

## **HERSTMONCEUX PARISH COUNCIL**

Minutes of the Annual Meeting of Herstmonceux Parish Council held at 7.30pm on Monday 18 May 2015 in Herstmonceux Village Hall.

Present: Councillors Mrs. J. Alder, Mrs. J. Angear, Ms. A. Ashley, Mr M. Bradshaw, Mr M. Goodsell, Mrs. H. Kenward, Mr. B. Naish, Mr S. Nash, Mr. I. Stewart and Mr. M. von Barnholt Krag; East Sussex County Councillor L. Keeley and Wealden District Councillor A. Long.

Mrs. J. McInnes, the Parish Clerk and Mr. S. Goacher, the Finance Officer, were in attendance.

Four members of the public attended.

### **39.2015 ELECTION OF CHAIRMAN**

Councillor H. Kenward proposed Councillor J. Angear seconded by Councillor M. Bradshaw. All councillors in favour.

Councillor Angear welcomed the new councillors and expressed her thanks to the former councillors who have served Herstmonceux Parish Council over the past years. She thanked them for their support and tireless work for the community. She especially thanked Mr Bill Gower who has served on the Council for over 25 years with enthusiasm and dedication. He will be sorely missed and the Council sends him good wishes in his new role as chairman of the Internal Drainage Board for Pevensey Levels.

### **40.2015 ELECTION OF VICE CHARIMAN**

Councillor M. Goodsell proposed Councillor S. Nash seconded by Councillor A. Ashley.

Councillor I. Stewart proposed Councillor M. Bradshaw seconded by Councillor J. Alder.

Councillor J. Alder proposed Councillor I. Stewart but he declined to accept the nomination.

A paper vote was held and five votes were cast for each councillor. The Chairman used her casting vote to elect Councillor S. Nash.

### **41.2015 DECLARATION OF ACCEPTANCE OF OFFICE AND REGISTER OF INTEREST FORMS**

- Councillors have signed their Declaration of Acceptance of Office Forms.
- Copies of the Register of Interest, Code of Conduct forms have been circulated to all councillors. The forms need to be returned to the Clerk by 4.06.15. The original forms will be sent to Wealden District Council and available on the Wealden web site, copies will be available for inspection in the Parish Office and on the parish web site [www.herstmonceuxparish.org.uk](http://www.herstmonceuxparish.org.uk)

### **42.2015 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Mrs. C. Stirling-Reed and East Sussex County Councillors W. Bentley.

### **43.2015 MINUTES**

The minutes of the meeting held on 20 April 2015 had been circulated. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record, proposed by Councillor M. Goodsell and seconded by Councillor S. Nash. All Councillors in favour.

### **44.2015 MATTERS ARISING**

**Councillor I. Stewart made the following comments: ( His Declaration of Interests is detailed below)**

- WD/2015/0266/O land adjacent to West Terrace/James Avenue - he commented that the Parish Council's comments (*The road is privately owned and the applicant only has an agricultural access and not general right of access to the site*) on the application to Wealden District Council were incorrect as his client had an unrestricted right of way over the road. The Chairman stated that it was the Council's understanding that the right of way over the access road was in dispute.
- Herstmonceux Village Hall - the note in the report re an easement being granted for the access to the Health Centre is incorrect as Dr Simmons bought the right of access from Mr Ford when he purchased the land.

Councillor Stewart's comments were noted.

#### **45.2015 DECLARATIONS OF INTEREST**

Councillor Mrs. J. Angear: Elected Member to Herstmonceux Village Hall Management Committee.

Councillor Mr B. Naish: Elected Member to Herstmonceux Village Hall Management Committee.

Councillor M. Goodsell: minor maintenance work on Herstmonceux recreation grounds, Lime Cross and other sites in Herstmonceux Parish.

Councillor I. Stewart: a Prejudicial Interest in planning application WD/2015/0266/O land adjacent to West Terrace/James Avenue as he acts as the applicant's solicitor.

Councillor I. Stewart: an Interest in Herstmonceux Village Hall as he is a trustee of Herstmonceux Village Hall Management Committee, he is the treasurer of the Management Committee and he is the solicitor who drew up the lease between Herstmonceux Village Hall and Herstmonceux Parish Council.

#### **46.2015 DISPENSATION REQUESTS**

None.

#### **47.2015 FINANCIAL OFFICER'S REPORT**

- i. The meeting having been presented with the Payment of Account Report and accompanying vouchers, **RESOLVED** to authorise expenditure totalling £4308.26 (copy attached), proposed by Councillor S. Nash, seconded by Councillor I Stewart. All councillors in favour.
- ii. Bank Signatories
  - Councillors J. Angear and M. Goodsell will remain as signatories. It was agreed that Councillor S. Nash will replace Mr Bill Gower as the third signatory.
- iii. Final Accounts
  - The Final Accounts must be sent to the External Auditor by 8.06.15. The Finance Officer will meet the Internal Auditor on 2.06.15. Councillor M. Bradshaw proposed that the decision on whether to adopt the Final Accounts should be postponed until the June Council Meeting to allow the Internal Auditors Report to be discussed at the F&GP Meeting on 3.06.15, this proposal was seconded by Councillor H. Kenward. All councillors in favour.
- iv. Insurance Renewal
  - A report on the insurance renewal proposal on 1.06.15 was circulated to councillors.
  - A number of issues relating to the quotations was discussed including the terms and conditions and the best value offered.
  - Councillor Stewart offered to review the policies with the Finance Officer.
  - It was proposed to make further inquiries into the policies available and the best option for a future Parish Council Insurance Policy. In the meantime, it was proposed by Councillor J. Angear, seconded by Councillor S. Nash that the Council take a one year policy with Zurich Insurance. All councillors in favour.
- v. Members Allowances
  - A copy of a report on Members Allowances was circulated to councillors.
  - Councillors must complete the appropriate forms if they wish to claim an allowance.
  - The allowances will be paid through the Payroll, half in September 2015 and half in March 2016.
- vi. Copy of Approved Estimates
  - A copy of the approved Estimates was circulated to councillors for information.

#### **48.2015 ELECTION OF COMMITTEES**

**The election of committees is as follows:**

The Chairman, Councillor J. Angear and Vice Chairman, Councillor S. Nash are automatic members of all committees.

**Finance and General Purposes Committee** – Councillors J. Angear, S. Nash, M. Goodsell, H. Kenward, M Bradshaw and I. Stewart.

**Planning Committee** – All councillors - the quorum is 6 councillors. The nominated councillors are Councillors J. Angear, S. Nash, J. Alder, M. Goodsell, H. Kenward, A. Ashley, I. Stewart.

**Ground Committee** – Councillors J. Angear, S. Nash, M. Goodsell, B. Naish, M. Bradshaw, M. Von Barnholt Krag and co-opted member Mr M. Watson.

**Footpath** – Councillors J. Angear, S. Nash, M. Goodsell, C. Stirling-Reed and I. Stewart.

**Allotments** – Councillors J. Angear, S. Nash and M. Bradshaw.

**Emergency Planning Committee** – Councillors A. Ashley, C. Stirling-Reed and Mr A. McInnes (Co-opted member)

**Councillors with special responsibilities are as follows:**

**Street Lighting** – Councillors J. Angear, S. Nash, M. von Barnholt Krag and M. Bradshaw.

**Highways and Traffic** – Councillors J. Angear, S. Nash, J. Alder and H. Kenward.

**Police Liaison** – Councillor J. Alder.

**Tree Warden** – Councillors M. Goodsell and M. von Barnholt Krag.

**Council representatives to the following organisations were elected:**

**Wealden Association of Local Councils** – Councillors S. Nash, M. Bradshaw, J. Alder and I. Stewart.

**Herstmonceux Information Centre** – Councillor S. Nash

**Herstmonceux Village Hall** – Councillor B. Naish.

**Cuckmere Community Bus** - Co-opted member Mrs S. Charlton.

**Herstmonceux School Community Governor** - Councillor J. Alder.

**Herstmonceux Business Association** - Councillors A. Ashley and M. Bradshaw.

**Vitality Villages** - Councillors M. Bradshaw and C. Stirling-Reed.

**Vareneville Twinning Association** - Mrs J. McInnes (Parish Clerk)

**49.2015 COMMITTEES TERMS OF REFERENCE**

The Terms of Reference will be discussed at the meetings of the new committees and forwarded to the clerk for the June Council Meeting.

**50.2015 HERSTMONCEUX VILLAGE HALL**

- The Clerk will forward a copy of all the relevant information about the request from Herstmonceux Village Hall Management Committee for Herstmonceux Parish Council (to take over the access road to Herstmonceux Village Hall), to councillors in time for the June Council Meeting.
- Mrs M. McBurney, the chairman of the Village Hall Management Committee will be asked to give a short report to the June Council Meeting.
- The Council will then decide whether a meeting with legal advisors will be necessary.

**51.2015 HERSTMONCEUX REGISTER**

- The quotation, for a new Register of Information Booklet, from Mr A. Hooper was presented to the Council. However, it was considered expensive. Councillors Alder, Stirling-Reed, Stewart and Von Barnholt Krag wish to seek further quotations.
- The Council wishes to review all aspects of communications i.e. newsletters, web site etc. Councillor M. von Barnholt Krag offered to set up a new web site for the parish. Communication will be put on the agenda for the June Council Meeting.

**52.2015 VITALITY VILLAGE - HERSTMONCEUX**

- The Information day was a great success. The Council extends its congratulations to Mrs Bea Simmons, who started the project.
- There will be a meeting at 7pm on 27 May 2015 to discuss the formal process of setting up Vitality Villages.

## 53.2015 CLERK'S REPORT

### Correspondence

#### General

1. Wellers Hedleys - lease and Completion of Registration re the lease of the Old Forge, Gardner Street, Herstmonceux.
2. Wellers Hedley - draft underlease for the rental of the Old Surgery, West End, Herstmonceux. **The prospective tenants had requested a further change to the conditions of the rental but this was refused by the Council. No further communication has been received from the prospective tenants and the Council has instructed Tingley Commercial to readvertise the site for rental.**
3. WDC - request for volunteers for the Patient Transport Forum.
4. Mr and Mrs Gardiner - requesting a change in the terms for the rental of the Old Surgery, West End, Herstmonceux. **The Council refused this request.**
5. WDC - information about changes to the recycling collection in Wealden.
6. Mr Guppy - seeking information about a photograph of Praise the Lord. **The clerk will arrange for a photograph to be sent to Mr Guppy.**
7. WDC - details of the consultation on the Wealden Local Plan Draft Sustainability Appraisal/Strategic Environmental Assessment Scoping Report 2015. **Comments required by 22.06.15. Link to the report forwarded to all councillors.**
8. Mrs H Jones - requesting information about one of the stained glass windows in Herstmonceux Church. **The clerk will contact the Church Warden.**
9. Details of a time management training event organised by Seaford Town Council on 12.06.15
10. Met Office - information about the Weather Station in West End, Herstmonceux.
11. Mrs C Lucas - comments on the decisions by Herstmonceux parish Council and expressing disappointment about the lack of reply to earlier correspondence. **The Clerk will write to Mrs Lucas and extend the Council's apologies.**

#### Highways

1. ESCC - copies of the licence permitting Herstmonceux Parish Council to erect a handrail at the footpath from Monceux Road to Bagham Lane. **Councillor Goodsell will arrange the installation of the handrail.**

#### Ground

1. RoSPA - informing the Parish Council that the inspection of the play area and the skateboard park will be carried out in June 2015.
2. Hailsham Vets - requesting permission to use Herstmonceux Recreation Ground for a fundraising event on 20.09.15 **Approved.**
3. Herstmonceux Cricket Club update on fundraising.
4. Herstmonceux Bowls Club. Herstmonceux Football Club and Herstmonceux Scouts requesting permission to use the recreation ground for a fundraising event on 23.08.15 **Approved.**

#### Street Lighting

1. Laser Energy - re the renewal of the Street Lighting Contract - the flexible light option has been agreed.

#### Footpaths

1. Signage concerns on the footpath from Wenhust Farm to Bodle Street Green.

#### Cuckmere Bus

1. Request for funding to maintain services.
2. Report from meeting held on 27.04.15

## 54.2015 REPORTS

### 1. Finance & General Purposes Committee:

No meeting.

### 2. Planning Committee:

Minutes of the Herstmonceux Parish Council Planning Committee Meeting held in the Village Information Centre at 6.00pm on Tuesday 30 April 2015.

Present: Councillors J. Angear, S. Charlton, M. Goodsell. M. Goodsell, W. Gower, S. Nash and I. Willson.

Apologies were received from: Councillors A. Ashley, K. Game and D. Hockings.

The following applications were considered:

Application: WD/2015/0684/F

Location: Erreys, Stunts Green, Herstmonceux.

Description: Building 1 to be converted into 2 bed main dwelling. Building 2 to be converted into 1 bed granny annexe. Building 3 to be converted into office space.

Parish Council comments to Wealden District Council: The Council objects to this application:

- Although these farm buildings could be converted to dwellings under the government guidance for conversion of farm buildings, the Parish Council has serious concerns at the potential increase in dwellings which will use a single track unmade road.
- The Council understands that there are issues with the possible unauthorised diversion to footpath 36 which needs investigating.

Application: WD/2015/0830/F

Location: Place Farm, Church Road, Herstmonceux.

Description: Roofing of an existing cattle yard.

Parish Council comments to Wealden District Council: The Council supports this application which will help to reduce pollution as required under the Catchment Sensitive Farming Scheme.

### **Planning Consents from Wealden District Council**

1. WD/205/008/F 2 Scripp Cottages, Stunts Green, Herstmonceux - temporary planning permission for caravan for a period of 18 months during the proposed works to the house approved under WD/2014/1434/F

### **Correspondence**

1. WD/2015/0186/MAJ land at Lime Cross Recreation Ground - proposed new multi-use sports and recreational facility, with associated parking and groundsman's shed - the application will be discussed at the WDC Planning Committee Meeting on 28.05.15. The clerk was asked to write to Mr and Mrs Watson about the purchase or leasing of the land to facilitate the relocation of the football pitch.

### **3. Ground Committee**

- No report.

### **4. Street Lighting**

- No report.

### **5. Highways and Traffic**

- No report.

### **Footpaths**

- No report.

### **7. Police Liaison and Local Action Team (LAT)**

- No report.

### **8. Information Centre**

- Nothing to report.

### **9. East Sussex County Councillors**

- Councillor Keeley is opposing the cabinet system at ESCC.
- ESCC will need to make cuts of 90 million pounds over the next three years.
- ESCC is proposing to sell a number of properties - Councillor Keeley does not support this proposal as the buildings could be used as community buildings. He is leading a campaign to retain the properties.
- There will be an ESCC meeting in June to review transport. Councillor Keeley has proposed a Metro train in the area.

- There will be a meeting to discuss affordable housing in the county.
- The work on looking at support for homeless people and people suffering from domestic abuse is continuing.

**10. Wealden District Councillor**

- Councillor Long has been re-elected for a fifth term.
- The WDC Case Officers have recommended approval for applications WD/2015/0090/MAO - 70 dwellings at Lime Cross, WD/2015/0136/MAO 40 dwellings at Lime Roughts and WD/2015/186/MAJ new sports facilities and scout hut at Lime Cross Recreation Area. The PWDC Planning Committee Meeting will be held at 10am on 28.05.15.
- Councillor Long has some concerns about the application WD/2015/ land at Lower Chilsham Lane, Herstmonceux and it has been referred by WDC Planning Committee.

**11. Parish Tree Warden**

- No report.

**12. Parish Emergency Plan**

- Nothing to report.

**13. Wealden District Association of Local Councils**

- No report.

**14. Herstmonceux Village Hall**

- No report.

**15. Allotment**

- No report.

**16. Herstmonceux/Varengeville Twinning Association**

- Nothing to report.

**17. Herstmonceux Church of England Primary School**

- Nothing to report.

**18. Cuckmere Bus**

- The Chairman closed the meeting and Mrs Charlton reported on the meeting held on 27.04.15. The Chairman reopened the meeting.

**19. Herstmonceux Business Association**

- No report.

**55.2015 ITEMS FOR AGENDA**

**June Council Meeting**

- Code of Conduct - Register of Interest Forms and information from the Monitoring Officer, Mr T. Scott. Copies of the letter to Mr Scott and his reply were circulated to councillors.
- Communication with residents - web site, newsletters, Register Information booklet.

**July Council Meeting**

- Parish Council surgeries.

Chairman.....Date.....