

HERSTMONCEUX PARISH COUNCIL

Minutes of the Full Council Meeting of Herstmonceux Parish Council held at 7.30pm on Monday 19 October 2015 in the small hall 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 S. Nash, Mr. I. Stewart, Mr M. Von Barnholt Krag and East Sussex County Councillor Mr W. Bentley.

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

104.2015 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Mr B. Naish and Mrs C. Stirling-Reed.

105.2015 MINUTES

- The minutes of the meeting held on 21 September 2015 had been circulated. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record, proposed by Councillor Mr S. Nash and seconded by Councillor Ms A. Ashley. All Councillors in favour.

106.2015 DECLARATIONS OF INTEREST

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

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

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

107.2015 DISPENSATION REQUESTS

None.

108.2015 FINANCIAL OFFICER'S REPORT

- The meeting was presented with the Payment of Account Report and accompanying vouchers for £6781.16. However, after discussion the Council withheld authorisation of cheque 101998 for £1996.20 to Wellers Hedleys Solicitors in respect of legal fees re the Underlease, for the Old Surgery, West End, Herstmonceux. A copy of the Time Ledger for the solicitor had been circulated to all councillors. However, Councillor Mr I. Stewart proposed that the Council should seek further clarification of the accounts and proposed that the Parish Clerk should contact Wellers Hedleys for more information. The proposal was seconded by Councillor Mrs J. Alder. All councillors in favour. The Council **RESOLVED** to withhold payment for this cheque until the clerk had obtained the information.
- The meeting referred back to the Full Council Meeting held on 21.09.15 (Reference September 2015 Payment of Accounts) and authorised payment in November 2015 of those accounts to Wellers Hedleys not relating to the Underlease at the Old Surgery (invoices 045618 and 046991 in the sums of £303.60 and £117.00 respectively)
- It was **RESOLVED** to authorise expenditure totalling £4784.96, proposed by Councillor Mrs J. Alder, seconded by Councillor Mr M. Bradshaw. All councillors in favour.
- In respect of the Old Surgery, West End, Herstmonceux, Wellers Hedleys Solicitors have forwarded the following a first quarter's rent and the deposit.
- A Statement of Account for the period 1.07.15 - 30.09.15 was circulated to all councillors.
- Bank Reconciliation - Councillor Mrs H. Kenward signed the document.
- Fuss3Solutions, the photocopier rental company has been taken over by Principal -

it was agreed that the Finance Officer can cancel the Standing Order to Fuss3Solutions and set up a Direct Debit to Principal. The rental term continues for the same period.

- The Finance Officer reported that Herstmonceux Parish Council had received a clear audit. A report from the Auditors about the Annual Return was inaccurate as it stated that information was missing. Mr Goacher had contacted the Auditors and received an apology for the inaccurate report as all the relevant information was contained in the Annual Return documents.

109.2015 TENDER DOCUMENT AND TENDER PROCESS FOR COUNCIL CONTRACTS

- It was agreed that the original Tender documents were too complicated for Herstmonceux Parish Council. The Finance Officer had sourced some simpler documents.
- It was agreed that some Tender application documents will be for a three year period and others for one year. The Finance Officer will contact the Ground Committee to discuss the schedules relating to work at the recreation areas.
- The Council agreed that the Tender Documents can be agreed by Councillors Mr M. Bradshaw and Mr I. Stewart and then sent out to existing contractors, advertised on the parish web site, the parish notice boards and in the local press. All tenders should be received by 4.12.2015.

110.2015 THE OLD SURGERY, HERSTMONCEUX

- The lease has been received from Wellers Hedleys Solicitors.
- The Finance Officer will contact the Council's Insurance Company for the apportionment of the Insurance Premium relating to the Old Surgery. He will then send an invoice to the tenants.
- The rental period is for five years, the Council should review the rental terms in February 2020, six months before the end of the rental period.

111.2015 HERSTMONCEUX VILLAGE HALL THE ACCESS ROAD TO HERSTMONCEUX VILLAGE HALL, HERSTMONCEUX HEALTH CENTRE AND THE PHARMACY

- The clerk has contacted Dr Simmons for a date for a meeting to discuss the access road.

112.2015 HERSTMONCEUX NEIGHBOURHOOD PLAN

- A Public Meeting will be held in the main hall in Herstmonceux Village Hall at 7pm on 11.11.15 to discuss the future of the Plan.
- A briefing meeting for councillors will be held at 7.30pm on 3.11.15. in the Meeting Room of the Village Information Centre.
- Mr T. Warder, from Sussex Association of Local Councils will give a presentation at the Public Meeting about Community Land Trusts.

113.2015 STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW

- It was agreed to set up a Working Group of six councillors to review the Standing Orders and Financial Regulations.
- It was proposed that three meetings will be needed to produce a report for consideration at the February 2016 Council Meeting.
- Councillors Mrs J. Alder, Mrs J. Angear, Mr M. Bradshaw, Mr S. Nash, Mr I. Stewart and Mrs C. Stirling-Reed are the members of the Working Group.
- The first meeting will be held at 7.30pm on 24.11.15 in the Meeting Room in the Village Information Centre. Councillor Mr I. Stewart gave his apologies for the meeting.

114.2015 VILLAGE PLANTING - TO DISCUSS WHETHER THE COUNCIL WISHES TO TAKE PART IN THE VILLAGE IN BLOOM COMPETITION AND TO DISCUSS PLANTERS IN THE PARISH

- Herstmonceux Parish Council has previously been successful in the Village in Bloom competition; the scheme was supported and led by the Gardeners Club. Unfortunately there is no longer a Gardeners Club in Herstmonceux.
- Councillors support the proposal for more planters in the villages but consider that it is too much work for the Parish Council to undertake. The Council does not want to take part in the Village in Bloom Competition.
- It was suggested that an article in the newsletter could outline the proposal for flower planters in the village and ask for volunteers to plant and maintain them. Businesses/residents in Windmill Hill and Cowbeech should be encouraged to install planters.
- A proposal to show what can be done should be sketched out - approaches can be made to businesses/residents to show what could be achieved. i.e. new free standing planters/ planters on the railings etc
- There was a discussion on whether planting trees would be a better option although it was agreed that flowers in the centre of the villages would be attractive and may encourage greater footfall to the businesses. Trees planted on the verges could be prone to vandalism.
- ESCC Councillor W. Bentley suggested that the Council could seek advice from Hailsham Town Council who has a successful flower planning scheme (Environment Hailsham) involving many local groups and volunteers. Councillor Mr M. Bradshaw will contact Mr Grocock from Environment Hailsham (01323 842931) for more information.
- Christmas Trees will be put up through the village by the Business Association.

115.2015 SUSSEX ASSOCIATION OF LOCAL COUNCILS (SALC) - TRAINING AND REVIEW OF THE PARISH COUNCILS MEMBERSHIP OF SALC.

- A training Event for Herstmonceux Council was scheduled for 22.10.15, it was proposed that the training should be cancelled as a number of councillors are now not able to attend, proposed by Councillor Mrs J. Alder, seconded by Councillor Mr S. Nash. All councillors in favour.
- The review of membership of SALC was proposed by Councillor Mr M. Bradshaw as he was concerned that conflicting advice had been given by SALC representatives at councillor training sessions.
- It was suggested that the Council did not need to be a member of SALC but that advice could be sought from NALC. The Finance Officer advised the Council that the Council's membership was for SALC and NALC who worked through the County organisations.
- The clerk advised the Council that it was not possible for the Council to be a member of NALC and not SALC, although Councillor Mr M. Bradshaw did not support this statement. He suggested that an increased membership fee would be applicable for sole membership of NALC. NALC training sessions were available in London and not locally which may be a disadvantage for some councillors.
- The Clerk and Finance Officers supported the membership of SALC as the organisations provided advice and information on a regular basis and was excellent value for money.
- It was noted that only one council in the area was not a member of SALC. There are a number of challenges facing councils in the future and the Council needs to have access to the information and support from SALC.
- It was suggested and agreed that Mr K. Stevens, the chairman of Wartling Parish Council who was also the Chairman of SALC and the SALC representative to NALC should be invited to talk to Herstmonceux Parish Council about SALC. Councillors who have specific concerns about SALC should contact the clerk with the details so that these can be sent to Mr Stevens prior to the meeting. **NB A meeting has**

subsequently been arranged for 7pm on 3 December 2015 in the Village Information Centre.

- It was suggested that the Council has not yet enough experience to make a decision on this matter; it should be kept under review. It was proposed by Councillor Mr I. Stewart, seconded by Councillor Mr S. Nash that Herstmonceux Parish Council should remain as a member of SALC and that Mr Stevens be invited to talk to the Council. All councillors in favour.

116.2015 CLERK'S REPORT AND UPDATE

Clerk's Update

Nothing to report.

Clerk's Report

General

1. Wellers Hedleys - copy of the signed counterpart Underlease and signed Schedule of Condition for the Old Surgery, West End, Herstmonceux.
2. Campaign to Protect Rural England - membership renewal. **It was resolved to renew the Council's membership, proposed by Councillor Mr M. Bradshaw, seconded by Councillor Mr M. Goodsell. All councillors in favour.**
3. Local Government Boundary Commission Review - information about the consultation on the proposed new electoral arrangements for ESCC, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council, Rother District Council and Wealden District Council. The consultation runs from 22.09.15 - 30.11.15. **Forwarded to all councillors. ESCC Councillor Mr W. Bentley advised the Council that the recommendations would impact on Herstmonceux Parish and the Council should consider its response to the proposals.**
4. Sussex Association of Local Councils - details of the AGM and Conference at the Emmanuel Centre, Battle Methodist Church, Battle at 2pm on 12.11.15.
5. Hailsham Heating Oil Club - details of the scheme.
6. Cuckmere Bus - thanking the Councils for its donation.
7. Victim Support - thanking the Council for its donation.
8. Hailsham Roadway - quotation for the resurfacing of the access road to Herstmonceux Village Hall, Herstmonceux Integrated Health Centre and the Warwick and Radcliffe Pharmacy.
9. Mr and Mrs M. Page - expressing concern about the parked vehicles on the verges at the end of Buckwell Rise and Queens Road which are causing damage to the verges. Mr and Mrs Page note that the edge of the verge adjacent to Denefield Green has been protected by posts and requests similar measures for Buckwell Rise and Queens Road. The matter was referred to the Highways Committee and the councillors have contacted WDC for more information. The recommendation to the Council for action will come to the November Council Meeting.
10. Mr Jupp - asking for the Council's comment on his application for a Speedwatch camera for use in Cowbeech. **The Council's decision not to support the request was taken at the July 2015 Council Meeting and Mr Jupp was informed on 30.07.15. The clerk has resent the Council's comments to Mr Jupp.**
11. Mrs M. Gordon - request for Herstmonceux Parish Council to consider making an application to register the Merrie Harriers Inn, Cowbeech as a Community Asset. **The Parish Clerk will seek information on the process and report back to the Council.**
12. Mr R. Tratt - request for Herstmonceux Parish Council to consider making an application to register the Merrie Harriers Inn, Cowbeech as a Community Asset. **The Parish Clerk will seek information on the process and report back to the Council.**

13. Warbleton Parish Council - supporting the request for Herstmonceux Parish Council to consider making an application to register the Merrie Harriers Inn, Cowbeeck as a Community Asset. **The Parish Clerk will seek information on the process and report back to the Council.**
14. Mrs H. Vine, Business Manager, Herstmonceux C of E Primary School - informing the Council that Herstmonceux School would not support a car park at the rear of the school for use by the teaching and non teaching staff. The school considers that there would be issues relating to the security of staff and pupils as the access is via a playground. **The Council agreed that it will investigate the number of school staff using the car park and discuss the parking time limits in the car park with WDC. The matter will be raised as an agenda item in the future.**
15. WDC - confirming that Councillors J. Angear and J. Alder are booked on the Parish Training from 9-1pm on 4.11.15 at the Civic Hall, Hailsham.
16. Mr K. Cornwall - expressing concern that Councillor S. Nash spoke as a member of Herstmonceux Parish Council, against his application WD/2015/1379/O for land adjacent to West Terrace, West End, Herstmonceux at the WDC Planning Committee Meeting on 15.10.15 **The letter has been referred to Mr T. Scott, the Monitoring Officer at Wealden District Council for his comments.**
17. Mr T. Scott, WDC Monitoring Officer - comments on a letter from Mr N. Daines about the New Homes Bonus Scheme. see email
18. Mrs S. Hedges - application for a shed on allotment 5A.
19. Mr K. Williams, Head of Planning and Environmental Services - reply to the Parish Council's question about the procedure for S106 Agreements. see email
20. Ms T. Fox, WDC - expressing her appreciation about the Council's actions to prevent parking on the verge at Denefield Green and the cutting back of the foliage obscuring the Windmill Hill sign.
21. Mr J. Gallifant, the Council's web master - informing the Council that his maintenance fee will be £40 per month from January 2016.
22. Resident in Monceux Road expressing concern at the following problems: overgrown vegetation in Monceux road, hedge overhanging the footpath outside The Old Sweet Factory, magnolia tree overhanging the footpath adjacent to the Village Stores, brambles on the Twitten to the recreation ground. **Forwarded to the Highways Committee.**

Circulars

1. Cyan Outdoor Leisure Furniture.
2. Glasdon Street Furniture.

117.2015 REPORTS

Finance and General Purposes Committee

[Click here for the minutes of the Finance and General Purposes Meeting held on 7.10.15](#)

Planning Committee

[Click here for the minutes of the Planning Committee Minutes held on 5.10.15 and 13.10.15](#)

[13.10.15](#)

Committee Reports

[Click here for the October Committee Reports](#)

The following matters were raised at the Council Meeting held on 19 October 2015

- There was a discussion on the way in which enquiries from parishioners are dealt with and the way that committees investigate issues.
- Correspondence or enquiries to the parish clerk for any committee will be referred to the appropriate committee.
- The committees or council representatives will investigate the issue and then, if possible, make a recommendation to the Full Council for a decision.
- The clerk will respond to enquiries when the Council has agreed its decision.
- Individual councillors cannot make a decision or reply to enquiries on behalf of the Council.
- It was agreed that a standard letter will be drafted that can be sent to all enquiries.
- The Terms of Reference will be amended to ensure that the process on reporting, investigation and action is clear and any ESCC issues will always be referred to the ESCC Councillors Mr W. Bentley and Mr L. Keeley.

Ground Committee

- The roundabout is broken and work needed on the bearings and shaft, a quotation from Agrifactors is £455 plus VAT, Councillor I. Stewart proposed that the repairs are carried out, seconded by Councillor J. Alder. All councillors in favour.

Footpath

- Track at Squirrel Lane is badly damaged by off road vehicles.

Allotments

Emergency Planning Committee

Communications

- There was a long discussion of costs associated with building a new web site and the templates. Councillor M. von Barnholt Krag proposed that the maximum spend for the creation of the new web site and templates would be £1500, seconded by Councillor I. Stewart. An amendment stated that two quotations must be sought for the work. The proposal was agreed by a majority decision. The work will be undertaken in the current year.

Building Development Committee

Personnel

Councillors with special responsibilities are as follows:

Street Lighting

Meeting arranged with ESCC for 9.00am on 29.10.15

Highways and Traffic

- Fingerpost quotation is expected from JAKK
- Kerbing repairs on start on 16.11.15
- East Sussex County Council Meeting Strengthening Local Relationships (SLR) will be held at 9.30am on 29.10.15 in the Village Information Centre.
- The surface of West End, Herstmonceux is breaking up - ESCC are investigating different products for the work.
- It was suggested that yellow lines could be proposed for the junction of Victoria Road, Windmill Hill but the Council agreed that more information is needed before a formal proposal can be considered.

Police Liaison

Tree Warden

Council representatives to the following organisations

Wealden Association of Local Councils

East Sussex County Council

- Cabinet has reviewed the budget - savings of 81 million must be made over the next four years.
- There will be a reduction in some services i.e. vulnerable people, support for foster carers and some children support services.
- Police and Crime Panel met to look at issues the Police Service is facing - particularly poor standards of driving and speeding drivers at night. However there are very few Police cars available in the evenings.
- East Sussex Community Safety Meeting took place recently - no parking enforcement will be carried. It may be undertaken by a civilian body and not Sussex Police.

Wealden District Council

Herstmonceux Information Centre

Herstmonceux Village Hall

Cuckmere Community Bus

Herstmonceux Business Association

Vitality Villages

Varengville Twinning Association

118.2015 ITEMS FOR AGENGA

Reminder that the Council Meeting will be held at 7.30pm on 14 December 2015 and not 21 December 2015 as that is Christmas week.

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