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8th October 2025

The Chairman and Members of the Council,

NOTICE OF MEETING

You are summoned to attend the meeting of Buxted Parish Council to be held on Tuesday 14th October 2025 in St Mary's Church Hall, Church Lane, Buxted directly following the planning committee meeting.

The public have a right and are welcome to attend and at the discretion of the Chairman, members of the public may ask questions prior to the commencement of the business proper.

AGENDA

- 1 Apologies for absence**
- 2 To receive declarations of personal, prejudicial, and disclosable pecuniary interests on items on the agenda and updates to members' register of interests**
- 3 Minutes of the 9th September 2025 meeting (previously circulated) to be confirmed and signed**
- 4 ESCC/WDC report**

Any further update on Local Government Reorganisation

5 Governance and Policy – Three Sections

5.1 Section 1 – Assertion 10 Audit Requirements

Adoption of following Policies:

- Updated Data Protection Policy
- Updated Freedom of Information and Environmental Information Request Policy
- Updated Information Technology Policy
- Subject Access Request Policy and Procedure

Requirement of all councillors and clerk to undertake GDPR training

5.2 Section 2 – Updating and Adoption of Policies:

- Updated Councillors Code of Conduct
- Updated Complaints Procedure
- Adoption of Volunteer Policy

5.3 Section 3 – Review of Standing Orders, Financial Regulations, Fixed Asset Register, Risk Assessments, Policies and Procedures (see full list in Appendix)

- 6 **Request for Parish Council to fund defibrillator in High Hurstwood Trinity Church – update**
- 7 **Five Ash Down Bus Shelter – approval for deposit required for materials prior to construction**
- 8 **Outstanding matters – For Information Only unless otherwise stated:**
 - **Public footpaths**
 - **Trees**
 - **Land/Trees Littlewood Lane – trees/vegetation at end of road on land not belonging to the parish council – update**
 - **Nevill Road – emergency work to fallen tree**
 - **Trees Decision on Recreation Land**
 - **WDC new and easier way to request a TPO**
 - **Road Safety**
 - **Speeding in Buxted**
 - **Wealden Local Development Framework – Local Plan**
 - **Property issues**
 - **Parish Council owned Land – locations to register as Assets of Community Value**
 - **Buxted Recreation Ground – drainage improvements – update**
 - **Communications Matters: Website**
- 13 **Correspondence**
- 14 **Committee meetings - None**
- 15 **Finance: (i) To approve the payment list; (ii) To receive bank reconciliations; (iii) To note the RBS reports: Trial balance, ear marked reserves, summary receipts and payment, cash and investment reconciliation (iv) request for purchase of new laptop for clerk, Claudine**
- 16 **Reports on other meetings attended by members**
- 17 **Members questions**
- 18 **Announcements – a) Chairman of the Council; b) Clerk to the Council**

Congratulations to Buxted Bonfire Society

Next Meeting – Tuesday 11th November 2025 in Five Ash Down Village Hall



R Macklen, Clerk to the Council

Copy to ESCC Cllr R Galley, WDC Cllr Shaw

Ongoing Highways Cases:

DATE RAISED	CASE NO	DESCRIPTION	OPEN/CLOSED RESOLUTION
November 2024	EA007FRAMFIELD	Culvert, Framfield Road, Buxted	ONGOING Collapsed drainage leading to culvert. Reported some time ago. Highway advised works need planning and extensive repair.

			<p>19/3 – Highways contacted PC to advise Structural Team will contact PC to arrange a site meeting likely to be in April.</p> <p>May – Cllr Furber attended meeting with ESCC/Balfour Beatty. Agreed work from culver to KSV would be carried out. Design for culvert currently being designed. Work to be carried out in next financial year.</p> <p>10/06 – clerk to ask Highway if any remedial works will take place to stop the road falling away while a design is being drawn up.</p>
04/02/25	THF003389	Width of footpath between Limes Lane and Pound Green Lane – request to cut back and uncover footpath	<p>ONGOING</p> <p>10/02/25 – Highway Steward has inspected and does not consider works are needed at this time but would keep an eye on it.</p> <p>14/02/25 – Raised with Cllr Galley at meeting. He is raising this issue again with Highways.</p> <p>March 25 - Issue now CLOSED after work carried out by Cllr Furber</p> <p>01/04/25 – Highways confirmed job is now scheduled!</p>
17/02/25	CCY000737	Broken away tarmac (50cm) in Framfield Road/Limes Lane outside KSV and bollard fallen over	<p>REOPENED</p> <p>20/02/25 – ESCC Highways do not consider work is necessary at this time but would continue to monitor – Raise again with Highways.</p> <p>17/3 – Highway Steward revisited. Road still does not meet criteria, but bollard will be replaced.</p> <p>May – work should be carried out in conjunction with culvert repair woks (as above EA007FRAMFIELD)</p>
24/03/25	HED004006	Hedge at Totease House, High Street, Buxted	<p>Reported to highways by a Buxted resident</p> <p>Chased throughout following months by Cllr Galley. Some hedge cut back</p> <p>20/08 – confirmed remaining hedge to be cut is owned by ESCC Highways and should be cut in 28 days.</p> <p>30/09 – Cllr Galley confirmed the hedge has not been cut but is now scheduled to be cut within 72 days</p>
27/08/25	Wealden District Council	Broken Court Lane street sign from UKPN works	<p>ONGOING</p> <p>Reported to Highways. Highways advised this is the responsibility of Wealden</p> <p>27/08 – reported to WDC</p> <p>02/09 – WDC acknowledged and advised it is on list of works</p>
April 2026	SLO001980	Sink hole outside of Buxted	April 26 – reported by school to

		Primary School on Hurstwood Road	Highways. Various ongoing emails – some discrepancy on whose responsibility it is as there is a water leak underground 29/09 – Operations Supervisor visiting site to dig trial holes requiring emergency road closure (outside of peak hours) 02/10 – Highways confirmed it is a South East Water leak so has been handed over for repairs.
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Appendix

List of Buxted Parish Council Policies and Procedures to be Reviewed – 14 October 2025

1. BACS Payment Policy
2. Bullying & Harassment (External) Policy
3. Communications Policy for Buxted Parish Council Meetings
4. Co-Options Policy
5. Dignity and Work Policy
6. Disciplinary Procedure
7. Document Retention Policy
8. Employees Code of Conduct
9. Equality and Diversity Policy
10. Financial Reserves Policy
11. Financial Risk Assessment
12. Grievance Procedure and Problem-Solving Policy
13. Health & Safety Policy
14. Lone Working Policy
15. Press/Media Policy
16. Protocol on Consultation Meetings with Developers, Pre-application meetings and meetings during the application process
17. Gifts and Hospitality Procedure
18. Consultation Requests Procedure
19. Publication Scheme
20. Recording of Meetings Policy
21. Risk Management Policy
22. Social Media Policy
23. Vexatious Complaints Policy
24. Whistleblowing Policy
25. Protocol for Site Visits
26. Risk Assessments
27. Adopted Model Financial Regulations
28. Standing Orders

Ionides Trust Update 14th October 2025:

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Scout Hut - Request to hold Bonfire Event 15th November and any other update**
- 4. New gate creating unauthorised access onto Ionides land and unauthorised cutting of hedge**
- 5. Registration of Land as a Village Green – update**
- 6. Any update on long term vision of Ionides land (SF & PS)**
- 7. Grant request from Friends of St Margarets (FOSM) Church for £1,000**
- 8. Rifle Club lease – consider solicitor costs of £1500**