



ISFIELD PARISH COUNCIL

Clerk & RFO: Anita Emery CiLCA
clerk@isfieldparishcouncil.gov.uk

7th May 2025

TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that Meeting of Isfield Parish Council will be held on Wednesday 21st May 2025 at **Isfield Village Hall, TN22 5XG** at 19:30. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Anita Emery, Parish Clerk and RFO

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

1. Election of Chair

To **ELECT** the Chair of the Council for 2025/26 and to **RECEIVE** the declaration of acceptance of office.

2. Election of Vice Chair

To **ELECT** the Vice Chair of the Council for 2025/26 and to **RECEIVE** the declaration of acceptance of office.

3.

4. Apologies for absence

To **RECEIVE** any apologies.

5. Declarations of interest/Request for dispensations

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

6. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The Council are happy to receive comments but responses will be made outside meetings should they be necessary. Time limit to speak with the discretion of the Chair.

7. District and County Councillors' reports

8. Full Council meeting minutes: 26th March 2025

To **RESOLVE** that the minutes of the meeting as above having been previously circulated, be taken as read and approved.

9. Matters arising from previous minutes

10. Clerks Report

11. Correspondence

To note/discuss correspondence received.

12. Appointment of representatives to outside bodies

To **APPOINT** Cllrs to the following:

- Wealden District Association of Local Councils
- East Sussex Association of Local Councils
- Parish Cluster meetings
- Strengthening Local Relationships/Highways (East Sussex County Council)
- Isfield Village Hall
- Any other

13. To adopt the following Governing Documents for 2025/2026

- Standing Orders
- Code of Conduct
- Finance Regulations
- General Risk Assessment

14. Meeting calendar 2025/26

To note the meeting dates for remaining year.

15. Planning Applications to discuss and also any further applications that arise after publication of the agenda.

- **WD/2025/0922/MEA**

LAND WEST OF UCKFIELD - OWLSBURY FARM, HORSTED GREEN, LITTLE HORSTED TN22 5TJ. Deadline for comments: 28th May 2025

DEMOLITION OF POULTRY FARM AND ASSOCIATED DWELLING; ERECTION OF UP TO 1700 NEW DWELLINGS (INCLUDING 35% AFFORDABLE HOUSING AND 50 RESIDENTIAL CARE/LATE LIVING UNITS (C2)); MIXED-USE CENTRE WITH RETAIL, COMMERCIAL AND COMMUNITY USES; 2FE PRIMARY SCHOOL INCLUDING EARLY YEARS PROVISION; MULTI-PURPOSE SPORTS HUB; COMMUNITY ALLOTMENTS; NEW AND ENHANCED PEDESTRIAN/CYCLE LINKS; OPEN SPACE INCLUDING NEW SANG; SUSTAINABLE URBAN DRAINAGE FEATURES; CHILDREN'S PLAY AREAS; LANDSCAPING; AND CREATION OF TWO POINTS OF ACCESS ONTO A22.

Decision:

- **WD/2025/0286/LB and WD/2025/0287/FR - deadline for comments 16th May 2025 – extension granted to 22nd May 2025.**

BOATHOUSE FARM, LEWES ROAD, ISFIELD, TN22 5TY CONVERSION OF AGRICULTURAL BARN TO DWELLING, DEMOLITION OF EXISTING BARN, ERECTION OF AGRICULTURAL BARN.

Decision:

- **To discuss**

The Oakleigh Development Project - Laughton

To ratify the following applications

WD/2025/0930/P30

ISFIELD CAMP, ISFIELD MILL NORTH, STATION ROAD, ISFIELD, TN22 5XS. Deadline for comments: 15th May 2025
TEMPORARY RECREATIONAL CAMPSITE (in accordance with Part 4 of Schedule 2 (Class BC) of the Town and Country Planning (General Permitted Development) (England) Order 2015)

Decision: Unanimously agreed - No Comment

WD/2025/0721/FR – Full Retrospective – Deadline for comments: not stated

DORANDER/POND COTTAGE, BUCKHAM HILL, UCKFIELD, TN22 5XY PART RETROSPECTIVE APPLICATION FOR NEW DOORWAYS AT GROUND AND FIRST FLOOR TO CREATE SINGLE DWELLING; CREATION OF NEW SHOWER ROOM AT FIRST FLOOR; REINSTATEMENT OF WALL AND CEILING FINISHES; REPOINTING OF CHIMNEY STACK AND VERGE; REPLACEMENT OF ROOFLIGHT AND INSULATION; REINSTATEMENT OF DRIVE AND CROSSING; EXTENSION OF PARKING AREA TO NORTH SIDE; NEW GATES TO CAR PARK.

Decision: Unanimously agreed to - Support

To note the following WDC decisions

WD/2025/0579/FA

OAK TREE BARN, THE STABLE, STATION ROAD, ISFIELD, TN22 5XG.

REMOVAL OF CONDITIONS 2, 3 AND 4 & VARIATION OF CONDITION 6 TO REPLACED APPROVED PLANS. ATTACHED TO WD/2014/0709/F (CHANGE OF USE FROM ANNEXE OCCUPIED BY FAMILY MEMBERS TO SELF-CATERING HOLIDAY LET)

Approved

16. Expenditure

To ratify April expenditure as itemised on the schedule
To approve May expenditure as itemised on the schedule

17. Bank reconciliation

To **RESOLVE** to approve the bank reconciliation and corresponding bank statements for IPC.

18. Year to Date Accounts

To note the year to date accounts (budget v actual spend)

19. Annual Governance and Accountability Return section one – Governance Statements

To **RESOLVE** to approve.

20. Annual Governance and Accountability Return section two – Accounting Statements

To **RESOLVE** to approve.

21. Internal Audit report

To **NOTE**.

22. S106 and CIL Balances

To note the remaining balance and deadline of spend of S106 and note balance of CIL and expiry dates

23. Community Grant Application

To review grant applications received.

24. Update: EV Charge Points

To **RECEIVE** as above from Cllr Cramond.

25. Update: Recreation Land Registration

To receive the above from the Clerk

26. To Note: Playing Field Car Park

Damage to vehicle

27. To discuss:

Recent vandalism around the village

28. Reports from Council representatives

To **NOTE** verbal reports from Councillors – e.g. Recreation Ground, Village Hall.

29. Notification of meeting/Suggested items for next agenda

To **NOTE** any suggested items for the next meeting.

Date of next meeting: 23rd July – 19:30 Village Hall

Isfield Parish Council**List of Expenditure****Date range: 01/04/2025 to 29/04/2025**

Date	Reference	Supplier / Customer	Description	Payment
29/04/2025	252601	Narke Design	Domain registration	30.00
29/04/2025	252602	MS Office	MS Office Annual Subs	115.20
29/04/2025	252602	A Emery	Travel	14.49
29/04/2025	252603	ES Pension Scheme	Mth 1 Pension contributions	141.94
29/04/2025	252604	Isfield Village Hall	Hall Hire 26/3	28.00
29/04/2025	252605	A Emery	Salaries	518.53
29/04/2025	252606	ICO	GDPR/Data protection annual subs	52.00
29/04/2025	252607	HMRC	PAYE Mth 1	169.93
29/04/2025	252608	Narke Design	Parish web hosting annual	225.00
29/04/2025	252610	Mulberry & Co	Year end audit fee	252.00
29/04/2025	252611	Isfield Village Printing	March Newsletter printing	133.54
29/04/2025	252612	Clean Corner	Pav cleaning	144.00
29/04/2025	252613	Team4Solutions	Payroll services final (Mar)	12.00
29/04/2025	252614	ESALC	ESALC/NALC Annual Subs	221.63
29/04/2025	252615	Adele Scantlebury	Made in Isfield grant	100.00
Total April payments				2,158.26

Isfield Parish Council
May 2025 Expenditure List

Date	Reference	Supplier / Customer	Description	Payment
28/05/2025	252616	HMRC	HMRC PAYE Mth 2	145.88
28/05/2025	252617	ES Pension Scheme	Pension contributions Mth 2	157.41
28/05/2025	252618	Playdale Playgrounds	Playpark inspection	312.00
28/05/2025	252619	A Emery	Clerk expenses May	29.43
28/05/2025	252620	Clean Corner	Pavilion Cleaning	144.00
28/05/2025	252621	A Emery	Salaries May	464.88
Total Expenditure				1,253.60

Entered by Clerk 11.3.2025 -- updated May 2025

Parish Spend Deadline	Details of spend	£	Notes
23.4.2023			
	balance	-£4,088 2685	Roundabout repair (March 2025)
		<u>-£1,403</u>	
15.10.2023			
	Balance	-1403 6964.5	Roundabout repair (March 2025)
		<u>5561.5</u>	
14.10.2024			
	bal from above	5561.5	
	Balance	6086.15	
		11647.65	
		-£10,000	Village Hall Grant (April 2025)
	Balance carried forward May 2025	1647.65	(Spend deadline October 2024)
25.4.2027			
	Balance	40049.75	(spend deadline April 2027)
	Balance remaining May 2025	41697.40	As per earmarked reserves

To note - CIL Monitoring Report request by WDC in June 2024 (deadline Sept 2024) has not been submitted.
WDC confirmed we are able to backdate expired receipts due to CV-19 (April 2025)

Isfield Parish Council

Budget v Actual - May 2025

All reserves

Payments

	Year to date		
	Budget	Actual	Variance
Other Payments			
Miscellaneous Payments	0.00	0.00	0.00
Total Other Payments	0.00	0.00	0.00
General Maintenance			
General Maintenance	500.00	260.00	240.00
Total General Maintenance	500.00	260.00	240.00
Website			
Website	425.00	255.00	170.00
Total Website	425.00	255.00	170.00
Communication/Newsletter			
Communication/Newsletter	515.00	133.54	381.46
Total Communication/Newsletter	515.00	133.54	381.46
Pavilion Expenses			
Pavilion Expenditure	1,000.00	0.00	1,000.00
Total Pavilion Expenses	1,000.00	0.00	1,000.00
Defib expenses			
Defib expenses	75.00	0.00	75.00
Total Defib expenses	75.00	0.00	75.00
Elections			
Elections	0.00	0.00	0.00
Total Elections	0.00	0.00	0.00
Sundries			
Sundries	0.00	0.00	0.00
Total Sundries	0.00	0.00	0.00
Community Infrastructure Levy ex			
CIL Expenditure	0.00	0.00	0.00
Total Community Infrastructure Levy ex	0.00	0.00	0.00
S106 Expenditure			

Receipts

	Year to date		
	Budget	Actual	Variance
Other Receipts			
VAT Repayments	0.00	5,348.58	5,348.58
Miscellaneous Receipts	0.00	0.00	0.00
Total Other Receipts	0.00	5,348.58	5,348.58
Precept			
Precept	25,890.00	12,945.00	-12,945.00
Total Precept	25,890.00	12,945.00	-12,945.00
VAT reclaim			
Total VAT reclaim	0.00	0.00	0.00
Donations			
Donations	0.00	0.00	0.00
Total Donations	0.00	0.00	0.00
Bank interest			
Bank Interest	10.00	0.00	-10.00
Total Bank interest	10.00	0.00	-10.00
Other			
Other	0.00	0.00	0.00
Total Other	0.00	0.00	0.00
Community Infrastructure Levy			
Community Infrastructure Levy	0.00	0.00	0.00
Total Community Infrastructure	0.00	0.00	0.00
S106			
S106 Receipts	0.00	0.00	0.00
Total S106	0.00	0.00	0.00
Total Receipts	25,900.00	18,293.58	-7,606.42

S106 Expenditure	0.00	0.00	0.00
Total S106 Expenditure	0.00	0.00	0.00
Grants and Subscriptions			
Grants and Subscriptions	345.00	388.83	-43.83
Total Grants and Subscriptions	345.00	388.83	-43.83
Litter picking			
Litter Picking	1,200.00	0.00	1,200.00
Total Litter picking	1,200.00	0.00	1,200.00
Pavilion cleaning			
Pavilion Cleaning	1,575.00	240.00	1,335.00
Total Pavilion cleaning	1,575.00	240.00	1,335.00
Hedge cutting			
Hedge Cutting	0.00	0.00	0.00
Total Hedge cutting	0.00	0.00	0.00
Salaries			
Salaries	13,970.00	1,598.36	12,371.64
Total Salaries	13,970.00	1,598.36	12,371.64
Pension			
Total Pension	0.00	0.00	0.00
Employers PAYE/NIC			
Total Employers PAYE/NIC	0.00	0.00	0.00
Clerk expenses			
Clerk Expenses	80.00	43.92	36.08
Total Clerk expenses	80.00	43.92	36.08
Stationery			
Total Stationery	0.00	0.00	0.00
Hall Hire			
Hall Hire	240.00	28.00	212.00
Total Hall Hire	240.00	28.00	212.00
Conf/Course/Travel expenses			
Conf/Course/Travel	200.00	0.00	200.00
Total Conf/Course/Travel expenses	200.00	0.00	200.00
Insurance			
Insurance	1,900.00	0.00	1,900.00
Total Insurance	1,900.00	0.00	1,900.00

Audit/Professional Fees

Audit/Professional Fees	550.00	220.00	330.00
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Total Audit/Professional Fees	550.00	220.00	330.00
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Grass cutting

Grass Cutting	2,325.00	0.00	2,325.00
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Total Grass cutting	2,325.00	0.00	2,325.00
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Community Grants

Community Grants	1,000.00	100.00	900.00
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Total Community Grants	1,000.00	100.00	900.00
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Total Payments

25,900.00	3,267.65	22,632.35
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Bank reconciliation (Isfield Parish Council 2025-2026) - registered on

02/04/2025

Isfield Parish Council

Bank account: Current Account Reconciliation as at: 13/05/2025

Balance per bank statement at 13/05/2025 97601.06

Uncleared payments

Date	Customer / supplier	Reference	Amount
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29/04/2025	ICO	252606	-52.00
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-52.00

TOTAL NET BANK BALANCES at 13/05/2025

97549.06

The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025 81413.53

Total receipts 18293.58

Total payments -2158.05

Total transfers -

**Closing balance per cash book as at
13/05/2025 (must equal net bank balances
above)**

97549.06



Bank reconciliation (Isfield Parish Council 2025-2026) - registered on
02/04/2025

Isfield Parish Council

Bank account: Premium Acc 7720 Reconciliation as at: 13/05/2025

Balance per bank statement at 13/05/2025	1142.05
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TOTAL NET BANK BALANCES at 13/05/2025	1142.05
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025	1142.05
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Total receipts	-
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Total payments	-
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Total transfers	-
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Closing balance per cash book as at 13/05/2025 (must equal net bank balances above)	1142.05
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ISFIELD PARISH COUNCIL

Clerk & RFO: Lee Dunkley BA (Hons), MPhil, FSLCC
isfieldparishcouncil@aol.com

Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) Action Against Abuse	
Name and purpose of project Project Non Molestation Order Action Against Abuse is a support service which helps people and their families who are experiencing domestic abuse obtain protective orders such as Non Molestation Orders. These Orders can stop an abusive partner, ex-partner or family member from coming to the client's home, place of work, child's school, contacting or harassing them. We are trained domestic abuse advisors with extensive experience of applying for and obtaining these Orders with a 100% success rate. Our trained staff will help with the application to court, attend court with the client, offer safeguarding advice and risk reducing measures at no cost.	
Total amount requested from the Parish Council £476	
Contact name and position Elaine Adkins CEO	Telephone: 07887 722034 Email: elaine@actionagainstabuse.org.uk
Address for correspondence PO Box 734, Post code TN9 9WN	
Bank account name, sort code and account number Account name : Action Against Abuse Account number : 31162800 Sort Code : 54-21-25	

Aims of organisation – state the aims and objectives of your organisation and the nature of its activity

AAA is a support service which helps people and their families who are experiencing Domestic Abuse (DA), obtain protective orders at court such as Non Molestation Orders (NMO). These Orders can stop an abusive partner from contacting or harassing you, or stop them from coming to your home, work and perhaps a child's school. A breach of a NMO by a perpetrator constitutes an arrestable offence and if found guilty could lead to 5 years in prison. In most cases, a NMO is an extremely effective deterrent to further offending.

For maximum protection a NMO must be put in place as soon as possible. The victim's risk level will remain high until an NMO is in place which is why AAA ensure that court applications are made within a matter of days.

So why aren't they being used more often? The problem is that individuals have relied on solicitors to apply for NMOs. Solicitors are prohibitively expensive to most clients, but even if clients can find a legal aid solicitor with capacity, the whole process can be incredibly slow, with legal aid often taking up to 6 weeks to be approved, therefore meaning applications can take 2 months to get to court meaning a significant risk of harm or homicide to the victim.

We will support in the preparation of an individualised application (including a Witness Statement), assist in all the paperwork and attend court with the client, sitting next to them in court, advising, supporting and taking notes. We have extensive experience in making these applications to court and clients will be expertly supported throughout. Our CEO has made over 400 successful applications for NMOs over the last 5 years with 100% success rate.

Stopping the perpetrator from coming to the home, work place and school means that the abused family can stay and contribute to their community rather than flee to a refuge often miles away. They can keep their employment, children can stay in their schools and families can be near their support network. It is the perpetrator who has to change their behaviour. These orders can stop repeat offending and save lives.

What is the status of your organisation or group? (please tick all those that apply)

registered charity	X	☒	number 1210204.....
company limited by guarantee		☐	number
social enterprise		☐	
community group		☐	
other		☐	

Is your organisation part of, or affiliated to any national organisation? Yes
or no NO

If yes, please give brief details.

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Financial details		
Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).		
Item	A or E	Cost
Please see table listing all costs etc at the bottom of this application form.		
What is the total cost of your project?		£13,472.25
Amount requested from Isfield Parish Council		£476.00
Have successful applications for grants been submitted to other organisations?		
Yes		
(if yes, please supply the name of the funder and the amount)		
Name of funder	Amount granted	
Crowborough Town Council	£1600	
Bexhill Council	£498	
Total granted	£2098.00	
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)		
Activity		Amount raised
Please see table attached to the bottom of this form for full breakdown		

Project details	
Name of project Non Molestation Order	
Who will manage the project? Elaine Adkins	
Please provide a statement of how the project will benefit residents of the Parish of Isfield. Following on from our aims and objectives, our caseworkers and support workers are volunteers. The volunteers write court applications, risk assess victims of domestic abuse, safety plan accordingly and accompany victims to court, acting as McKenzie Friends. The volunteers ensure that adequate safeguarding is in place in court, such as separate entrances, exits and waiting rooms and screens up in the court room so they do not have to see their perpetrator. The grant will contribute to expenses for volunteers to get to court, paying for petrol, parking or train fares. It will also be used to get victims to court, often it is not safe for a victim of domestic abuse to travel by train, so we do need some funds for taxis. Often, when victims of domestic abuse apply for a Non Molestation Order, it means they are being stalked, with their perpetrator turning up at their home or workplace, so it is not safe to travel by public transport. This can be a barrier to them getting the life saving protective injunctions This grant would pay for 17 victims to be supported to get Non Molestation Orders to protect their families, each court appointment costs us £28, or it would pay for general running costs with the shortfall in our project budget to deliver this service to the Parish. We would love to be able to recruit more volunteers to increase our caseload and deliver this service to more people There is a huge need, every week, 2.5 women get killed, 3 commit suicide and every day 30 women try to take their own lives as a result of domestic abuse. In Sussex, 28% of all homicides are related to domestic abuse. Our service is open to everyone in the Parish who is suffering domestic abuse. Having the protection of a Non Molestation Order means that families can stay at home, victims stay in jobs and children stay in their schools, rather than having to flee to emergency accommodation or refuges miles away from home. These injunctions put the onus on the perpetrator to change their behaviour or risk a criminal record or up to 5 years in prison. We are a new charity, registered with the Charity Commission in Sept '24 but we have already forged firm referral pathways, with referrals from Citizens Advice, Probation, Children's Social Services and the statutory domestic abuse agency, CGL.	

	AAA- BUDGET FOR PROJECT SUPPORT NMO	
INCOME	REASON	AMOUNT
Donations	Office space 1 day p/w, laptops and printer, email domain costs, PO Box costs	£3,250.00
Lionessess	Donation	£229.00
Bank Compensation	For admin errors on their part	£250.00
Loans	Given by trustees to be paid back once organisation has achieved this sum in unrestricted reserves	£2,200.00
Grant	Crowborough Town Council - to be paid 30/04/25	£1,600.00
Grant	Bexhill Town Council	£496.25
Sponsored Walk	Fundraiser	£1837.00
Quiz night & Auction	Fundraiser	£3,610.00
TOTAL INCOME		£13,472.25
EXPENDITURE		
Project Manager annual salary	7 hours p/w plus ERNIC and overheads at 15%	£7,607.14
Website hosting		£205.00
Employer's Liability Insurance		£281.12
Microsoft fee		£104.99
Oasis Database	Set up and annual subscription to DA data management system	£1,752.00
Volunteer & staff expenses	Travel to court, client meetings etc	1048.00
Phone contracts and Sim cards	Staff phone plus one volunteer phone	£400.00
Office sundries	Stationery, postage etc	£450.00
Quiz night & Auction	Cost - food / prizes	£2,100.00
TOTAL EXPENDITURE		£13,948.25
SHORTFALL		£476.00

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Name.....Elaine Adkins.....

Signed.....*E Adkins*

.....

Date.....23/04/25.....

Position in organisationCEO