

AGENDA

HERSTMONCEUX PARISH COUNCIL

To all Members of Herstmonceux Parish Council you are hereby summoned to the
Herstmonceux Parish Full Council Meeting
To be held on - Monday 20th February, 2017, 7.30 p.m.
Small Hall, Herstmonceux Village Hall

Meeting called by: C J Harrison - Clerk to the Council

Signed: *CJ Harrison*

Date: 10th January, 2017

Councillors: Jenny Alder; Jo Angear ; Angela Ashley; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash; Ian Stewart - Ch; Catherine Stirling-Reed; Max von Barholt Krag.

Agenda Items

1. **APOLOGIES FOR ABSENCE**

2. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING**

- i. Minutes for **Approval and Adoption**, meeting date 16th January, 2017
- ii. Any outstanding actions

3. **DECLARATIONS OF MEMBERS' INTERESTS**

4. **MEMBERS DISPENSATION REQUESTS**

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

Presentation of Payments and Receipts February 2016 for approval and ratification

7. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES**

- i. Minutes for **Approval and Adoption**, meeting date 7th February, 2017

Any Recommendations for Full Council ratification:

- ii. To formally **Approve and Ratify** the FGP Committee **recommendation to enter a Continuation Lease** for a period 01 March 2019 to 28 February 2029 with Mr Love, at an annual lease payment of £800 per annum, with no increases. (see 8.ii).
- iii. To formally **Approve and Ratify** the FGP Committee **recommendation to employ the services of Kent County Council to undertake the necessary legal work for the re-registration and drawing up of the Continuation Lease** for the extension to the Allotment Lease.
- iv. To formally **Approve and Ratify** the FGP Committee **recommendation to accept a quote from Mr Richardson of £60.00 for this year's (annual) clean of the Parish Finger Posts.**

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- v. To formally **Approve and Ratify** the FGP Committee **recommendation** that annual cleaning of the Parish Fingerposts be added to the Parish Council's list of Small Contracts
- vi. To formally **Approve and Ratify** the FGP Committee **recommendation** that an **annual contract should be entered into each year until 31 March 2019** for the annual cleaning of the Parish Finger Posts, when such a contract would become a three-year contract in line with other Parish Council's contracts.
- vii. To formally **Propose, Approve and Ratify** a chosen tender for the Highway Verge Cutting Contract **HPC/HIGHWAY/2017-18**
- viii. To formally **Approve and Ratify** the Personnel Sub-Committee **recommendation** that the RFO's Local Scale should be revised as from 01 April 2017 as follows: SCP 27 (Minimum) to SCP 32 (Maximum), and that the RFO should progress incrementally to SCP 27 wef 01 April 2017.
- ix. To **Approve** the FGP Committee **recommendation** that a Financial Regulations Review be undertaken by Councillor Bradshaw and the RFO, and that Standing Orders be updated with the suggested wording regards Annual Estimates as amended.
- x. To **Approve** the FGP Committee **recommendation** that the Action Schedule document should be introduced, maintained, and updated with input from both Members and Officers, throughout the year.
- xi. To **Approve and Ratify** the FGP Committee **recommendation** that that the Pest Control contract with Go Pest Ltd be terminated as at 31 March 2017, and that the contractor be asked to clear all boxes from the site on termination of the contract.
- xii. To formally **Approve and Ratify** the Personnel Sub-Committee **recommendation** that incremental progression of both Officers of the Parish on their respective Local Scales, in future, would be subject to a satisfactory report, via the Council's Staff Appraisal system.
- xiii. To formally **Approve** the Personnel Sub-Committee **recommendation** that the Clerks hours be reviewed on a 3-monthly basis, subject to submission of a timesheet for all additional hours worked.

8. **AMENITIES COMMITTEE MINUTES**

- i. Minutes for **Approval and Adoption**, meeting date 23rd January, 2017

Any Recommendations for Full Council ratification:

- ii. To formally **Approve and Ratify** the AME Committee **recommendation to Extend the Lease for the Allotments** for a further 10 years – 1st January 2019 – 31st December 2028.
- iii. To agree to the recommendation for the Windmill Hill Defibrillator to be located on the premises of the Horseshoe Inn
- iv. To receive, **Agree and Approve** any received quote/s for fingerpost repair.
- v. To formally **Approve and Ratify** the AME Committee **recommendation** for **annual cleaning of the Parish Finger Posts**.

9. **PLANNING COMMITTEE MINUTES**

- i. Minutes for **Approval and Adoption**, meeting date 6th February, 2017
- ii. Any Recommendations for Full Council ratification

10. **TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING:**

- i. Communications Working Group – COM(WG)
- ii. Neighbourhood Plan Steering Group - NHP
- iii. Building Development Working Group – BDV(WG)

11.1 **PLANNING APPLICATIONS RECEIVED**

Consideration of Planning Applications received:

Application No. WD/2017/0030/F

Application Type: Full

Expiry date for comments: 22 February 2017

Case Officer: Ms A Choudhury Tel: 01892 602473

Location: PENDYKE, VICTORIA ROAD, WINDMILL HILL, HERSTMONCEUX, BN27 4TG

Description: PROPOSED SINGLE STOREY SIDE EXTENSION TO REPLACE EXISTING SHED/GARAGE.

Applicant: Mr M Pentet-Piccolomini

11. 2 **Application No. WD/2017/0211/FA**

Application Type: Full – Non-Compliance of Condition

Expiry date for comments: 2 March 2017

Case Officer: Mr A Battams Tel: 01892 602487

Location: THE CART BARN, OLD ROAD, HERSTMONCEUX, BN27 1PU

Description: REMOVAL OF CONDITIONS 3 AND 8 ATTACHED TO WD/2004/0001/F (CONVERSION OF FLINT BARN TO PROVIDE HOLIDAY LET ACCOMMODATION) TO ENABLE USE AS A DWELLING.

Applicant: Mr S Harris

12. **HERSTMONCEUX CRICKET CLUB**

13. **LIME CROSS DEVELOPMENT**

14. **ANNUAL PARISH MEETING**

- i. Review of planning to date
- ii. Further Action Points needed

15. **ACTION POINTS AND UPDATES**

- i. **Agreement of wording and approval** of Revised Correspondence Policy
- ii. Officer and Councillor ID Badges

16. **COUNTY AND DISTRICT COUNCILLORS REPORTS**

17. **CORRESPONDENCE – FOR NOTING OR ACTION**

- i. Contents of circulation envelope
- ii. Clerks Report

18. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**