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| Crest revised | **THE PARISH COUNCIL OF HELLINGLY**The Community Hub, The Drive, Hellingly, East Sussex, BN27 4EPTel: 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 on Wednesday 19th May 2021

At 7.30 pm at Hellingly Community Hub

**PCH 001.05.21 to PCH 013.05.21**

**PCH 001.05.21** The Clerk opened the meeting and asked for nominations for Chair, Cllr D White was

 nominated and all Councillors voted in favour, Cllr D White confirmed as Chair.

**PCH 002.05.21** The Chair asked for nominations for Vice-Chair, Cllr G Hesselgrave was nominated

 and all Cllrs voted in favour, Cllr G Hesselgrave confirmed as Vice-Chair.

**Present**: Councillors: D White (in the Chair), G Hesselgrave, G Ibbotson,

C Jackets, M Harrington-James, W Hesselgrave, A Jackets, P Milne, J Perez, V Lee (arrived 7.37pm) and W Short.

**Apologies for absence**: Cllrs S Davis, P Strudwick, F Lulham, J Gayton and County Cllr N Bennett

**Official Clerk/Officer:** Jenny Hoodless, Clerk and Tracy Dean, Assistant Clerk

**Members of the Public**: None

**Declarations of Interest:** None

**PCH 003.05.21** Cllr M Harrington-James requested we refer as Chair-person and Vice-Chair person,

 Cllr C Jackets suggested Chair and Vice-Chair, all Cllrs agreed.

**PCH 004.05.21** The Chairman asked for Committee Members for 2021/22:

* Planning Committee Members to remain the same.
* Parish Halls, Cllr F Lulham requested to step down and all other Members agreed to stay on.
* Cemetery & Allotments Committee Members to remain the same.
* Grounds, all Committee Members to remain the same.
* Finance, all Committee Members to remain the same.

 All Committee Chairs and Vice-Chairs for 2020/21 are to remain, and the two

 Committees (Cemetery & Allotments and Parish Halls) that do not currently have

 Vice-Chairs, would nominate and appoint at their first Committee Meeting.

* Cllr J Perez asked if Council would be happy for her to continue due to her residency being Amberstone, all Councillors agreed for Cllr J Perez to remain on the Council as it is within the required distance from the Parish.
* All other representatives were reappointed as they were for 2020/21.

**PCH 005.05.21** The **Minutes of the Parish Council** Meeting held by zoom on Wednesday

 14th April 2021 were **approved** and signed (Appendix 1).

**PCH 006.05.21** Matters arising (not covered elsewhere on the Agenda):

 **PCH 119.12.20** Public Open Space, sent Bovis approx annual costs for

 Grounds Maintenance still waiting for Bovis to reply. Clerk/DW to ask WDC Planning

 for approximate costs of public open spaces and play areas if Hellingly Parish Council

 were to take them over.

 **PCH 143.02.21** Bellway have now paid for 3 notice boards and they will arrive in June.

 **PCH 146.03.21** Litter issue along A22 and A267, the Assistant Clerk had reported

it to Wealden District Council (WDC) Street Scene and it had since been cleared.

 **PCH 149.03.21** Grounds Maintenance by Pond – Volunteer Group (update by

Cllr A Jackets), waiting for volunteer group to make confirm a start date.

**PCH 007.05.21** Hellingly Parish Councillors would like to congratulate County Councillor Nick Bennett

 on his re-elected as County Councillor.

**PCH 008.05.21** **District Councillor’s Report**:

 Cllr D White reported that the first face to face WDC Full Council meeting took place

 19th May, where the new Chair and Vice-Chair had been appointed. Cllr Ron Reed was voted as Leader and Cllr Angela Snell was voted in as Vice-Chair. Also, a new group, named Independents was announced, members are; Cllr D White (Chair), Cllr Lynn Clarke and Cllr Kay Moss.

**PCH 009.05.21** Council **approved/noted** the following documents:

1. Financial Regulations (Appendix 2) Proposed by Cllr D White and seconded by Cllr M Harrington-James. All in favour.
2. Standing Orders (Appendix 3) Proposed by Cllr D White and seconded by Cllr M Harrington-James. All in favour.
3. Complaints Procedure (Appendix 4) Proposed by Cllr D White and seconded by Cllr M Harrington-James. All in favour.
4. Policies (Appendix 5 x 8) Proposed by Cllr W Short and seconded by Cllr G Hesselgrave. All in favour.
5. 2021/22 Committee Members (Appendix 6) as above.
6. **Noted** Committee Terms of Reference (Appendix 7)

**PCH 010.05.21** Council **approved/noted** the following Financial Documents**:**

* + 1. A**pproved** the review of effectiveness of Internal Controls (Appendix 8)
		2. A**pproved** the annual risk assessment (Appendix 9)
		3. To **note** the Internal Auditors Draft report at the June Council Meeting

 as the Clerk has not yet received the report.

* + 1. A**pproved** the Annual Return AGAR Forms (Appendix 10)
		2. **Approved** the final accounts supporting documents (Balance Sheet

31.03.21, Explanation of Variances, Reconciliation between boxes

 7 and 8 of AGAR forms, Bank Reconciliation and Notice of Public

 Rights) for 2020/21 (Appendix 11)

* + 1. A**pproved** the asset register (Appendix 12) remove VH items left behind
		2. A**pproved** the 2021/22 Insurance Certificate (Appendix 13)

 Points a. – g. were proposed by Cllr C Jackets and seconded by Cllr A Jackets.

 All in favour

* + 1. A**pproved** the bank reconciliation for April (Appendix 14)
		2. A**pproved** the payments **(£10,405.69)** and receipts for April **(£1,215)** (Appendix 15)

Points h. – i. were proposed by Cllr M Harrington-James and seconded by Cllr P Milne. All in favour

**PCH 011.05.21** Neighbourhood Plan Update - Cllr D White reported that our Referendum took place on Thursday 6th May and on Friday 7th May, it was announced that the majority had voted in favour of the Plan. A total of 764 residents voted, 626 were a ‘yes’ and 138 voted ‘no’.

 Planning consents from 7th May 2021 onwards would now mean HPC would receive 25%

 CIL contributions instead of 15%. The Clerk to report on total cost of NDP.

 Cllr D White asked Councillors for suggestions on capital projects to spend the CIL monies

 On. Cllr D White would circulate the criteria details to Council and reported there is a 5 years

 Period in which the CIL monies is to be spent. The Assistant Clerk, Tracy Dean, asked if a

 zebra crossing from Bovis estate is planned as very dangerous, Cllr D White advised an

 island had been planned but HPC could use CIL monies for a safer crossing from Bovis

 (Burfield Grange) and to expand the width of Park Road as narrow and extremely busy.

 Also, there is currently no footpath along the Bovis side on Park Road which is greatly needed especially with the new Primary School. The Clerk/DW would request a copy of the WDC Project List from Highways and add to Hellingly Parish Council (HPC) Project List to ensure all projects considered. Council agreed for the Finance Committee to take responsibility of the project list and that all Councillors are to send their suggestions to the Clerk. Cllr G Ibbotson would like to add Bus Shelters with ‘real time’ information to the list. Cllr D White reported that the new Catesby/Taylor Wimpey development, on the Land West of Park Road, included 4 ‘Real Time’ Bus Shelters but could look at other locations if required.

**PCH 012.05.21** Clerk’s report:

* The official opening of the Community Hub would be decided once the Covid restrictions had been fully lifted.
* Hub bookings extremely busy and all feedback is very positive.
* May Half Term Holiday Activities for Children, two Active Play sessions to take place at Lower Horsebridge and two days would offer four Children’s activity sessions on each day, to take place at the Community Hub. These would be totally free to the attendees.
* The Clerk reported that all but one side of the heras fencing around the Community Hub grounds had been removed and Council agreed to remove the remaining side, facing down The Drive.

**PCH 013.05.21** Chairman’s report:

* Cllr D White reported that the Parish and surrounding areas were in short supply of sports grounds. This could also be added to HPC Project List and CIL monies could be used to contribute towards such projects to improve the Sports Facilities in the Parish.

Meeting Closed 9pm

Jennifer Hoodless

Clerk to the Parish Council 20th May 2021

The next Council would take place on Wednesday 9th June 2021 at 7.30pm.