects was also noted. The Council has significant reserves so the financial implications would be mitigated by the reserves held for contingencies.
The grant budget was noted should it be required.
The delay to projects would probably mean there would be no overspend at year end but at the moment with an evolving situation and at the start of the financial year it would continue to be closely monitored and reported.

1. Items for Reporting or Inclusion in Future Agendas.

Cemetery update – The Clerk confirmed the involvement of the Historical Society and current progress.
8 Rose Cottage replacement building query – The Clerk would request clarification from WDC.
The new VE day bench had been installed.
The surface near the War Memorial was due to be levelled shortly TB reported.
Following on from the Climate emergency declaration the Clerk asked Cllrs to consider moving the climate action plan forward for consideration at a future meeting. TB and RL agreed to work on this.

The footpath request to repair the bridle path near Burnt House Farm. The Clerk was awaiting costs, but the PC was generally in favour of restoring it.

**Dates of Next Meetings:**

Committee meetings are all cancelled until further notice with decisions being made via email.
The Council agreed to cancel the June PC meeting and hold a virtual meeting on 15th July 2020.

Meeting closed 8:30pm