|  |  |
| --- | --- |
| Crest revised | **THE PARISH COUNCIL OF HELLINGLY**The Village Hall, North Street, Hellingly, East Sussex, BN27 4DSTel: 01323 449415e-mail: clerk@hellingly-pc.org.ukWebsite: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk) |

Minutes of the Parish **Council Meeting** held at the Village Hall at 7.30 pm on

**Wednesday 15th May 2019**

**PCH.001.05.19 to PCH.012.05.19**

**Present**: Councillors: D White (in the Chair), S Davis, J Gayton,

M Harrington-James, G Hesselgrave, W Hesselgrave, G Ibbotson,

A Jackets, C Jackets, P Milne, P Strudwick.

**Apologies for absence:** Councillor F Lulham, W Short and County Cllr N Bennett

**In attendance:** Jenny Hoodless (Clerk) and Tracy Harper (Deputy Clerk)

**Members of the Public**: One member of the public

**Declarations of Interest:** None

**PCH 001.05.19** The Council elected Chairman, Cllr D White and Vice-Chairman,

Cllr G Hesselgrave.

**PCH 002.05.19** The **Minutes of the Parish Council** Meeting held on Wednesday 10th April

2019 were **approved** and signed.

**PCH 003.05.19 Matters Arising**

 **PCH.040.07.18** Cemetery Orchids Update – Council requested the Deputy

Clerk arrange an onsite meeting with Helen Proctor to review her report regarding the decline of the orchids on site. A member of the Cemetery and Allotments Committee to also attend.

**PCH.004.05.19 County Councillor’s Report**

Cllr D White reported his concerns for the increase in traffic congestion

in the Parish with the additional housing developments currently being

 built and with further housing planned, the situation would worsen.

 Council requested the Clerk and the Chairman contact County Cllr N Bennett

 expressing these concerns and to arrange a meeting to discuss the road

layout and the improvement required. Also, to request that the relevant people

from Planning and Highways attend the meeting.

**PCH 005.05.19 District Councillor’s Report**

Cllr White reported that no meetings had taken place since April due to the elections. The number of Wealden District Councillors had been reduced from 55 to 45. Cllr C Jackets congratulated Cllr D White on his appointment as District Councillor. Cllr D White thanked all those who had voted and supported him. He reported that only 30% of Hellingly residents had voted.

**PCH 006.05.19 Committees and Terms of Reference – (Appendix 1)**

Council agreed Committee members and Chairman for each Committee.

 The Terms of Reference for each Committee was approved with the

 exception of the Village Hall and Community Hall, these terms would

 be discussed and agreed by the Village Hall and Community Hall

Committee.Council requested that the Clerk clarify the wording referring

to ‘quorum’.

**PCH 007.05.19** Council a**pproved** the following documents (available to print from the email):

1. Financial Regulations – (**Appendix 2**)
2. Standing Orders – (**Appendix 3**)
3. Complaints Procedure – (**Appendix 4**)
4. Staff Policies – (**Appendix 5**)

**PCH 008.05.19 Financial Matters**.

 The Council:

* **Approved** the review of effectiveness of Internal Controls (**Appendix 6**)
* **Approved** the annual risk assessment (**Appendix 7**)
* **Noted** the Internal Auditors Draft report (**Appendix 8**)
* **Approved** the Annual Return and final accounts for 2018/19 (**Appendix 9**)
* **Approved** the list of direct debits and subscriptions for 2019/20 (**Appendix 10**)
* **Approved** the asset register (**Appendix 11**)
* **Approved** the bank reconciliation for April (**Appendix 12**)
* **Approved** the payments **(£4,022.36** and receipts for April **(£1,292.33)**

(**Appendix 13**)

* **Approved** the Clerk’s & Deputy Clerk’s Expenses for April (**Appendix 14**)
* **Noted** CH finances and monies coming in

**PCH 009.05.19 Community Hall & Allotments Update**

Community Hall: Cllr C Jackets reported that the build is progressing well and is currently 3 weeks ahead of schedule.

Allotments: Cllr D White reported that once the Variation of the S106 agreement had been confirmed (5th June), the appointed contractor would be instructed to start the groundwork for the allotments.

The Clerk had received communication from Aspect-Ecology, requesting permission to carry out a survey on behalf of developers, Catesby, for

Great Crested Newts. Council confirmed they would be happy for the survey to be carried out and requested a copy of the report once completed.

The Clerk had also received a request from the developers, Catesby, to hold

a Public Meeting regarding the Park Farm development and to meet with

Council to discuss details. Council agreed that the Planning Committee would meet with the developers and requested that the Clerk advise Catesby of available dates for the Village Hall for the Public Meeting to take place.

**PCH 010.05.19** Council **noted** the **Planning & Environment Committee** minutes held on Monday 29th April 2019.

**PCH 011.05.19 Clerk & Deputy Clerk’s reports**:

* Council agreed a maximum budget of £3,000 to replace a new boiler

at the Village Hall when required and that the Village Hall Committee

would appoint the contractor to carry out the works.

* Council agreed a maximum budget of £1,250 to replace the flooring in

the Disabled and Ladies toilets at the Village Hall. The works to be carried out as soon as possible.

* Council agreed to repair the fence at the Village Hall garden area, the Deputy Clerk to obtain quotes and seek approval via email from the

Village Hall committee.

**PCH 012.05.19 Chairman’s report – no report**

Meeting Closed 9pm

Jennifer Hoodless

Clerk to the Parish Council 15th May 2019