**Hooe Parish Council**

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**Minutes of the Parish Land Committee Meeting of 23rd August 2022**

Attendees: Cllr Ross Clifton (RC), Cllr A. Loyd (AL), Cllr Paul Yeeles (PY), Cllr Stephen Crawhurst (SC)

Cllr Dick Carey (DC), Gayle Kirk (GK)

Other attendees: DC Pam Doodes

15 members of the public present. Meeting opened at 7.30pm

**Business To Be Transacted – For Public Information**

1. **Introduction and welcome**

AL welcomed everyone to the meeting.

1. To request for nominations and select a chairman for the Parish Land Committee

**PY nominated AL for chairman. SC seconded. All agreed**

**Resolved that AL be chairman of the Parish Land Committee.**

1. To request for nominations and select a vice chairman for the Parish Land Committee

**PY nominated SC for vice chairman. GK seconded. All agreed.**

**Resolved that SC be vice chairman of the Parish Land Committee**

1. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors’ declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to the register of interests should be notified to the clerk.

**Declaration made by DC for agenda item no.s 10 and 11.**

1. **To exclude the public for a particular agenda items the following resolution must be passed.**

Under the public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda item 10 and 11 whereby lease arrangements for Parish Farm and contractual agreements for the land rental are to be discussed , as the business and publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Proposed by PY and seconded by SC. All agreed.**

**Resolved to exclude the public from the Parish Land Committee meeting for agenda items 10 and 11 as agreed under the Public Bodies ( Admission to Meetings) Act 1960.**

1. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3)

**None**

1. **To Receive Questions from the Members of the Public**

**Meeting Closed to receive Public Questions**

**Please note**: Only matters may be raised for public discussion that are listed on **item 8 and 9 of the agenda** as all other are covered under confidential matters, any other question should be put in writing to the clerk in advance of the next meeting. Questions raised for items listed on the agenda that cannot be answered at the council meeting will be brought forward to the next council meeting for response.

AL reminded everyone that the public may attend to observe the parish council at work, and questions may be asked on agenda items 7, 8 and 9 only. AL informed the meeting due to the confidential nature of agenda items 10 and 11 these items cannot be discussed in the public domain.

AL reminded the meeting that should anyone interrupt the proceedings they will be asked to reframe, and should the person continue to disrupt the meeting, a motion shall be put forward to exclude the person from the meeting and where appropriate report the actions to the monitoring officer at Wealden District Council.

Q1 What does the parish land committee do ?

A1 AL explained the committee is to manage the land assets of the parish council, consider the rents or charges and the terms and conditions for such arrangements and any related matter. AL advised that such matters as the individual contractual arrangements are considered confidential matters under the General Data Protection Regulations 2018 and therefore must not be discussed in public.

Q2 Is it the person that rents the land that wishes to purchases it ?

A2 AL stated yes.

Q3 Will there be any restrictions imposed as to what the buyer may do with it ?

A3 AL explained this would be considered if the parish council decides to sell the land.

Q4 Will a decision to sell the land be influenced by the consideration of any covenants to be placed on the land or not ?.

A4 AL responded no.

**Meeting Re-Opened**

**Matters For Consideration and Resolution**

1. To discuss and agree the Terms of Reference for the Parish Land Committee.

**Proposed by SC and seconded by GK. All agreed.**

**Resolved to accept the terms of reference for the Parish Land Committee as written.**

1. To discuss and consider the sale of the parish land known as the Cleavers and agree any actions required.

AL informed the meeting the matter of the potential sale of the land known as the Cleavers had been brought forward for discussion from the full council meeting held on the 8th March 2021, whereby the clerk was asked to investigate the valuation of the land for consideration for sale.

Proposed by RC and seconded by PY. All agreed.

**Resolved that the land known as the Cleaver shall not be sold.**

**AL announced the committee meeting was closed to the public at 8.27pm whereby most of the attendees refused to leave the committee meeting. AL informed the attendees that the meeting would not continue until they left the building. DC left the meeting at 8.31pm.**

1. To discuss and consider the contractual arrangements for Parish Farm and agree any actions required.

**A confidential matter not to be reported in the public domain**

1. To discuss and consider the contractual arrangements, the use of land and fee charges for the rental of the parish land and agree any actions required.

**A confidential matter not to be reported in the public domain**

**Meeting Closed to the public at 8.31pm**

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the “Public Session” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

**Agenda Item 8**

**HOOE PARISH COUNCIL**

**Terms of Reference for the Parish Land Committee**

1. **PURPOSE**
   1. The Parish Land Committee is constituted to consider all matters set out in this document relating to the management of parish rented land and buildings.
2. **GOVERNANCE OF PARISH LAND COMMITTEE** 
   1. The Parish Land Committee shall comprise of all members of the Parish Council
   2. The Chairman and Vice Chairman of the Parish Land Committee shall be elected by the membership at the first committee meeting or following the Parish Council’s Annual General Meeting.
   3. The Parish Land Committee shall review and approve the terms of reference annually following the Parish Council’s Annual General Meeting.
   4. The Parish Land Committee shall be constituted each year at the Parish Council’s Annual General Meeting.
3. **QUORUM**
   1. The quorum shall consist of a minimum of three members.
4. **POWERS AND RESPONSIBILITIES**
   1. The Parish Land Committee shall consider all matters relating to land in the ownership of Hooe parish council with exception of the allotments and the management of the asset register.
   2. Such matters shall comprise of the sale or acquisition of land, contractual matters relating to land leases and land agreements regarding the renting of land and or buildings, land registration, management and use of parish land, the annual review of rental land / buildings charges and the instruction of professional services such as a solicitor or a valuer where appropriate.
   3. The Parish Land Committee shall have the powers to determine on all matters as listed in paragraph 4.2
5. **PARISH LAND COMMITTEE RESPONSIBILITIES**
   1. The members of the Parish Land Committee shall study the clerk’s briefing notes, any other documentation and plans provided prior to attending the Parish Land Committee meeting.
   2. The Parish Land Committee shall comply with all legislative requirements for the management of the land or buildings, take note of any new legislation or regulations, changes in policy or other developments affecting the land management process, any legal briefing received, and to participate in any relevant training that may be required.
   3. The Parish Land Committee will seek the advice of an appropriately qualified professional person/s for legal or valuation services when required. The Parish Land Committee shall consider such advice to ensure lawful decisions are made, and will follow the appropriate processes and procedures laid down by law.
   4. Members must ensure ‘Best Consideration’ is obtained where decisions have a financial implication. Such an explanation may be requested by the auditor or governing body where such a financial decision is made.
   5. The Parish Land Committee shall develop policies and procedures for matters listed in paragraph 4.2.
   6. Where members are dealing with confidential matters, no such information may be put into the public domain or discussed with a third party other than the clerk or professional person acting on behalf of the parish council. For a member to take such action would be a breach of the Code of Conduct and the General Data Protection Regulations 2018 and potentially open up the parish council to a lawsuit.
6. **PUBLIC INVOLVEMENT**
   1. The Parish Land Committee meeting will be open to members of the public to attend. The members of the public may be allowed to speak for 3 minutes in accordance with the Parish Council’s standing orders on matters (not classed as confidential) as set out on the agenda at the public section of the committee meeting.
   2. In accordance with the Parish Council’s standing orders, members of the public may be excluded from the meeting if **confidential business** is to be transacted by means of a special resolution.

**MEETINGS**

The Parish Land Committee meetings will only be convened when business is required to be transacted.

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