

HERSTMONCEUX PARISH COUNCIL

Minutes of the Annual Full Council Meeting

Herstmonceux Parish Council
Monday 16th May 2016, 8.00pm
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), MrM.von Barnholt Krag (MvBK), EastSussexCountyCouncillorMr L. Keeley(LK)

Clerks Karen Crowhurst and Clare Harrison were in attendance.

1 Member of the public attended

No questions or statements were offered by the public prior to the meeting.

Item no	Minutes	Action by
16.05.31	<p>ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF ACCEPTANCE</p> <p>Cllr JAN proposed Cllr IS, seconded by Cllr MG and JAL. There were no other nominations. All councillors in favour.</p> <p>Cllr IS was declared the new Chair of Herstmonceux Parish Council. IS signed his Declaration of Acceptance of Office.</p> <p>Cllr IS thanked the Council members for his election and offered his thanks on behalf of the council and himself to Cllr JAN and Cllr SN for being Chair and Vice Chair and all of their hard work in doing an excellent job over the last year, which he acknowledged had not been an easy one but a lot had been achieved.</p> <p>Cllr IS highlighted that the council would move forwards with growing discipline throughout their dealings and ensuring the Council do everything possible for the benefit of the parish. Priorities for work would include the Neighbourhood Plan and the Boundaries Commission.</p>	
16.05.32	<p>APOLOGIES FOR ABSENCE</p> <p>All councillors were present.</p>	
16.05.33	<p>DECLARATIONS OF MEMBERS' INTERESTS</p> <p>Cllrs MG, JAL and IS expressed DOI's on agenda items. Cllrs JAL and IS DOI was pertaining to the Windmill and the Village Hall respectively.</p> <p>Cllr JAN offered that she may have a DOI.</p>	
16.05.34	<p>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</p> <p>No questions were raised.</p>	
16.04.35	<p>ADOPTION OF NEW STANDING ORDERS</p> <p>Deferred in light of Committee Restructure recommendations for further revision prior to submission June FCL meeting.</p> <p>Point of Law identified about start time of Annual Meeting (5c). Standing Orders to be changed back to 6pm unless otherwise stated.</p>	<p>Clerk - Inclusion on June Agenda.</p> <p>JAL to amend.</p>
16.05.36	<p>ELECTION OF VICE CHAIRMAN</p> <p>Cllr IS proposed Cllr SN, seconded by Cllr BN and AA. There were no other nominations. There was one abstention. All other councillors in favour.</p>	

Cllr SN was declared the Vice-Chair of Herstmonceux Parish Council.

16.05.37 **COUNCIL COMMITTEE RESTRUCTURE UPDATE -**

Meeting notes with recommendations from Restructure of Committee Meeting 11.05.16 were tabled at the FCL meeting. Councillors had previously been circulated a briefing paper and appendix which had led to the agenda discussions for the meeting on the 11.05.16. This briefing paper was used as a supporting document to the discussions below.

Clarification regarding WDALC meetings at which it is proposed that all councillors should have the opportunity of attending.

A round robin of the table was actioned to ensure all councillors, especially those who had not made the meeting on the 11th, had an opportunity to comment on the recommendations.

General:

- SN highlighted that Green Spaces have a requirement to report back to the Neighbourhood Plan and therefore it may be prudent to keep the Green Spaces Committee areas as a separate committee. It was decided that Neighbourhood Plan requirements could still be met under the proposals.
- BN approved of the proposals as he saw the current build-up of committees as non-essential to the FCL.
- All other members either offered no comment or were willing to give the new structure a try.

All -
Individual roles to be agreed.

Working Groups:

- IS offered the members clarity of how the reporting and recommendations requests from working parties would be carried forwards through the 3 main parent committees to FCL.
- IS highlighted there would be no need to publicise the agendas for working group meetings.
- The need for clarification of working group numbers was highlighted.
- The need for clarification of individual councillor roles and responsibilities was highlighted.
- It was clarified that the role of co-opted members would continue as per their current area of specialism / interest non-voting remit.

All -
Working party numbers and members to be ascertained at committee meetings.

Meetings:

- It was confirmed that a new schedule of meetings taking would be circulated taking into consideration the points raised at this meeting regarding start times, days of week, week in the month and frequency.
- Reports will be expected from attendance at appointed outside body meeting attendance back to the relevant parent committee.

Clerk -
Schedule of meetings to be drafted and approved.

Committees:

- A query arose around the need to have that the chairs of the committees should not be the chair of the FCL. IS responded that this was not essential but helped to spread responsibilities and workload for the future.
- It was highlighted that members of committees must submit apologies for non-attendance to all committee meetings in addition to FCL.
- Terms of reference for committees should show consistency and include clear guidelines for members regarding planning and reporting requirements. This will ensure evidence of informed

Clerk, Chair and Vice Chair – TOR
to be drafted.

council decision making and best value spending of public funds with regards to scrutiny and audit purposes.

- Terms of reference for committees should show consistency of discipline for budget requests, spend and review consideration. Overall financial responsibilities will remain with the Full Council and monitored by the FGP Committee.

Cllr JAL proposed adoption of the new structure, seconded by Cllr MB. There was one abstention. All other councillors in favour. Committee new structure **ADOPTED**.

16.05.38 **COUNCIL COMMITTEE AND SUB-GROUP MEMBERSHIPS**

Full Council – all members; *Chair Cllr IS; Vice Chair Cllr SN.*

Amenities – Cllrs MvBK, CSR, MB, HK, JAL, SN (NOT as ex-officio), MG, BN; *Chair Cllr SN.*

- Allotments
- Highways
- Footpaths
- Grounds
- Street Lighting
- Trees and Landscaping

Planning – all members; Role of Chair goes to vote, *Cllr JAN duly elected to Chair of Planning Committee.*

- Building Development

Finance and General Purposes – MB, MG, JAN; SN; IS (NOT as ex-officio), (5 members elected) Role of Chair goes to vote, *Cllr MB duly elected to Chair of Finance and General Purposes Committee.*

- Budgets Working Group
- Communications Working Group
- Emergency Planning
- Personnel Sub – Group

Neighbourhood Plan- This temporary Steering Group of the Parish Council membership to remain as before with Cllr SN as chair.

NB: Cllr HK expressed an interest in being a member of the FGP Committee after the voting had concluded. C/F interest to next FCL meeting.

16.05.39 **APPOINTMENTS TO OTHER BODIES** –

- Herstmonceux Village Hall – **Cllr MB.**
- Wealden District Association of Local Councils – 2 Members are **Cllr IS and Cllr MB but any Cllr should attend as a substitute should the items on the agenda be of specialism interest.**
- Village Information Centre – **Cllr SN** will continue to the link but highlighted that this is not an appointment.
- Sussex Police, Police Liaison and Local Action Team – **Cllr JAL.**
- Any other body requiring Parish Council representation– School Liaison – **Cllr SN and Cllr JAN**; All other organisations as **previous representatives.**

16.05.40 **TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETINGS HELD ON** 12.04.16 (EX-ORD MTG) 21.03.16 18.04.16

TO ACCEPT THE MINUTES FROM THE FINANCE & GENERAL PURPOSES MEETINGS HELD ON

01.03.16
05.04.16
03.05.16

TO ACCEPT THE MINUTES FROM THE PLANNING MEETING HELD ON
12.04.16

TO ACCEPT, FOR ACCURACY ONLY, THE MINUTES FROM THE ANNUAL PARISH MEETING HELD ON

21.03.16

The above listed minutes were **presented for approval.**

The minutes of the March 2016 Annual Parish Meeting were **presented for accuracy.**

Comments and observations offered within the minutes (previously circulated) from the Planning Meeting on the 10.05.16 were **requested to be accepted in principle prior to ratification at next FCL meeting.**

Cllr JAL proposed to **approve** all requests for presented papers listed above. Seconded by Cllr SN and MB. **All councillors in favour.**

Clerk – to submit accepted in principle observation and comments to WDC.

16.05.41 **TO ACCEPT MINUTES AND REPORTS FROM THE FOLLOWING COMMITTEES**

PERSsub 30.03.16
HWsub 04.16
HWsub 05.16
Cuckmere Bus Meeting 25.04.16

All presented reports listed above were **accepted.**

Recommendations put forward by the Highways Group were **deferred** until written reports and quotes are received.

Cllrs JAL and HK – evidence of work needing doing and written quotes to be submitted.

16.05.42 **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

Payments and receipts April / May April 2016

Query with Bus Shelter cleaning contract, clarification offered by RFO.

Query regarding detail given in time sheet. Request for staff to be more specific in their recording.

Proposed by Cllr SN, seconded by Cllr HK. All councillors in favour. April / May 2016 Payments and Receipts were **approved.**

RFO – to request more detail when recording admin time.

HERSTMONCEUX PARISH COUNCIL POLICIES

16.05.43 Standing Orders Working Group to be formally requested to review council policies – **Deferred until review of Standing Orders approved**

Clerk – to include on later FCL agenda.

16.05.44 **ACTION POINTS**

a) Update on Variation on Lease. Declaration of Interest offered by Cllrs JAN and IS. HK lead this item.

Verbal update given by clerk. Council highlighted that the Variation request has now been ongoing for a whole year and that there were clear delays in processing this piece of legal work. Members agreed their dissatisfaction

Clerk – to contact Wellers Hedleys on

about the extended time frame and agreed to take the Variation of the Lease to an alternative solicitor if nothing has been started by next contact between the solicitor and the clerk, due this week. arranged day.

Proposed by Cllr HK, seconded by Cllr JAN. There was one abstention. All other councillors in favour. It was **Resolved** to withdraw this piece of work from Wellers Hedleys should no progress be reported by the solicitors firm this week.

b) Update on Finger Post removal and relocation
Latest information from ESCC conveyed. Further investigation for Risk Assessing will be made by the clerk as a priority.

Clerk – to gain further clarification from Peter Sutton regarding the RA.

c) Update on Defibrillator installation
All information and projected costs now in. Clerk to liaise with RFO regarding installation.

Clerk and RFO – organise installation.

d) Request for approval for Planning Committee recommendations, 10.05.16

d) Request for approval for Highways Subcommittee recommendations

Above were actioned in agenda item 16.05.40

EMERGENCY PLAN

Hard copies were distributed with a note to councillors to update contact information page, pg9.

All Councillors
-to update by hand.

CORRESPONDENCE – FOR NOTING OR ACTION

- a) Sussex Trugs – Mr R Tuppen
- b) Vitality Villages
- c) Marie Curie Tea Party
- d) Herstmonceux Cricket Club
- e) Mrs Tait, Dacre Road, Old Surgery
- f) John Hawkins – Christenings
- g) Bluegrass Club
- h) Nicola Bowler – Village Boundary
- i) Helen Robins – Photo Competition

Clerk – to pass correspondence to Parish Office, relevant committees and working groups.

Contents of circulation envelope

- a) Clerks and Councils Direct
- b) CPRE Spring 16
- c) Countryside Voice
- d) LCR spring 16
- e) Singing in the Rain
- f) Streets Ahead Spring/Summer16

All councillors had sight of the contents of the circulation envelope and signed to confirm this.

ESCC Cllr Keeley gave an update to the Parish Council.

ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

- Flagpole offer (Cllr Keeley)

- IS requested feedback from Cllrs on his draft Electoral Response. This will be submitted for approval to FCL and submitted.
- Emergency Plan meeting schedule to be considered
- Representation of roles and working groups to be agreed
- Confirmation of donations to the costs of the Queens Birthday celebrations at Herstmonceux Castle to be confirmed by the RFO

The meeting closed at 9.50pm.

Date of Next Full Council Meeting: Monday 20th June 2016

Small Hall, Herstmonceux Village Hall