

MINUTES

**HERSTMONCEUX PARISH COUNCIL (FCL)
Minutes of the Meeting of the Full Council of Herstmonceux Parish Council**

**Monday 18th July 2016, 7.30 p.m.
Small Hall, Herstmonceux Village Hall**

Councillors in attendance: Jenny Alder; Jo Angear; Angela Ashley; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash (**VCh**); Ian Stewart (**Ch**); Catherine Stirling-Reed; Max von Barholt Krag.

East Sussex County Councillors: Cllr Bill Bentley, Cllr Laurence Keeley

Clerk to the Council: Clare Harrison

Members of the public – one (Vitality Villages representative)

Minute Items

Actions

1. **APOLOGIES FOR ABSENCE**

16.07.60 There were no apologies. All Councillors were present.

2. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING**

16.07.61 i. Minutes for approval, meeting date 20/06/16

**Clerk – to
publish on
website**

Minutes of FCL meeting 20/06/16 were **Approved**.

ii. Any outstanding actions
None noted.

3. **DECLARATIONS OF MEMBERS' INTERESTS**

16.07.62 i. Cllr Goodsell declared his regular interests in matters of trees / hedgerow cutting and other general maintenance issues / works needed.
ii. Cllrs Stewart, Angear, Naish and Bradshaw declared their interest in any Village Hall matters.

4. **MEMBERS DISPENSATION REQUESTS**

16.07.63 i. Received declarations
No dispensation requests had been received.
ii. Clarification of circumstances needing Dispensation Requests
An information sheet was distributed to all Councillors. It was suggested that Cllr Goodsell applies / is granted dispensation for his ongoing interests in maintenance work.

**Clerk - to
speak to Cllr
Goodsell.
Also
consider
Dispensation
needs for
Cllrs on the
Village Hall
Committee**

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS**
16.07.64 **AGENDA**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.

No questions or comments were raised.

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

16.07.65

i. Payments and receipts June 2016

RFO –
payments to
be
processed

Payments were presented as follows:

Herstmonceux Parish Council

Meeting: **18 July 2016** Agenda Item: **06 - Payments of Account**

Payment of Accounts

The following Accounts are submitted for payment approval:

Cheque Payee: Description of Payment: Sub Amount:

Number Info/Total

Payment of Accounts - Parish Council Meeting:

Cheques drawn 18 July 2016:

102116 Barcombe Landscapes Ltd Amenities: Grounds Maintenance Contract 2016-17
1,385.35
102117 Brighton & Hove City Council Amenities: Supply & Installation of Directional Sign,
Gardner Street 296.12
102118 James Gallifant Admin: Website Maintenance July to September 2016 120.00
102119 S. P. Goacher Admin: Finance Officer's Salary for July 2016 333.82
102120 Go Pest Ltd Amenities: Rodent Control - Allotment Site 50.00
102121 Mrs Harrison (C.J. Reynolds) Admin: Clerk Salary for July 2016 799.77
102122 Herstmonceux Village Hall Admin: Hire of Hall (June 2016) 72.00
102123 Trevor Hoad Amenities: Mowing at Allotments Site (May & June 2016) 135.00
102124 Mrs J. E. McInnes Admin: Clerk to N/Plan Steering Committee Salary (June 2016)
417.05
102125 MAS Systems Ltd Admin: Electrical supply installation for Defibrillators 811.37
102126 Playsafety Amenities: ROSPA Inspection and Report 172.20
102127 Principal Admin: Photocopier copy charges 24/03/2016 to 24/06/2016 183.59
102128 (The) Recycling Partnership Amenities: Commercial Waste Collection (June 2016)
59.52
102129 Rural Community Support Society Admin: Hire of room (June 2016) 27.50
Rural Community Support Society Admin: Electricity Charges for Parish Office to
30/06/2016 17.60 45.10
102130 Stephen Lavender (SRL Services) Amenities: Verge Cutting Contract (June 2016)
1,020.00
102131 Staples UK Ltd Admin: Stationery items 25.49
102132 Wel Medical Ltd Admin: Supply of 2x Defibrillators 2,020.20
Total of Accounts for Approval 7,946.58

Meeting: **18 July 2016** Agenda Item: **06 - Payments of Account**

Payment of Accounts

Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments

Bank Payee: Description of Income / Payment: Amount:

Transaction

Income:

D/Credit The Old Surgery: Rent 0.00

Total Income Received via D/Credits 0.00

Expenditure:

D/Debit British Telecom Admin: Telephone Landline [Provision] 0.00

D/Debit British Telecom Admin: Broadband / Internet Services 0.00

D/Debit EDF Energy Amenities: Energy Charges [Monthly] 6.93
D/Debit EDF Energy Amenities: Standing Charges etc [Monthly] 10.87
D/Debit EDF Energy Amenities: Energy Charges [Quarterly] 0.00
D/Debit EDF Energy Amenities: Standing Charges etc [Quarterly] 0.00
D/Debit Principal Admin: Photocopier Rental Agreement 72.00
D/Debit Rural Community Support Society Admin: Rent for three months in Advance 0.00
D/Debit Rural Community Support Society Admin: Standing Charges for three months in Advance 0.00
D/Debit South East Water Amenities: Water supply to Recreation Ground 0.00
D/Debit Wealden DC Admin: Parish Conference - Delegate Fees 0.00
D/Debit Wealden DC Amenities: Dog Bin Emptying Services 01/04/2016 to 30/06/2016 288.00
D/Debit Wealden DC Amenities: Litter Bin Emptying Services 01/04/2016 to 30/06/2016 72.00
D/Debit Wealden DC Old Surgery: Ground Rent 0.00
Total Expenditure paid via D/Debits 449.80
BarclayCard Expenditure during Month - to be paid
06-06-16 Information Commissioners Office Admin: Registration of HPC for Data Protection **SPG** 35.00
15-06-16 Cleverbridge Admin: purchase of 'Winzip' software **SPG** 30.91
Total Expenditure paid via BarclayCard 65.91
Net Expenditure (-) / Income (+) expected: -515.71

Initial proposal to accept presented payments by Cllr Nash. Seconded by Cllr Goodsell. Payments were **Approved by all.**

16.07.66

Bank Reconciliation, scrutinised by Cllr Kenward prior to the meeting, was **Approved by all.**

Timesheet for the Locum Clerk for 5 hours from the month of April were **Approved.**

16.07.67

Timesheet for the Neighbourhood Clerk for 12 hours for the month of June to July 18th of 12.5 hours were **Approved.**

Time sheets were **Proposed** for payment by Cllr Goodsell, Cllr Kenward seconded this proposal. All Councillors in favour of payment. **Decision Ratified.**

ii. Actual vs Estimate Reports

The Finance Officer presented Actual v Budget reports on income and expenditure for the whole financial year 2015-16, and for the period 01 April to 30 June 2016 of the financial year 2016-17, for the Councillors information and invited any questions. No figures were challenged.

16.07.68

iii. Vitality Villages Family Week Events – Request for PC contribution.

Councillors were informed of the request for the Parish Council to offer a no rent charge for the use of the recreation ground during the family events week as the Parish Council contribution to this village event. The Finance Officer stated the overall cost, including VAT as £48. It was **Proposed** by Cllr Goodsell for Vitality Villages to use the recreation ground at no cost. This was seconded by Cllr Nash. All Councillors in favour. **Decision Ratified.**

VV- to complete use of Rec Application Form. **RFO** – to process Parish council budget transfer.

7.

VITALITY VILLAGES

16.07.69

i. To clarify VV project plan of proposed publication

Vitality Villages Secretary, Sheila Charlton presented the Council with the History behind Vitality Villages and their aims, followed by a detailed explanation of why the proposed village directory was needed and what information this would contain.



16 07 18 Agenda
Item 7 VV presentati

- ii. Propose agreement for content and actions for joint working between VV and the Parish Council

Discussions included content of planned VV village directory publication and content of planned PC publication, overlaps and differences. It was felt that although there were anomalies in the planned publications that there was sufficient duplication, and work / research already undertaken by both parties as regard to content, funding and publication, to propose a working party between each organisation to amalgamate ideas and information so far. This would then firmly establish, in the interests of the village, both parties and Public Funds, how VV and the PC could join forces to produce, and maintain in the future, a joint village directory of local information .

Cllr von Barnholt Krag reminded all councillors about the deadline of 26/07/ 16 for submission of information content for the new PC website, some of which would then feed into the shared information for the village directory.

**Cllr MvBK
and Sheila
Carlton – to
arrange to
meet and
discuss.**

**All Cllrs – to
respond to
information
request by
deadline.**

8. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –**

- 16.07.70 i. Minutes for approval meeting date 05/07/16
A query was raised about agenda item FIN.05.07.16, Handrail, Bagham Lane. It was explained that this had come straight to FGP rather than first to AME(Com) due to the nature of urgency needed in dealing with the matter.
No other queries were raised.
Minutes **Approved** by all.

- ii. Any Recommendations for Full Council ratification
All recommendations arising from FGP minutes 05/07/16 were **Approved** by FCL. Other items were acknowledged.

9. **AMENITIES COMMITTEE MINUTES –**

- 16.07.71
- i. Minutes for approval – none
 - ii. Recommendations for Full Council ratification – none
 - iii. Receive report from Allotments WG

It was highlighted to the clerk that this should be an agenda item for the AME committee and not FCL. The clerk advised that it had been included as there had been a lot of recent developments and activity for the ALL(WG) but agreed that this was contrary to the new committee reporting structure. Apologies were given and an assurance that all Parish Council Working Group reports, with the exception of Comm(WG) would not be a FCL agenda item in the future.

Clerk – to include receive verbal update as a standing item for each committee at FCL

Cllrs agreed that to Receive any verbal updates from each committee was a useful and appropriate vessel to convey any information to the FGP should a Committee meeting not have taken place to submit a full report to Council.

iv. Receive any verbal updates from Amenities Committee
An overview of the recent ROSPA report was offered to all. Cllr Nash is actioning the report recommendations.
Cllr JAL updated the council about completed Highways work and areas of work that have been reported but are still awaiting action. More detailed information can be expected at the next Amenities Committee meeting, 25/07/16.
Cllr JAN advised that a new lock was needed on the Recreation Ground main gate. Cllr Goodsell to investigate.

10. **PLANNING COMMITTEE MINUTES –**
16.07.72

- i. Minutes for approval – Extra Meeting date 05/07/16
Minutes **Approved** by all.
- ii. Any Recommendations for Full Council ratification - none.
- iii. Minutes for approval - Meeting date 12/07/16
Minutes **Approved** by all.
- iv. Any Recommendations for Full Council ratification - none.

11. **TO ACCEPT REPORTS FROM THE COMMUNICATIONS WORKING**
16.07.73 **GROUP (COM(WG)) MEETING HELD ON: 4TH JULY**

iii. To receive the report for approval meeting date 04/07/16
A verbal update was provided. Cllr vBK spoke about the current stage of development of the new website and that potential expansion of the website remit and information coverage in comparison to the submitted original plans, *may* involve an increase in costs.

- iv. Updates and any Recommendations for Full Council ratification – none.

12. **TO RECEIVE REPORTS FROM THE FOLLOWING ORGANISATIONS**
16.07.74

- i. Report from the Neighbourhood Plan Steering Group meeting
30/06/16
Report received and acknowledged.
- ii. Report from the Neighbourhood Plan Steering Group meeting
11/07/16
Report received and acknowledged.
Cllr Stewart highlighted that a more detailed time scale was needed to ensure agreed deadlines and costs are kept to.
- iii. Notes from WDC and HPC Local Plan meeting 06/07/16
Report received and acknowledged.
- Cllr Nash –
to take to
next NHP
mtg**
13. **COMMITTEE AND WORKING GROUP TERMS OF REFERENCE**
16.07.75 **APPROVAL**
It was agreed that the drafted TOR for committees and working groups needed further attention prior to final approval. Standing Orders Working Party to make final revisions ready for August FCL approval.

It was suggested that the Council consider implementing a Standing Committee. This would be a committee with a continued existence that has a delegated power in an emergency situation, to be able to authorise expenditure of up to £1,000 (excluding VAT). This had arisen out of an earlier F&GP Committee meeting whereby a requirement for expenditure on a handrail was needed urgently.

Matter referred to FGP Committee for further discussion.

Approval of any agreed Standing Committee to be included with the presented TORs at next FCL meeting.
- Clerk to c/f
to Aug
Agenda**
- FGP(Com)
Agenda item**
- FGP(Com)**
14. **RICKNEY LANE LORRIES –**
16.07.76 The council were reminded of the information submitted by a local resident regarding the situation of the frequent use of heavy HGV use of Route 2 cycle path along Rickney Lane, due to a specialist Septic Tank emptying company being located along the said lane.
Herstmonceux Parish Council agreed they would submit comments for the attention of the public enquiry, 4th August.
- Council
Comments
and
observations
to be drawn
up for
submission
to the public
enquiry**
15. **ACTION POINTS**
16.07.77
- i. Review of council policies – Working Group request
Policies are near review completion and will be presented at August meeting for approval.
- ii. Locum clerk cover for Parish Clerk A/L and resources needed
- Clerk**

Recommendations of meetings cover and suggested access to resources **Approved.**

iii. Update on Variation on Lease
Verbal update provided. Work ongoing.

iv. Update on Finger Post removal and relocation
Verbal update provided. **Proposal** by Cllr Nash for Cllr Goodsell to approach land owner for hedge cutting. Proposal seconded by Cllr Kenward, **Approved** by all councillors. A request for the Finger post to be relocated to original site by Jakk will be actioned once hedge cutting is undertaken.

**Cllr Goodsell
to update
Clerk once
actioned.**

Clerk

v. Update on Defibrillator installation
Clerk to co-ordinate installation now the de-fibs have been delivered.

16. **CORRESPONDENCE – FOR NOTING OR ACTION**
16.07.78

Contents of circulation envelope

- ROSPA Play Area Safety Inspection Reports x 2
- Herstmonceux Primary School Newsletter no.19
- WDALC Draft AGM Minutes – 13.07.16, and HMX PC Cllrs report
- Appointment of Cllr Bradshaw to WDALC, Wealden Strategic Ptnrship
- Cuckmere Community Bus letter - annual grant request
- WDC – consultation, litter and dog bin changes and provision of
- LCR Summer edition
- Landscape Institute – Local Green Infrastructure
- Cllr Keeley - Affordable Housing, Pension and Care crisis
- Cllr Keeley – In Touch community Newsletter

All councillors viewed the contents.

Verbal reports from East Sussex County Councillors Bill Bentley and Lawrence Keeley were received.

17. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**

Date of Next Full Council Meeting: Monday 15th August, 2016

Small Hall, Herstmonceux Village Hall