

HERSTMONCEUX PARISH COUNCIL

Minutes of the Full Council Meeting

Herstmonceux Parish Council
Monday 18th April 2016, 7.30pm
HerstmonceuxVillageHall.

Present: Councillors MrsJ.Alder(JAL), MrsJ.Angear(JAN), MsA.Ashley(AA), MrM.Bradshaw(MB), MrM.Goodsell(MG), MrsH.Kenward(HK), MrS.Nash(SN), MrB.Naish(BN), Mr.I.Stewart(IS), MrsC.Stirling-Reed(CSR), EastSussexCountyCouncillorMr L. Keeley(LK), WealdenDistrictCouncillorMrA.Long (AL).

Clerks Karen Crowhurst and Clare Harrison were in attendance.

5 Members of the public attended including the WDC Cllr and ESCC Cllr.
No questions or statements were offered by the public prior to the meeting.

Item no	Minutes	Action by
1.	<p>Apologies and reasons for absence</p> <p>Apologies were offered on behalf of Max VonBarnholtKrag</p> <p>Apologies were accepted</p> <p>Councillor introductions were made around the table for the benefit of the clerk. The new clerk, Clare Harrison, was officially welcomed by the Chair.</p>	
2.	<p>To approve the minutes of the Council Meeting held on 15 February2016 and the Extraordinary Council Meeting held on 1 March 2016</p> <p>Approval of above minutes deferred. Minutes of the FCL meeting 15.02.16 and Extraordinary Council Meeting 01.03.16 will be circulated and presented for approval at the next FCL meeting, 16.05.16 with the minutes of this FCL meeting.</p>	Clerk to circulate all minutes
3.	<p>Declaration of Interests on the agenda items below</p> <p>Cllr MG: declared an interest in Item 12, planning application review. Cllr IS: declared an interest in Item 6, update on the variation of the Lease between Village Hall MC and Parish. IS is a trustee and treasurer of Herstmonceux Village Hall Management Committee; he is the solicitor who drafted the lease between Herstmonceux Village Hall and Herstmonceux Parish Council.</p>	
4.	<p>Dispensation Requests</p> <p>None.</p>	
5.	<p>To receive the Financial Officer's Report and Accounts for payment</p> <p>The meeting was presented with the Payment of Account report, 18.03.16.</p> <p>VPN Accounts for Payment IRO April 2016 staffing hours were presented.</p>	

	<p>It was RESOLVED to authorise VPN for payment in May 2016. Proposed by Cllr JAN, seconded by Cllr SN. All councillors were in favour.</p> <p>It was requested and RESOLVED that future EDF payments are made by Direct Debit and the relevant bank forms signed. Proposed by Cllr JAN, seconded by Cllr SN. All councillors were in favour.</p> <p>There were no queries raised and the accounts were approved. It was RESOLVED to authorize expenditure totaling £12,921.12</p> <p>Proposed by Cllr JAN, seconded by Cllr Nash. All councillors were in favour.</p> <p>Agenda Item 12b, Planning, was moved to this point of the meeting to accommodate members of the public. Two members of the public left the meeting after discussions on this agenda item had closed.</p>	<p>Finance Officer to process VPN payments for May 2016</p> <p>Finance Officer to process EDF payments by DD</p>
6.	<p>Herstmonceux Village Hall - to receive an update on the variation of the lease between Herstmonceux Village Hall Management Committee and Herstmonceux Parish</p> <p>A draft deed of variation has been drawn up by Cllr IS and sent to the previous HPC clerk, letter dated 25.02.16.</p> <p>Wellers Hedleys were issued a letter dated 31.03.16 requesting a quotation for the requested variations of the lease and drawing up of the necessary agreements. To date there has been no response.</p>	<p>Clerk to contact Wellers Hedleys.</p>
7.	<p>Plan Herstmonceux Neighbourhood Plan - to receive a report from the Neighbourhood Steering Group</p> <p>A verbal update was presented by Cllr SN who will produce a list of roles, responsibilities and deadlines to be circulated to all.</p>	<p>Cllr SN to produce and circulate scheme of works</p>
8.	<p>Standing Orders Review - update from the Working Group to review Standing Orders</p> <p>Cllr JAL has submitted a draft reviewed Standing Orders to the Locum Clerk who has advised the following.:</p> <ul style="list-style-type: none"> i. The section on co-option is needing further amendment ii. Public notification of meetings should adhere to the guidance given in the Local Council Administration Guidelines, section 7.4 iii. Agenda Setting should adhere to the guidance given in the Local Council Administration guidelines, section 7.5 iv. The Standing Orders will specify meeting running times as an expectation to not last longer than 2 hours but in an exception to maximum of 2.5 hours. <p>The council agreed to adopt the wording found in the Local Council Administration guide and that the Standing Orders be reviewed at every Annual Meeting. Proposed by Cllr SN, seconded by Cllr JAN. All councillors in favour.</p>	<p>Cllr JAL to finalise the draft review and submit to the clerk for Full Council circulation and presentation at May FCL meeting</p>

9.	<p>Councillor Surgeries - to receive a report from the first surgery held on Saturday 27 February 2016</p> <p>The surgeries are still attracting low attendance.</p> <p>The council discussed the need for wider marketing of the sessions and agreed this could be achieved through leaflets, posters and parish publications.</p> <p>The council agreed to open as usual for the May Bank Holiday weekend and that the surgeries should pilot for a year prior to reviewing if there is a long term future for this Parish Council service.</p>	<p>Communications to ascertain appropriate marketing campaign for the surgeries</p>
10.	<p>The Queen's 90th Birthday Celebrations:</p> <p>a) To receive an update on the Tea Party at Herstmonceux Castle being arranged by the Friends of Herstmonceux Castle and Bader International Study Centre.</p> <p>Cllr JAN read out a letter from Herstmonceux Castle which gave further information about the arrangements for the 12th June.</p> <p>Cllr BN updated the council with the plans for circulation of posters and programmes to go to all households. Cllr IS offered support with production of the posters.</p> <p>Cllr SN reported on the schools enthusiasm for all ages of pupils engaging in producing artwork for tea party poster. A competition for which a book prize will be offered.</p> <p>b) Clean for the Queen - an update on the Clean for the Queen Project on 22 May 2016</p> <p>Cllrs SN and IS reported back on the successful Clean for the Queen village campaign in which there has been a reduction seen in the amount of dog faeces left in and near children's play spaces. Comments from villagers has been favourable. Due to the positive outcomes and feedback, Cllr SN would like expand his environmentally spray painting project to the streets.</p>	<p>Cllr IS to organise copy and laminating of posters</p>
11.	<p>Clerk's Update</p> <p>Local Government Boundary Committee - draft recommendations will be taken to the Planning Committee. A reply will be drafted after discussion with Councill Bill Bentley, to be presented to the May FCL meeting for approval prior to June submission.</p> <p>Councillor AL addressed the Parish Council with the latest updates on the Local Government Boundary Commission Review and asked for HPC continued support in matters as agreed previously. All councillors agreed. Cllr IS will liaise with Cllr AL regarding the writing of the HPC response.</p> <p>Discussions were opened about the ongoing issue with the Finger Post. Risks were highlighted and remedial actions options were discussed. The council agreed that:</p>	<p>Response to be drawn up by the Planning committee. Clerk to add to May FCL agenda</p>

	<ul style="list-style-type: none"> Removal of the post from its new site should be treated as an urgent action The post will be stored for the immediate future The original site will be prepared in order for the post's return <p>NB Communication with the landowner and cutting back of the hedgerow will be necessary prior to the post being reinstated.</p>	Cllr JAL to forward past correspondence to the clerk
12.	<p>Committee Reports – to discuss the proposals for restructuring of Committees</p> <p>Highways committee had submitted a report but this was not circulated or tabled at the meeting. A verbal updated was shared.</p> <p>A Forward Focus on Committee structure meeting was Proposed by Cllr JAL, seconded by HK. All councillors were in agreement. The meeting will review the number of / and terms of committees and sub-groups. A briefing paper was requested of the clerks by the Cllr SN. A date was arranged for Weds 11th May at 6.30pm in the VIC.</p> <p>LA Cllr Keely apologised for his non-attendance at the recent SLR meeting. He updated WPC regarding new housing and schools admissions capacity.</p>	<p>Reappointment of members to committees to be added to the May FCL meeting agenda</p> <p>Clerks to draft briefing paper and circulate.</p>
12.	<p>Planning application WD/2016/0657/F AGRICULTURAL BUILDING, SUNNYSIDE, TROLLIOES LANE, COWBEECH BN27 4QP DEMOLITION OF REDUNDANT AGRICULTURAL BUILDING AND ERECTION OF A REPLACEMENT DWELLING & GARAGE TOGETHER WITH A SOFT LANDSCAPING SCHEME</p> <p>i. Cllr MG declared an interest. Application is a resubmission for a barn conversion.</p> <p>ii. Councillors agreed that the plans had a smaller footprint and had kept the look of a barn and was therefore in keeping with the local area.</p> <p>iii. Councillors were in agreement to approve as long as the plans sat within the National and Wealden Planning Policy criteria.</p> <p>Proposed by Cllr JAL, seconded by Cllr HK. All councillors in favour.</p>	<p>Clerk to submit council feedback to WDC planning officer</p>
13.	<p>Items for May 2016 Agenda - Annual Statutory Meeting</p> <p>As per statutory requirements and previous minutes</p> <p>A draft agenda will be circulated to the full council requesting notification of any additional agenda items</p> <p>The meeting closed at 8.55pm</p>	