

## **HERSTMONCEUX PARISH COUNCIL**

Minutes of the Full Council Meeting of Herstmonceux Parish Council held at 7.30pm on Monday 14 December 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, Mrs C. Stirling-Reed and Mr M. Von Barnholt Krag.

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

Five members of the public attended.

The applicant for application WD/2015/2527/F - land adjacent to the Heritage, Cowbeech spoke in favour of the application:

- A section of the pond at the Heritage was silted and work was undertaken to improve it.
- A small island was created.
- Water quality has improved and the site has attracted a number of species to the site.
- The applicant was not aware that planning permission was required for improvements.
- WDC Officers visited the site and informed the applicants that retrospective planning permission should be sought for the works carried out.
- The WDC maps indicate a public footpath across the garden and adjacent to the house. This footpath should have been diverted in 1998 when the pond was created prior to the applicant's ownership of the site.
- WDC has informed the applicants that it will apply and pay for footpath diversion.
- The searches carried out by the applicant's solicitor at the time of purchase did not show the footpaths.
- The applicant requested the Parish Council's support for the improvements to the pond which provides an excellent habitat for a number of species.

### **133.2015 APOLOGIES**

Apologies were received and accepted from Councillor Mr B. Naish and East Sussex County Councillor Mr W. Bentley.

### **134.2015 MINUTES**

The minutes of the meeting held on 16 November 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 Mrs C. Stirling-Reed. All Councillors in favour.

### **135.2015 DECLARATIONS OF INTEREST**

**Councillor Mrs J. Angear:** Elected Member to Herstmonceux Village Hall Management Committee and Planning application WD/2015/2527/F land adjacent to the Heritage, Cowbeech.

**Councillor Mr M. Goodsell:** minor maintenance work on Herstmonceux recreation grounds, Lime Cross and other sites in Herstmonceux Parish. Tenders for work in the parish. Application WD/2015/2359/F Appleshaw, West End, Herstmonceux - Councillor Goodsell has business interests with the applicant.

**Councillor Mr I. Stewart:** an Interest in Herstmonceux Village Hall as he is a trustee and treasurer of Herstmonceux Village; he is the solicitor who drew up the lease between Herstmonceux Village Hall and Herstmonceux Parish Council. Application WD/2015/2359/F Appleshaw, West End, Herstmonceux - Councillor Stewart has had business interests with the applicant as the applicant is a local solicitor.

**Councillor Mrs J. Alder** - planning application WD/2015/2168/F - Bamburi, Joes Lane, Windmill Hill as she is the applicant. Councillor Alder left the room whilst this application was discussed.

### **136.2015 DISPENSATION REQUESTS**

None.

### **137.2015 FINANCIAL OFFICER'S REPORT**

- The meeting was presented with the Payment of Account Report and accompanying vouchers. It was **RESOLVED** to authorise expenditure totalling £5159.78, proposed by Councillor Mr M. Goodsell, seconded by Councillor Mr S. Nash. All councillors in favour.

### **138.2015 TENDER DOCUMENTS**

The following decisions were made on the Tender Applications.

The report of the Tender Opening Group Meeting, which met on 04 December 2015, was discussed at the meeting of Full Council on 14 December 2015.

The RFO drew Members attention to the Financial Regulations, agreed in February 2015, under 'Contracts', Paragraph 11(i) states:

**"The Council shall not be obliged to accept the lowest, or any tender, quote, or estimate."**

The decisions were as follows:

<b>Tender: HPC/HIGHWAYS/2016-2017</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
General Provision	7000.00	N/Applicable	N/Applicable	£7,000.00

The Council will investigate the required qualification needed by the current contractor, and the cost of the qualification course. That the RFO make a provision within the estimates for £7,000 for the verge-cutting contract on the basis that the inner area cutting frequency had been agreed as two cuts per month and the outer area cutting frequency reduced to one cut per month.

No decision - more information will be available at the January 2016 Council Meeting.

<b>Tender: HPC/GROUND/2016-2019</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
Barcombe Landscapes Ltd	4061.00	4259.00	4460.00	£12,780.00

Proposed: Councillor Mr S. Nash.

Seconded: Councillor Mr I. Stewart.

All councillors in favour.

<b>Tender: Allotments – Grass-cutting. HPC/ALLOTMENTS/2016-2019</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
Hoad, Trevor	420.00	420.00	420.00	£1,260.00

The Council received a late sealed tender and the meeting agreed that this should be

opened at the meeting by Councillor I. Stewart. The tender was from the current contractor, who had been delayed due to family illness.

Proposed: Councillor Mrs J. Alder

Seconded: Councillor Mr I. Stewart

All councillors in favour.

<b>Tender: Footpaths – Hedge-cutting / General Maintenance. HPC/FOOTPATHS/2016-19</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
Goodsell, Michael T.	310.00	341.00	375.00	£1,026.00

Proposed: Councillor Mr S. Nash

Seconded: Councillor Mrs J. Alder

All members in favour.

<b>Tender: Ground – Hedge-cutting / General Maintenance. HPC/GROUND-Hedges/2016-2019</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
Goodsell, Michael T.      **	535.00	588.50	642.00	£1,765.50
Popovic & Sons            ***	150.00	155.00	160.00	£ 465.00
** Excludes Hedges at Lime Cross				
*** Hedges at Lime Cross ONLY				
Addt Cost for Lime Cross trim back – provision included in estimates	300.00	330.00	360.00	£ 990.00

The Council discussed the hedges at Lime Cross Sports Ground and it was stated that because of the nature of the hedge and the nearness to the public footpath the hedges required a 'light' trim back on a more frequent basis. The meeting decided that the hedges should be 'trimmed' on a bi-monthly frequency throughout the contract period, and in accepting the above tenders the RFO refer back to the contractor to amend the contract accordingly and to make provision in the estimates accordingly.

Proposed: Councillor Mr I. Stewart

Seconded: Councillor Mr S. Nash

All members in favour.

<b>Tender: Ground – Weed-killing Treatment. HPC/GROUND-Weed killing/2016-19</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
S.R.L. Services	60.00	60.00	60.00	£ 180.00

Proposed: Councillor Mr S. Nash

Seconded: Councillor Mr I. Stewart

All members in favour.

<b>Tender: The Old Surgery – Hedge-cutting / General Maintenance.</b>				
Contractors:	2016-2017	2017-2018	2018-2019	Total
Goodsell, Michael T.	70.00	82.50	90.00	£ 242.50

Proposed: Councillor Mr S. Nash

Seconded: Councillor Mr M. Bradshaw

All members in favour.

### **139.2015 HERSTMONCEUX VILLAGE HALL THE ACCESS ROAD TO HERSTMONCEUX VILLAGE HALL, HERSTMONCEUX HEALTH CENTRE AND THE PHARMACY**

- A meeting was held with Dr Simmons on 24.11.15. He has agreed that he will make a contribution of one third to any maintenance costs of the access road.
- Herstmonceux Parish Council undertakes to grant an easement over the Council's land for the pharmacy entrance.
- The clerk will ask Wellers Hedleys Solicitors to undertake the work on the variation of the lease and the easement.
- The Parish Council agreed to make a contribution towards the costs of gritting/salting the access road in icy weather. The Health Centre has a small gritting machine which can be used on the access road. The clerk will check whether the Health Centre has a grit bin for the storage of salt.
- A number of councillors are attending an informal, information gathering meeting about the Village Hall with Mrs M McBurney, Chairman of Herstmonceux Village Hall Management Committee at 7.30pm on the lounge on 15.12.15. Any councillors are invited to attend.

### **140.2015 HERSTMONCEUX NEIGHBOURHOOD PLAN**

- The Council agreed to accept the quotation of £11,500 from Action in rural Sussex (AirS) for professional services. It was agreed that a total of £15,800 will be put in the Estimates to cover the other costs in completing the Neighbourhood Plan, proposed by Councillor Mrs J. Alder, seconded by Councillor Mrs H. Kenward. All councillors in favour.
- The clerk will complete an application for a grant towards the costs.
- It was agreed that the contract can be signed with AirS as soon as possible.
- The Steering Group will consist of nine councillors; Councillors Mrs J. Angear, Mrs J. Alder, Ms A. Ashley, Mr M. Bradshaw, Mrs H. Kenward, Mr S. Nash, Mr I. Stewart, Mrs C. Stirling-Reed and Mr. von Barnholt Krag.
- Ms F. Bayou, the professional advisor from AirS will give a presentation at the January 2016 on the programme and schedule of the Neighbourhood Plan.

### **141.2015 STANDING ORDER REVIEW UPDATE**

- Meeting held at the VIC on 24th November 2015 at 7.30 p.m.
- Present: Councillor Mrs J. Alder, Mrs J. Angear, Mr M. Bradshaw, Mrs H. Kenward and Mr S. Nash.
- Apologies were received from Councillor Mr I. Stewart.

#### **Terms of Reference**

The following Terms of Reference were agreed:

- To review, research, suggest and recommend replacement Standing Orders for Herstmonceux Parish Council

#### **Election of Chairman**

It was agreed that Councillor Mrs J. Alder would chair the group and lead the meeting.

### **Work undertaken at the meeting**

- It was agreed to work through the existing HPC standing orders and compare them with the NALC electronic standing orders and amend where it was thought necessary.
- We reviewed items 1 - 5 and will complete the review at the next meeting on Wednesday 13th January 2016. The aim is to complete the work by the end of January and bring the group's recommendations to the Full Council Meeting in February 2016.
- Councillor Alder will ask the Clerk for a copy of the Council's Complaints Procedure together with a copy of the policy relating to Council's correspondence.
- It was agreed by those at the meeting that they would cross match the current copy with the National Association of Local Council's copy and make any notes and bring to the next meeting so as to speed up completing the process.

### **142.2015 VILLAGE PLANTERS UPDATE**

- The installation of Village Planters will be undertaken by Herstmonceux Business Association.

### **143.2015 COUNCILLOR SURGERIES**

- Councillor Mr I. Stewart will create a form to use to record the questions from parishioners at the councillor surgeries.
- The first meeting will be on Saturday 30 January 2016 from 10am to 12 midday.
- The clerk will create a schedule for councillors, Councillors Ms. A Ashley, Mr M . Goodsell and Mr B. Naish will not take part in the surgeries.

### **144.2015 CLERK'S REPORT AND UPDATE**

1. The Mayor of Varengeville thanking the Council for their letter of condolences about the terrorist attacks in France.
2. The clerk asked that councillors return their comments on the Minerals and Waste Consultation as the deadline is 23.12.15
3. Sussex Police - details of policing programme and consultation with the PCSOs.
4. Mrs Gardiner, the tenant at the Old Surgery - expressing concern about the litter at the site and requesting three parking spaces outside the Old Surgery, West End, Herstmonceux. The clerk has checked with Mr Tingley that Mrs Gardiner was informed when she viewed the property that there were no spaces allocated to the rental.
5. ESCC Highways - there will be road repairs opposite the Southern Water Treatment Works for a maximum of three days on 5.01.15

### **145.2015 REPORTS**

#### **Finance and General Purposes Committee**

[Please click here for the minutes of the Finance Meeting held on 2.12.15](#)

- It was proposed to accept the recommendations in the report, proposed by Councillor Mr M. Bradshaw, seconded by Councillor Mrs J. Alder. All councillors in favour.

#### **Planning Committee - applications discussed at the Council Meeting:**

**Councillor Mrs H. Kenward chaired application WD/2015/2517/F as Councillor Mrs J. Angear had Declared an Interest.**

**Application:** WD/2015/2168/F

**Location:** Bamburi, Joes Lane, Windmill Hill.

**Description:** Removal of existing workshop and the construction of a detached garage and installation of underground gas storage tank.

**Parish Council comments to Wealden District Council:** The Council supports this

slight change to the original application. There are no material changes to the application.

**Application:** WD/2015/2359/F and WD/2015/2360/LB

**Location:** Appleshaw, West End, Herstmonceux.

**Description:** Proposed replacement of single storey rear extension and rainwater goods.

**Parish Council comments to Wealden District Council:** The Council supports this application:

- It is a replacement of an existing extension.
- The proposed extension is in keeping with the dwelling.
- The proposed materials are in keeping.

**Application:** WD/2015/2527/FR

**Location:** Land adjoining the Heritage, Hammer Lane, Cowbeech.

**Description:** Retrospective application for enlargement of pond due to repair and removal of weed.

**Parish Council comments to Wealden District Council:** The Council supports this application:

- The enlargement of the pond supports the biodiversity of the site.
- The enlargement of the pond has not resulted in any additional banking around the site.
- The Council notes that the application is supported by the adjoining neighbour.

[Please click here for the minutes of the Planning Committee Meeting held on 8.12.15](#)

## **Committee Reports**

- Following a number of comments from councillors at council and committee meetings, the clerk suggested that a number of changes could be made to the committee meetings.
- There was a discussion on restructuring the committees including the dates, timings etc and the clerk will circulate a report with the proposed changes.

## **The following points were discussed at the Council Meeting:**

### **Footpaths**

A meeting will be arranged as soon as possible.

### **Allotments**

- There are seven names on the waiting list.
- A meeting will be arranged early in 2016.

### **Communications**

It was agreed to accept the recommendation for the web site quotation, proposed by Councillor Mr M. Bradshaw, seconded by Councillor Mr I. Stewart. all councillors in favour.

### **Highways and Traffic**

- It was agreed that Councillor Mr M. Goodsell will install the grit bin will be installed at Nursery Lane, Windmill Hill - one free fill included in the initial bin charges and then subsequent fills will be £75 for each fill.

### **Street Lighting**

- The Finance Officer reported that he had received a late proposal at the December Council Meeting from Councillors Mr M. Bradshaw and Councillor M.

von Barnholt for funding for replacement street lighting. The proposal could result in a significant increase to the 2016/17 Precept if adopted. This is merely an outline proposal and no report was submitted to the Council as part of the Estimates discussions

- The proposal is to upgrade the lighting in the village to LED lighting. The existing street lights are sodium lights which are now out of date and will not be available when any street lights need replacing.
- The cost for part of the parish would be over £36,650 but significantly higher to replace all the lighting in the parish.
- LED could result in a long term saving in energy costs.
- It was suggested that a phased programme over several years of street lighting upgrades could be considered.
- It was proposed that the Finance Committee will consider the impact of the proposal on the Precept at the January 2016 Committee Meeting.
- The Street Lighting Committee will need to provide a detailed report on the options for consideration at a future Council Meeting.
- The Council may wish to visit other towns or villages where LED or alternative street lighting has been installed before making a decision.
- The Council must consider the costs as it will impact on the Council Charges as not all areas of the village have street lighting

**Highways and Traffic**

- The parking space created at Belle Vue, Gardner Street, Herstmonceux is being investigated with WDC to see if the appropriate permissions have been granted for a vehicle to access the space across the pavement. The Council is concerned that the access is immediately adjacent to the bus stop and vehicles accessing the site could be a danger to pedestrians.

**146.2015 ITEMS FOR AGENGA**

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