

## MINUTES

### HERSTMONCEUX PARISH COUNCIL Herstmonceux Parish Full Council Meeting

**Monday 19th September 2016, 7.30 p.m.  
Small Hall, Herstmonceux Village Hall**

**Present Cllrs:** Jenny Alder; Jo Angear; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash (**VCh**); Ian Stewart (**Ch**); ESCC Cllrs Bentley and Keeley.

**Clerk in attendance** – Clare Harrison

**RFO in attendance** - Simon Goacher

**Members of the Public** - One

Number	Minute Items	Action
1. 16.09.95	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Cllrs: Angela Ashley – who was sick Catherine Stirling-Reed – who was away  Apologies were <b>Accepted</b> .	
2. 16.09.96	<b>TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b>  i. Minutes for approval, meeting date 15 <sup>th</sup> August, 2016 Minutes of FCL meeting 15 <sup>th</sup> August, 2016 were <b>Approved</b> .  ii. Any outstanding actions There were no outstanding actions.	
3. 16.09.97	<b>DECLARATIONS OF MEMBERS' INTERESTS</b>  i. Cllr Goodsell declared his regular interests in matters of private contract works on trees / hedgerow cutting and other general maintenance issues / works needed. ii. Cllrs Stewart, Angear and Naish declared their interest in any Village Hall matters.	
4. 16.09.98	<b>MEMBERS DISPENSATION REQUESTS</b>  i. No new dispensation requests received ii. Standing dispensation request for Cllr Goodsell re WD/2016/1977/O (not on this agenda)	
5. 16.09.99	<b>PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS</b>  This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.	

- i. The member of the public wished to speak under agenda item 8 and 10iv

**Standing Orders were suspended to invite the member of the public to speak.**

**The meeting closed at 7.35pm.**

The member of the public raised his frustrations at the lack action around the outstanding ESCC contracted verge cutting and informed council that as a result of this, he was losing business custom.

CLlr Kenward and the Clerk highlighted that they had facilitated a Strengthening Local Relationships (SLR) meeting the previous day and would update on the issues raised in agenda item 10iv.

**Standing orders were resumed and the meeting re-opened at 7.40pm**

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

16.09.100

Payments and receipts 19<sup>th</sup> Sept 2016.

The timesheet for the NHP clerk was presented for 32.5 hours.  
CLlr Angear proposed acceptance for payment. This was seconded by  
CLlr Nash. All in favour.

**Payment Approved.**

Payments were presented as overleaf.

CLlr Kenward proposed acceptance for all payments and receipts. This was seconded by CLlr Bradshaw. All in favour.

**RFO – to  
action all  
payments  
and  
receipts**

Cheque Number	Payee:	Description of Payment:	Sub Info/Total	Amount:
<b>Payment of Accounts - Parish Council Meeting:</b>				
<b><i>Cheques drawn 19 September 2016:</i></b>				
102143	Action in Rural Sussex	N/Plan: Professional Fees - 50% of completion of SEA		1,350.00
102144	Mrs J. C. Alder	Admin: Members Allowances to 30 September 2016		74.81
102145	Ms A. L. Ashley	Admin: Members Allowances to 30 September 2016		77.21
102146	Mr M. J. Bradshaw	Admin: Members Allowances to 30 September 2016		61.81
102147	C.P.R.E.	Admin: Subscription - 2016-17		36.00
102148	Mrs K. A. Crowhurst	Admin: Locum Salary		230.10
102149	Cuckmere Community Bus Ltd	Admin: Grant 2016-17		500.00
102150	1st Wartling (st. Mary Magdalene) Brownies	Admin: Grant 2016-17		150.00
102151	S. P. Goacher	Admin: Finance Officer's Salary for September 2016		334.02
102152	Michael T. Goodsell	Various: Minor Contracts		578.40
102153	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary for September 2016	791.71	
	Mrs Harrison (C.J. Reynolds)	Admin: Expenses claim (Mileage)	49.05	
	Mrs Harrison (C.J. Reynolds)	Admin: Expenses claim (Postage)	7.68	848.44
102154	Herstmonceux Allotments Association	Admin: Grant 2016-17		540.00
102155	Herstmonceux Cricket Club	Admin: Grant 2016-17		600.00
102156	Herstmonceux Parochial Church Council	Admin: Grant 2016-17		600.00
102157	Herstmonceux Village Hall	Admin: Grant 2016-17	3,000.00	
	Herstmonceux Village Hall	Admin: Hire of Hall (July 2016)	72.00	
	Herstmonceux Village Hall	Admin: Hire of Hall (August 2016)	78.00	3,150.00
102158	Trevor Hoad	Allotments: Grasscutting (July 2016)	54.00	
	Trevor Hoad	Allotments: Grasscutting (August 2016)	54.00	108.00
102159	Inland Revenue	Irev: Payroll Deductions July to September 2016 (inclusive)		1,070.61
102160	Kent County Council	Vhall: Legal Fees re Access Road		270.00
102161	Mrs H. J. Kenward	Admin: Members Allowances to 30 September 2016		61.81
102162	Mrs J. E. McInnes	N/Plan: Clerk to N/Plan Steering Committee Salary		207.15
102163	Mr B. M. Naish	Admin: Members Allowances to 30 September 2016		61.81
102164	PKF Littlejohn LLB	Admin: External Auditor Fees - Final Accounts 2015-16		360.00
102165	(The) Recycling Partnership	Amenities: Commercial Waste Collection (August 2016)	74.40	
	(The) Recycling Partnership	Amenities: Commercial Waste Collection (August 2016) - <b>CREDIT NOTE</b>	-14.88	59.52
102166	Stephen Lavender (SRL Services)	Amenities: Verge Cutting Contract (August 2016)		1,020.00
		<b>Total of Accounts for Approval</b>		<b>12,349.69</b>

Bank Transaction	Payee:	Description of Income / Payment:	Amount:
<b>Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments</b>			
<b><i>Income:</i></b>			
D/Credit		The Old Surgery: Rent	0.00
Interest	Barclays Bank plc	Admin: Investment Income (BPA Account)	1.26
		<b>Total Income Received via D/Credits</b>	<b>1.26</b>
<b><i>Expenditure:</i></b>			
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]	11.24
D/Debit	EDF Energy	Amenities: Standing Charges etc [Monthly]	6.93
D/Debit	EDF Energy	Amenities: Energy Charges [Quarterly]	1,103.32
D/Debit	EDF Energy	Amenities: Standing Charges etc [Quarterly]	387.18
D/Debit	Principal	Admin: Photocopier Rental Agreement	72.00
D/Debit	Rural Community Support Society	Admin: Rent for three months in Advance	450.00
D/Debit	Rural Community Support Society	Admin: Standing Charges for three months in Advance	90.00
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 01/07/2016 to 30/09/2016	288.00
D/Debit	Wealden DC	Amenities: Litter Bin Emptying Services 01/07/2016 to 30/09/2016	72.00
D/Debit	Wealden DC	Old Surgery: Ground Rent	18.75
		<b>Total Expenditure paid via D/Debits</b>	<b>2,499.42</b>
<b><i>BarclayCard Expenditure during Month - to be paid</i></b>			
08/09/2016	Staples UK Ltd	Admin: purchase packet of 5x archive boxes	SPG 16.79
08/09/2016	Staples UK Ltd	Admin: purchase of Fellowes Shredder for Parish Office	SPG 139.00
		<b>Total Expenditure paid via BarclayCard</b>	<b>155.79</b>
		<b>Net Expenditure (-) / Income (+) expected:</b>	<b>-2,653.95</b>

<b>Number</b>	<b>Minute Items</b>	<b>Action</b>
7. 16.09.101	<p><b>FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –</b></p> <p>i. Minutes for approval, meeting date 6<sup>th</sup> September 2016 Minutes of the FGP meeting held 06.09.16 were presented for approval. The RFO updated the FCL on recent works orders for repairs to the Youth Shelter and order of the shredder for Parish Office which would improve adherence to the ICO registration and data protection matters. <b>Minutes approved and adopted.</b></p> <p>ii. Any Recommendations for Full Council ratification No further recommendations.</p> <p>iii. Personnel Sub Committee – The Personnel Sub-Committee had not met. There was no report.</p>	
8. 16.09.102	<p><b>AMENITIES COMMITTEE MINUTES –</b></p> <p>iv. Minutes for approval – no meeting this month, next AME(Com) meeting date is 26.09.16.</p> <p>v. Any Recommendations for Full Council ratification – none.</p> <p>vi. Amenities WGs correspondence for ratification, prior to distribution – none.</p> <p>The Council raised the concerns of the member of the public around the grass verge cutting contract and reviewed correspondence that had already occurred regarding this between members of the public, the Parish Council Highways Councillors, Clerk and RFO and ESCC Highways. Further info will be given in agenda item 10iv.</p>	
9. 16.09.103	<p><b>PLANNING COMMITTEE MINUTES –</b></p> <p>vii. Minutes for approval, meeting date 6<sup>th</sup> and 13<sup>th</sup> September 2016</p> <p>Minutes of the PLN(Com) meeting held 06.09.16 were presented for approval. <b>Minutes approved and adopted.</b></p> <p>Minutes of the PLN(Com) meeting held 13.09.16 were presented for approval. <b>Minutes approved and adopted.</b></p> <p>viii. Any Recommendations for Full Council ratification – None.</p>	
10. 16.09.104	<p><b>TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING COMMITTEES / MEETINGS</b></p> <p>i. Communications Working Group No report submitted.</p>	

**ii. Building Development Working Group**

Design report has been submitted to the Neighbourhood Plan Steering Group.

**iii. Neighbourhood Plan**

An update briefing was provided by the NHP clerk as below:

1. The professional advisors from Action in rural Sussex are starting work on drafting the policies.
2. The councillors have been asked to provide specific information for that process.
3. The advisors have suggested that the Plan will be ready to come to Herstmonceux Parish Council early January 2017 for approval and the six week consultation should start later in January.
4. Cllrs have discussed the possibility of asking for an Extraordinary Parish Council Meeting in January 2017 with the Neighbourhood Plan as the one item agenda.

Discussions were held about timeline concerns and additional input needed over specific sections for the draft NHP, such as for Historic Buildings and Business Enterprise. It was agreed that all on the committee needed to be equally committed to meeting the deadlines and that an additional NHP meeting would be organised by Cllr Nash to focus on business enterprise.

**Cllr SN** and  
NHP Cllrs

**iv. Strengthening Local Relationships**

Minutes of the PLN(Com) meeting held 12.09.16 had been circulated to all and were presented for adoption. **Minutes adopted.**

The RFO updated all about latest enquiries for maps to pinpoint which verges are currently under the contract, which are outstanding their cut.

The clerk reminded all about conversations in the recent SLR meeting and that details of the contract had been requested in the clerks recent visit to Highways to enable the PC to 'monitor' the contract in the parish.

Clerk and RFO  
to continue to  
work with  
ESCC to  
identify and  
report o/s  
cuts and  
ascertain .

11.  
16.09.105 **HERSTMONCEUX PARISH COUNCIL COMMITTEE AND WORKING GROUP, INCLUDING STANDING COMMITTEE, TERMS OF REFERENCE APPROVAL**  
(Item c/f from FCL meeting July 2016)

**i. Final outstanding TORs for ratification**

All outstanding Terms of Reference of the Herstmonceux Parish Council Committees and Working Groups were presented for approval. **All TORs approved and adopted.**

**12. HERSTMONCEUX PARISH COUNCIL EMERGENCY PLAN**

16.09.106 (Item c/f from FCL meeting August 2016)

- i. Revisions outcomes of review of Emergency Plan
- ii. Recommendations for future management of Emergency Plan

**Clerk and Cllr  
AA**

This item was **deferred** due to the absence of Cllr Ashley who has led on the review.

**13. POLICY REVIEW COMPLETION**

16.09.107 (Item c/f from FCL meeting July 2016)

- i. Reviewed policies to be ratified

No further policies were presented as reviewed and ready for approval.

- ii. Identification of any further policy needs.

The clerk circulated a Policy and Document review cycle schedule with further highlighted policies needing review or drafting. Policy review working group and clerk to locate any further HMX policies and obtain SALC templates to ensure all policies on the list are accessible for personalising for HMX PC use.

**Clerk, Cllr JAL  
and MB**

- iii. Risk and Disaster Policy – Drafting & Committee and Working Group reviews

PLN(Com) comments received.

F&GP(Com) next meeting agenda item for discussion and agreement.

AME(Com) next meeting agenda item for discussion and agreement.

**Clerk, Cllrs SN  
and MB**

**14. ACTION POINTS**

16.09.108

- i. Update on Variation on Lease

Clerk has met with Dr Simmonds and his wife. Meeting is arranged with Kent CC legal team, Dr Simmonds and his legal representative (Bea Simmonds) and the HMX PC for 4<sup>th</sup> Oct 2016. Cllr Goodsell to provide PC representation.

**Clerk to  
finalise mtg  
arrangements.**

- ii. Update on Finger Post removal and relocation  
Cllr JAN is now leading on this and met with Jakk who will re-install the post. Some work needed on the lettering prior to installation.

**Cllr JAN – to  
agree date  
with Jakk.**

- iii. Update on Defibrillator installation.

Un-successful attempts to contact representative for collection from Ambulance Station despite a few attempts. Clerk to continue efforts to establish contact or visit ambulance station in person to try to obtain cabinets so this piece of work can be completed.

**Clerk**

iv. Sussex Police  
HMX PC Cllr representation and Clerk to meet with Sussex Police  
Community Liaison Officer 23.09.16. Feedback at next FCL meeting.

15. **PLANNING MATTERS**  
16.09.109

Consideration of any Planning Applications not being able to be held  
over until next Full Planning Meeting:

15.1

16.09.109 **Application No. WD/2016/1817/F**  
Application Type: Full  
**Expiry date for comments: 29 September 2016**  
Grid Reference: 564714 112383  
Case Officer: Ms A Choudhury Tel: 01892 602473

Location: 1 ALL THAT COTTAGES, VICTORIA ROAD, WINDMILL HILL,  
HERSTMONCEUX BN27 4TF  
Description: SINGLE STOREY REAR EXTENSION  
Applicant: Mr Culbert and Mrs Mackay

**Clerk –**  
Councils  
comments  
and  
observations  
to be  
submitted to  
Planning at  
WDC

**Council comments and observations:**

There are no objections to this application

15.2

16.09.109 **Application No. WD/2016/0868/O**  
Application Type: Outline  
**Expiry date for comments: 27 September 2016**  
Grid Reference: 563751 112594  
Case Officer: Ralph Forder Tel: 01892 602496

Location: LAND ADJOINING ELM TREE HOUSE, GARDNER STREET,  
HERSTMONCEUX, BN27 4LA  
Description: FOUR NEW DWELLINGS AND ACCESS.  
Changes to parking layout and minor resiting of dwelling Block plan  
dated  
8th September 2016.

**Clerk –**  
Councils  
comments  
and  
observations  
to be  
submitted to  
Planning at  
WDC

**Councils comments and observations:**

Herstmonceux Full Council recommend that this planning application  
be **objected to very strongly** to for the reasons below:

- **Council reiterate all of their former objections.**
- Council observe that the development boundary now encroaches on agricultural land in addition to lying in an AONB.
- The Highways report expresses that the changes have not addressed their previous comments and concerns regarding the parking.

- The Parish Council note that the Highway Officers report does not reflect the danger of the site access and therefore councillors suspect this was not prepared after a site visit. The Highway Officer merely states that the access is in a 30 mph limit but the reality is that this limit widely ignored as are the traffic danger signs.
- The Council have submitted photographs that show the numerous skid marks evidencing that it is a highly dangerous stretch of road.
- There have already been several accidents and the Council believe that granting permission for the additional useage will result in more danger to road users, passing pedestrians and accidents.

**16. WEALDEN COMMUNITY GRANTS**

16.09.110

Cllr JAL outlined the grants scheme for Council interest and informed everybody of a previous successful application for the windmill.

Cllr MB expressed an interested in exploring this opportunity further with regards to the consideration of an additional defibrillator at Windmill Hill end of the parish.

**Clerk and Cllr  
MB** – item for  
next  
FGP(Com)  
agenda

**17. EAST SUSSEX COUNTY COUNCILLORS AND WEALDEN DISTRICT  
16.09.111 COUNCILLOR REPORT**

Cllr Keeley and Cllr Bentley both presented updates for the Parish Councillors attention.

Cllr Bentley noted the serious concerns of the Parish Council regarding ESCC Highways contractors missed cutting of the grass verges and agreed to assist in the setting up of a meeting between Highways Contracts dept and the Parish Council.

**Cllr Bentley  
and Clerk**

**18. CORRESPONDENCE – FOR NOTING OR ACTION**

16.09.112

i. Clerks Report

Tabled at the meeting with hard copies presented to all Cllrs.

ii. Vitality Villages Publication Funding

Vitality Villages publication will be fully funded by WDC. No funds requested from HPX PC.

iii. Cricket Club funding application

Information from Cricket Club conveyed to the Council who have been named as the landowners in the form as a request for permissions for application of new nets.

iv. Herstmonceux School governor vacancies



[www.herstmonceuxparish.org.uk](http://www.herstmonceuxparish.org.uk)

Clerk: [clerk@herstmonceuxparish.org.uk](mailto:clerk@herstmonceuxparish.org.uk)  
Finance Officer: [finance@herstmonceuxparish.org.uk](mailto:finance@herstmonceuxparish.org.uk)

Council discussions on vacancies. Self-Nomination for Cllr JAL to present as prospective governor for the school. Proposed by Cllr JAN, seconded by Cllr SN. All in favour.

The school had also expressed their thanks to the PC for allowing contractors access to the school in the holidays, via the field, to enable new flooring to be fitted.

v. Circulation Envelope – received publications  
Circulated for all Councillors attention.

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

None additional to already reported in the main body of the minutes.

Date of Next Full Council Meeting: Monday 17<sup>th</sup> October, 2016

Small Hall, Herstmonceux Village Hall