

Hamsey Parish Council

www.hamsey.net

Kevin Kingston, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG, East
Sussex

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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 13 January 2022 at 7.15pm** at **Beechwood Hall and 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@hamsey.net before 5pm on Wednesday 6 January 2022 or they may attend in person.

Please note social distancing will be in place. This meeting may be recorded for the purpose of minute taking.

- 1. Apologies for absence**
- 2. Questions from the public**
- 3. Declaration of interest from any Councillor regarding any item on the agenda**
- 4. Minutes from the meeting held on Thursday 11 November 2021 to be agreed and signed as a true record**
- 5. Notice of motion (to be sent to East Sussex County Council)**

NOTICE OF MOTION

Hamsey Parish Council:

- 1) Supports the 20's *Plenty for East Sussex* campaign;**
- 2) Calls on East Sussex County Council to implement 20mph on the A275 at Cooksbridge, and**
- 3) Will write to East Sussex County Council to request that the County:**
 - a) makes 20mph the default speed limit on streets throughout East Sussex in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit; and**

b) allocates a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within 5 years.

6. Update on any matters arising from last meeting – review and update actions (not covered elsewhere on the agenda)

7. Financial matters

a) To approve payment of invoices as detailed (including v.a.t). Please note salaries are not privy to the public.

Cheque No. or transaction number	Payee	Amount £
300516	Kevin Kingston – printer paper (£9.99), see through filing pockets (£1.99), HDMI cable (£5.99)	17.97
300517	Kevin Kingston – printer cartridges for beechwood hall office	20.99
300518	Kevin Kingston – November 2021 salary	-
300519	The Monday Group – Grant application agreed at Council meeting on 11 November	250.00
300520	Holiday pay for Natalie Kinch for 2020/21 and 21/22 agreed at Council meeting on 11 November	-
300521	Scribe accounting software – agreed at November council meeting	380.40*
711096940	G J Cockram – mow and strim 6/10 mow and strim and hedge cutting 5/11 – malthouse way	140.00
-	Kevin Kingston – December salary 2021	- *
-	Tamsyn d'Arienzo – Christmas expenses for party and replacement lighting for sleigh	67.59
-	Lewes District Council - Collection/emptying bins at Beechwood Park for period 1/1/22 – 31/3/22	29.70*
-	Bank service charge as at 31 December 2021	18.00*

b) To note the Council's current financial situation

Balance per bank statement as at 3 December 2021	£
Unity Trust Account	£43,247.46
Less any unpresented cheques – Tamsyn d'Arienzo for £67.59:	£67.59
Net balances as at 5 January 2022 (includes * payments above)	£42,362.03

c) 2022/23 budget and precept.

The meeting will need to discuss and decide on the level of precept required and requested from Lewes District Council and agree the updated draft budget as detailed in separate e-mail circulated on 6 January 2022.

d) To discuss the appointment of new payroll provider .

The councils current payroll provider is Simon Goacher. Simon is retiring in March 2022 and we will need to appoint a new payroll provider. I have contacted three potential payroll providers and have met with the preferred provider (name to be provided at Council meeting) who have quoted a cost of £390 to provide a payroll service to the Parish Council which I believe offers best value for money and was the cheapest quote of the three providers I contacted. **I therefore recommend that we appoint said provider.**

8. a) Planning matters - to receive any report from the planning committee:

Chair and Cllr Redwood

(a) Applications still awaiting decision/in progress (as at 5 January 2022)

LW/20/0647 | NMA for the addition of 9 parking spaces in relation to planning application LW/17/0030 (Redevelopment of the site with six residential units) | Knights Court South Road South Common South Chailey East Sussex – **Objection from Hamsey Parish Council**

LW/20/0856 | Variation of condition 1 (plans) in relation to planning applications LW/18/0849 and LW/14/0712 | The Barn Former Hamsey Brickworks South Road South Common South Chailey East Sussex BN8 4QD – **Hamsey Parish Council offer ‘no further comment to the retrospective application’.**

SDNP/20/03254/PRE | New garden studio building | Perseverance House The Street Offham East Sussex BN7 3QB – **Hamsey Parish Council offer no objection to the pre-application.**

LW/21/0160 | Removal of condition 27 in relation to planning approval LW/14/0712 | Former Hamsey Brickworks South Road South Common South Chailey East Sussex – **HPC has submitted an objection to this application on a number of issues however further discussions are likely to take place with applicant/developer. Our full objection can be read on LDC planning portal.**

LW/21/0262 | Land Adjacent Nolands Farm, Station Road, Plumpton Green, East Sussex, BN7 3BT – **Objection by Hamsey Parish Council. Full comment can read on the LDC Planning Portal.**

LW/21/0443 | Amendments to approved scheme (ref LW/18/0328) to allow for alterations to fenestration and pitched roof front and rear dormers | Old Hamsey Brickworks South Road South Common South Chailey East Sussex – **HPC offer ‘no objection’ to this application.**

LW/21/0573 | outline application to demolish an existing bungalow and rebuild 4 new two bedroom cottages with off road parking concerning access and layout with remaining matters reserved | Two Ways Bevernbridge South Road South Common South Chailey East

Sussex BN8 4QD – **No objections in principle subject to the boundary treatment to the A275 providing for generous landscaping, with any built structures (fence or wall) between the landscaping and the new houses. HPC would request an informative to this effect.**

LW/21/0538 | single-storey rear extension with roof terrace above, creation of and alterations to windows, demolition of stables and erection of three-bay garage/store with loft space and 3no dormers | Hamsey Lodge, North End Lane, Hamsey, East Sussex, BN8 5TE – **HPC Offer ‘No Objection’ to this application**

LW/21/0622 | demolition of an existing office building, erection of 13no. dwellings (mix of 2 and 3 bedrooms), redesign of parking area serving a consented office building, additional garden area for Kiln Cottage and all associated works I am consulting you on the above development. All comments and any observations no later than 06.10.2021. | Retained Land At Antler Homes, Old Hamsey, Brickworks Development & Avid Commercial Building Knights Court, South Chailey, BN8 4QF

LW/21/0741 | Erection of detached 3 bedroom house |The Orchard, North End Lane, Hamsey, BN8 5TE. **HPC offer ‘no objection’ to this application**

SDNP/21/05718/FUL | Landport Bottom The Motor Road Old Racecourse Lewes East Sussex Proposal: Repairs and replacement to existing post and rail wooden fence. **HPC offer ‘no objection’ to this application**

LW/21/0903 & LW/21/0904 | Bouverie Cottage, Cooksbridge Road, Cooksbridge | householder and listed building consent application – demolition of existing rear extension and replacement single storey rear extension with no3 rooflights. **HPC offer ‘no objection’ to this application**

(b) New planning applications received since last meeting

SDNP/21/05817/FUL | conversion of outbuilding to holiday let | Comments by 23 December 2021 | Pellbrook House, The Drove, Offham, BN8 5TA. **HPC offer ‘no objection’ to this application**

9. Grant applications

To consider any grant applications received

9.1 No grant applications have been received

10. Beechwood Hall Working Group - Cllr Henry and Cllr McBrown

To receive any reports from Beechwood Hall working group

10.1 See appendix 1 of this agenda

11. Correspondence

To note correspondence received since the last meeting and any action required. (See November & December correspondence logs previously circulated)

12. Reports from meetings

To receive any reports from meetings attended by Councillors or Clerk

12.1 CIL bidding process (see Parish Clerk's email dated 7 December 2021 and papers circulated later in December).

13. Highway and Traffic issues - Cllr McBrown

To discuss any Highway and Traffic issues

13.1 Wildflower planting on highway verges – Littlemead flats and the verge between Ditchling road past SDNP sign to Sequoia (see email from James Newchurch at ESCC of 21 December 2021)

14. To consider Rail and Bus issues - Cllr Henry

To discuss any rail and bus issues

14.1 See appendix 2 of this agenda

15. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

16. Environment – Chair and Cllr Croft

To discuss any Environmental issues affecting the Parish

17. General improvements to Parish

To discuss general improvements to the Parish

17.1 To discuss arrangements to celebrate the Queens Jubilee in June 2022 (see Council meeting 15 July 2021)

18. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

19. Council policies - Cllr Henry

To discuss any changes to Council policies

19.1 To consider GDPR and privacy policy – see appendix 3 of this agenda

20. Future agenda items

To discuss and note future agenda items/reports

21. Parish Councillor Vacancy

To discuss the current position re Parish Councillor vacancy

22. Dates for future meetings in 2022

To agree future meeting dates

22.1 To note and agree the following Council meeting dates for 2022. It is proposed that we revert back to Thursday evening meetings on the following dates with a start time of 7.15pm

- Thursday 31 March (hall booked on 10 March)
- Thursday 12 May
- Thursday 14 July
- Thursday 15 September
- Thursday 17 November

Signed..... **Dated**.....

Kevin Kingston – Hamsey Parish Clerk/RFO

Notes

1. Agenda Item 10 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@hamsey.net

Appendix 1

Report to : Hamsey Parish Council
Report of : Councillor Carolyn Henry
Subject : Beechwood Hall and Rural Park
Date : 13 January 2022

1. Projects

The new rural park perimeter accessible pathway is nearing completion and should be ready for public use in the next few weeks. This will allow more people to enjoy the full use of the park and increase accessibility of the green space in all weathers.

Shrub planting next to the tennis court was a great success, with lots of community members joining in to add a natural 'green' fence to the existing metal fence.

The public outside toilet door is still to be replaced, removing the existing payment system which has failed on many occasions, costing a considerable amount in call out fees to repair or reset. Due to the low revenue of the door payments and the need to provide accessible toilet for the community and park users, the decision has been made to gain quotes for a full door replacement to a none payment/none electric door. Kelly the Hall manager is gathering quotes for HPC approval.

2. Children's Christmas party

See separate report from Councillor Kate McBrown. A big thanks to all those who supported this day especially Kate and Natalie and their families who made it a great event and provided Christmas cheer to so many children and families. Please note, due to the increasing numbers of Covid cases, the decision to wear face coverings and limit it to one adult per child was made and was well accepted by the community.

3. Hall bookings

Kelly Penfold, Hall Manager, has reported that there are 9 weddings and 17 parties booked so far for 2022. This is a mix of the gold, silver and bronze packages. The packages were a new addition to allow a range of prices and seems to be well accepted by bookers who appreciate the choice.

Additionally, there are 15 regular users and there is now a waiting list for regular classes. Weekend retreats and events have also been booked in addition to these regular classes.

4. Future grants

National lottery and CIL grants are open. Ideas to be generated before the closure dates in January.

5. Staff update

Kelly now taking the responsibility of cleaning as well as hall manager. She has reported she is enjoying this new responsibility and it is working well for her. She has received lots of compliments and positive feedback on the hall cleanliness too.

6. Friends of Beechwood Group

A big thanks to all the contributors to the Hall, events, the friends group and the ongoing projects. One meeting has been held since the last HPC meeting. A further meeting will be scheduled to discuss; approval of toilet door funds, future grants proposal, potential community events (Queen's Jubilee).

7. Safeguarding

Nil to report

8. Data Protection

Policy has been drafted for HPC approval – see agenda item 19.

Appendix 2

Report to : Hamsey Parish Council

**Report of : Robert Baughan and the Rail Committee Members Ian and Miki -
Cooksbridge Station Partnership**

Date : 13 January 2022

GTR (Southern) advised that they were planning to commission the new 'Pod Point' electric vehicle charging point within the station car park at Cooksbridge on Wednesday 22nd December. This is now up and running.

The winter timetable was phased in by GTR (Southern) from Sunday 12th December with a modified / reduced train service planned to be run on some routes until full introduction of the new timetable from 4th January 2022. This new timetable included some minor changes to the weekday train service from Cooksbridge with a full hourly Saturday and Sunday service also continuing to be provided. GTR (Southern) have now advised that due to Covid-19 related staff shortages they will be implementing a temporary timetable from Tuesday 4th January until Monday 10th January with no trains running to London Victoria (diverted instead to London Bridge) - at the time of writing (2nd January) details of the train service from 10th January are still to be published. Updates have been posted on the community Facebook Group.

Opportunities for grant funding continue to be explored through Community Rail and other sources for shrubs, trees and plants for the coming year.

Network Rail and GTR (Southern) are continuing with a publicity campaign to inform rail users of proposed further works related to the Brighton Main Line Modernisation project. Network Rail will be carrying out major engineering works between Three Bridges and Brighton / Lewes / Hove, closing the line for 9 days from Saturday 19th to Sunday 27th February, to deliver track replacement work and build a new underpass. Supporting work will also take place at weekends before and after the main closures. During this period train services from Cooksbridge will be provided by replacement buses, details of which are still to be advised.

Network Rail

Following the correspondence regarding vibrations from freight trains with Network Rail's Sussex Route Director Shaun King, and his Community Relations Manager John Moss-Coleman, our two most recent communications challenging their inadequate response of 23rd August 2021 have gone unanswered. Furthermore, the opportunity was also taken to raise this issue in response to their Stakeholder Survey (Sussex route) in autumn 2021 but there has still been no further contact from Network Rail. Although complaints from local residents appear to have diminished, the Brett Aggregate trains continue to pass through Cooksbridge creating significant ground-borne vibrations and high levels of wheel to rail contact noise. Our previous main point of contact with Network Rail on this issue, Greg Thompson (Senior Community Engagement Manager), has now moved on to a new role - our appropriate next steps are to be considered.

Lewes – Uckfield

The application by the Wealden Line Campaign, supported by our local MP Maria Caulfield, for funding from round 3 of the UK government's 'Restoring Your Railway' Ideas Fund has not been successful. The Department for Transport advised that the 'proposal did not set out the case sufficiently for it to be recommended for further funding'. With no further Ideas Fund

rounds planned for the foreseeable future, feedback was provided to the Wealden Line Campaign to reconsider their proposal so that they are prepared for any future opportunities.

Appendix 3

Report to : Hamsey Parish Council

Subject : GDPR and privacy policy

Report of : Parish Clerk & Councillor Carolyn Henry

Date : 13 January 2022

GDPR overview

1. The General Data Protection Regulation (GDPR) updated data protection law introducing new classes of personal data and enhanced information rights of individuals. **Under GDPR there *must be a lawful basis for processing any personal data.***
2. The following are laid down in the Regulations as providing lawful basis' for processing of personal data:
 - a) With the consent of the data subject
 - b) When necessary for the performance of a contract with the data subject or to take steps to enter into a contract
 - c) when necessary for compliance with a legal obligation
 - d) when necessary to protect the vital interests of a data subject or another person
 - e) when necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the 'controller' (i.e. the Hamsey Parish Clerk)
 - f) when necessary for the purposes of legitimate interests pursued by the 'controller' or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

What Hamsey Parish Council does and how personal information is used

3. Hamsey Parish Council is the first tier of local government – 7 members elected to represent the community of Hamsey to:
 - work closely with partners to implement our neighbourhood plan
 - promote and enhance the quality of village community life
 - preserve and protect the natural environment & green spaces
 - monitor & influence the sustainable development of the built and rural environment, including vehicle, rail & pedestrian transportation.

In the context of GDPR requirements for lawful data processing HPC is responsible for two types of activity:

- Non-statutory/informal information sharing & communication

- Statutory, legal and regulatory obligations.

4. Non-statutory/informal information sharing and communication activities of Hamsey Parish Council can be described as:

- Two-way communication (email, calls & meetings) with residents, local traders & businesses & local community groups to understand the needs of the Parish and what solutions might address these needs, including developing small schemes/projects to benefit the community;
- maintaining dialogue with trusted 'third party' organisations & groups including Lewes District Council (LDC), South Downs National Park Authority (SDNPA); East Sussex County Council (ESCC) and other public authorities such as Sussex Police and other local groups & associations.

The nature of these communications means that the basis for Hamsey Parish Council to lawfully process personal data is only with the consent of the data subject :

As part of this **informal/non-statutory** communication, personal information the Parish Council processes is:

- Typically limited to name, title, contact details such as telephone details, addresses and email addresses; and possibly comments and photographs; and
- Councillors may share contact data with trusted third parties such as LDC or other parties raise awareness and/or seek solutions to local issues.

In the above circumstances, Hamsey Parish Council *must first* obtain the consent of a 'data subject' as the legal basis for using or sharing personal information – see paragraph 8

5. Hamsey Parish Council's formal/regulatory activities include:

- deciding the level of council tax precept & formal accounting responsibility for use of public' money;
- entering into supplier/contractual arrangements;
- employing a Clerk (who is also HPC's data controller).
- recording the proceedings of physical and on-line meetings

For these activities the lawful basis for processing personal information is likely to be one or more of the following:

- **necessary** for the performance of a contract with the data subject or to take steps to enter into a contract
- **necessary for compliance with a legal obligation**
- necessary to protect the vital interests of a data subject or another person
- **necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the 'controller' (i.e. the Parish Clerk)**

- necessary for the purposes of legitimate interests pursued by the 'controller' or a 3rd party, except where such interests are overridden by the interests, rights or freedoms of the data subject

For HPC's statutory, legal & regulatory obligations, personal information covers:

Telephone details, addresses and email addresses; plus estimates & quotations; comments and works specifications. As HPC moves to online banking the Council will process bank account numbers. In such instances HPC may process and retain data for as long as necessary to satisfy HMRC; audit and legal requirements.

For employees, HPC processes information such as contact details, academic/professional qualifications, work history, NI numbers etc. In these instances, HPC retains data for as long as necessary to satisfy HMRC and requirements of employment law, audits and/or provide VAT/ tax information, or information necessary to defend or pursue legal actions.

6. According to data protection law, personal data held by HPC for the above statutory purposes will only be:

- 1.1 Relevant to the lawful purposes set out in Paragraph 2 of this Policy and limited only to those purposes.
- 1.2 Used lawfully, fairly and in a transparent way.
- 1.3 Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes.
- 1.4 Kept for only as long as necessary for purposes we have told you about.
- 1.5 Kept and destroyed securely.

7. 'Data subject' rights

Individual's rights are:

The right to access personal data HPC holds on you: At any point, you can contact the HPC Clerk to request the personal data HPC have for you as well as why they have that personal data. Once HPC has received your request we will normally respond within one month. There are no administrative fees for a first request.

The right to correct and update the personal data HPC has for you.

The right to have your personal data erased: If you believe HPC should no longer be using your personal data, you can request HPC erase it. When we receive your request, we will confirm whether the personal data has been deleted or the reason it cannot be deleted.

The right to object to processing of your personal data or to restrict it to certain purposes only.

The right to withdraw your consent at any time for any processing of your

personal data. The right to complain to the Information Commissioners Office on

0303 123 1113.

<https://www.gov.uk/data-protection/make-a-complaint>

8. To implement GDPR and this policy, HPC:

- appoints the Parish Clerk as controller with responsibility for operating the Council GDPR and Privacy policy
- protects your personal data - when it is received by us - through a combination of physical and electronic access controls, firewall technology and other security measures;
- requests your permission to hold personal data when the requirement is for non-statutory or non-regulatory purposes
- only uses Council e-mail addresses to conduct Council business allows only password protected personal computers and phones to access council e-mails.
- only shares information with relevant authorities of you are agreeable for us to do this - Agreement can be verbal or confirmation in writing when emails are received;
- clearly communicates details of the above requirements including data subject rights into all HPC correspondence and communications;
- only retains personal information for as long as is necessary to meet legal, regulatory or fraud prevention requirements and for our lawful business
- **will ensure that when leaving the position of Parish Councillor the Councillor deletes all personal details, related information, correspondence and emails;**
- regularly conducts audits to identify personal data that is no longer necessary and proportionate to retain.
- Disposes of personal information in a secure manner;

If you or an organisation appointed by you contacts us for details about your data, HPC will take all reasonable steps to establish your identity and will not disclose personal data unless satisfied that you (or the organisation) are who you claim to be.

9. Changes to this privacy policy

This HPC policy is kept under review in the light of operational experiences and feedback from residents, third parties including our Auditors. The Policy will be reviewed within 2 years of the date below. If we wish to use your personal data for a new purpose not covered by this Policy, we will again seek your prior consent.

Policy drafted	October 2021 by Parish Clerk & Cllr Carrie Henry
Policy approved	January 2022 Council meeting
Policy review date	Within 2 years of policy being approved ie before January 2024

