

MINUTES

HERSTMONCEUX PARISH COUNCIL

Herstmonceux Full Parish Council Meeting

Monday 20th June 2016, 7.30 p.m.

Present: Councillors MrsJ.Angear(JAN), MsA.Ashley(AA), MrM.Bradshaw(MB), MrM.Goodsell(MG), MrsH.Kenward(HK), MrS.Nash(SN), Mr.I.Stewart(IS)

Clerk in attendance - Clare Harrison.

0 Members of the public attended

MINUTE ITEMS

1. **APOLOGIES FOR ABSENCE**

16.06.45 Cllrs MrsC.Stirling-Reed(CSR), MrM.von Barnholt Krag; MrsJ.Alder(JAL), MrB.Naish(BN)

Apologies Accepted

2. **TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING, 16.05.16.**

Clerk - Minutes amended and filed

The following amendments were requested to be made to the minutes:

16.05.38

- Cllr JAN is not Chair of the Neighbourhood Plan Group (NHP).
- This group is a steering group and not a Parish Council Committee.

16.05.39

- Cllr JAN is a School Liaison Representative Councillor in addition to Cllr SN.

The minutes were otherwise agreed as correct and Approved.

3. **DECLARATIONS OF MEMBERS' INTERESTS**

16.06.47

Cllrs IS and JAL declared an interest in any items pertaining to the Village Hall.

Cllr MG declared an interest in any items pertaining to the contracts.

4. **DISPENSATION REQUESTS**

16.06.48

No dispensation requests were received.

Clerk - to action for July FCL meeting

The chair asked the clerk to put a briefing paper together to better inform Councillors as to their dispensation responsibilities.

5. **PUBLIC QUESTIONS OR COMMENTS ON AGENDA**
16.06.49 **ITEMS**

None

6. **STANDING ORDERS REVIEW**

16.06.50

Revised Standing Orders were presented for Approval.

Clerk to request publication on website

i. Standing Orders were unanimously approved. All councillors were in favour of adoption. **Revised Standing Orders were Adopted and Ratified - June 2016.**

ii. It was **Agreed** that the revised Standing Orders would be reviewed again in December to ensure they are effective.

Clerk to c/f to December FCL agenda

iii. It was **Agreed** that the same working group would undertake the revision of the Financial Regulations in readiness for the October FGP meeting.

RFO to c/f to October FGP agenda

7. **COMMITTEE MEMBERSHIP, STRUCTURE, WORKING GROUPS AND MEETING SCHEDULE**

16.06.51

Herstmonceux PC Committee and WG membership, final structure, frequency and diarised dates for Approval

i. The proposed Committee Structure was **Ratified.**

ii. A number of changes to membership of working groups were discussed and **Agreed by all.**

Clerk to update Working Group membership details

iii. Cllr HK was voted onto the FGP committee. All members **Agreed.**

Clerk to update Committee membership list

8. **TERMS OF REFERENCE**

16.06.52

Committee Terms of Reference for Approval

Clerk to finish drafting

The clerk advised this was ongoing work but explained the outline of the TOR presentation.

All Councillors **Agreed in principle** with the proposed format.

9. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS** RFO to process payments
16.06.53

Payments and receipts May/June 2016

NHP clerk has provided detail as requested by PC.

Presented payments Agreed

An observation was made about the contract for maintenance of the printer / photocopier and the length of time taken so far in getting the drum replaced. Clerk to contact company and report Councils dissatisfaction at delays in having the work completed.

Clerk to action repair and feedback comments

10. **EMERGENCY PLAN** Clerk to c/f to August FCL agenda
16.06.54

Current cover and future management of the plan

Clr AA was voted as Lead member for Emergency Plan working group and will review and if necessary revise the current plan and report back to FCL in August. All members **Agreed**.

Clr AA to revise Emergency Plan and bring any recommendations for future management of the pan to the August FCL meeting

11. **THE QUEENS 90TH BIRTHDAY CELEBRATIONS** Clerk to send letter
16.06.55

To receive feedback on the Tea Party at Herstmonceux Castle

Letter of thanks and briefing of the day received from Friends Of Herstmonceux Castle. Communication conveyed and acknowledged by the Council. Return letter of thanks requested from the Councillors to the 'Friends Of' and to Queens University.

12. **ACTION POINTS AND CLERK UPDATES** Clerk to instruct Kent CC Legal
16.06.56

- i. Update on Variation on Lease
Kent CC estimate of work needed and attached costs submitted for discussion.
MG proposed, HK seconder, all members **Agreed** for Kent CC to be instructed to undertake the legal work for the Variation on the Lease.

Team to undertake the outstanding Variation on the Lease.

Decision Ratified

- ii. Update on Finger Post removal and relocation

Clerk to action work with Jakk; contact with Peter Sutton;

Council updated on recent conversations regarding difficulties in finding a contractor to take on the necessary Highways Risk Assessment and the Finger Post. It was proposed that:

- Due to this additional challenge that the post be removed by Jakk and put into storage with no further delay.
- Clerk to re-contact Peter Sutton and update him regarding Risk Assessment difficulty.
- Clerk to request permission for PC to replace signpost to original site and ensure there is no further Highways procedure that is needed to be followed prior to doing this
- Tree Warden to contact land owner to request hedgerow cutting

All Councillors in agreement. **Decision Ratified**

iii. Update on Defibrillator installation
RFO updated the table – Defibrillators are on order, electrical works have been carried out in readiness, cabinets have been ordered.

permissions from Peter Sutton / Highways.

CLlr MG to initiate conversation with land owner for hedgerow cutting.

RFO and Clerk to liaise to organise any necessary training once De-fibs are fully installed

iv. Councillor Training
The Chair and Vice Chair have attended SSALC training.

v. Staff Training
The Clerk attended the SSALC New Clerk training on 15.06.16.

RFO to action pay scale point increase as per Clerks contract

vi. Local Heroes: Our Parish in the 1914 - 18 War – Confirmation of councillors attendance to invitation to Councillors to open the event.

Council expressed their thanks for invitation to formally open the exhibition. Cllrs SN, HK and possibly MB can attend, others are unable due to holidays and work commitments.

Clerk to contact Melinda Stone to express thanks and inform opening can be conducted by Cllr SN

13. **INCOMING REPORTS –**
16.06.57

- i. **Finance Committee Meeting** - to receive and approve the minutes and agree any recommendations of the Finance and General Purposes Meeting held on 07.06.16

RFO to amend

RFO to remove “but all had not been prepared to do so” comment in 04.06.16; para 1

Minutes otherwise Approved

- ii. **Amenities Committee** – to receive and approve the minutes and agree any recommendations of the Amenities Committee Meeting held on 26.05.16
Proposal for agreement for Vitality Villages to undertake the Village Directory project. **All Councillors in Agreement. Decision Ratified. Minutes Approved**
- iii. **Planning Committee** - to receive the minutes of the meetings held on 10.05.16, 07.06.16 & 14.06.16
All presented **Minutes Approved** **CLlr JAN or CLlr SN to notify NFP Clerk of requested action**
- iv. **Neighbourhood Plan Steering Group** – to receive a report from the NHP meeting 08.06.16.
Report received. It was proposed that the NHP Clerk write a letter of thanks to Mr R Shepherd and Mr M Emery. **All Councillors in Agreement.** **CLlr HK to seek quote for Surgery advertising materials and advertise in next PC newsletter.**
- v. **Councillors Surgery** - to receive a report from the surgery held on 28.05.16
Report received. **O/S BDV report to be submitted to the Clerk prior to next FCL meeting.**
- vi. **Building Development Working Group** - to receive any incoming report
No report received. O/S report to be submitted to next FCL meeting with any further available report.
- vii. To receive any other external organisation representative reports such as Cuckmere Bus, Police Liaison and Local Action Team (LAT)
No reports outstanding or received
- viii. **East Sussex County Councillors** - to receive reports from the County Councillors
Report received from CLlr Keeley

**Clerk to investigate if Cllr Long
has electronic contact details**

- ix. **Wealden District Councillor** - to receive a report from the District Councillor.
Clerk has had difficulty getting in touch with Cllr Long who may not have received agenda.

None received

14. **COMMUNICATION RECEIVED**

16.06.58

Highways new contact details to be circulated to all.
Cllr HK to include a section on general public reporting in next newsletter.

**Clerk
Cllr HK**

Lorries in Rickney Lane communication discussed.
Clerk to establish contact with other PC to discuss their response prior to next FCL - for HMX PC consideration to also submit any comments.

**Clerk
To C/F to July Agenda**

Communication Envelope for circulation

Envelope contents circulated: 25 Years of Safety in Action; CPRE Sprint 16 AGM invite; LCR Summer 16; Herstmonceux PC Local Boundary response.

15. **ITEMS FOR NEXT FCL MEETING – 18.06.16**

16.06.59

In addition to those noted in actions it was proposed that HMPC Financial Regulations and Risk Assessment should be considered for review

Date of next FCL meeting: Monday, July 18th, 2016.