

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting

Monday 17th October 2016, 7.30 p.m.
Small Hall, Herstmonceux Village Hall

Present Cllrs: Jo Angear; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash (**VCh**); Catherine Stirling- Reed; Cllr ESCC Cllrs Bentley and Keeley.

Clerk in attendance – Clare Harrison

RFO in attendance - Simon Goacher

Members of the Public - Two

Number	Minute Items	Action
1. 16.10.113	APOLOGIES FOR ABSENCE Apologies for absence were received from Cllrs: Jenny Alder – who was away Angela Ashley – who could not attend for personal reasons Ian Stewart (Ch) – who was away Apologies were Accepted . In the absence of the FCL chair, Cllr Nash chaired the meeting .	
2. 16.10.114	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for approval meeting date 19 th September, 2016 Minutes of FCL meeting 19.09.16 were Approved . i. Any outstanding actions There were no outstanding actions.	
3. 16.10.115	DECLARATIONS OF MEMBERS' INTERESTS 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. Cllr Angear declared her interest in any Village Hall matters.	
4. 16.10.116	MEMBERS DISPENSATION REQUESTS i. No new dispensation requests received ii. Standing dispensation request for Cllr Goodsell re WD/2016/1977/O (not on this agenda)	
5. 16.10.117	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA The member of the public was invited to speak. Standing Orders were suspended at 19.35	

A member of the public notified Council of the recent Rickney Lane Public Inquiry Outcomes and informed those present that it was expected that this case will now be submitted for retrospective planning consent. The Council were asked to consider continuing their support in the interests of Public Safety by objecting to any application that requested the continued or enhanced use of large plant traffic along this national cycle track.

Clerk – to refer to Planning Committee Agenda

The member of the public answered Council questions about the section of the road that was affected by the plant traffic, plus clarification of that there was no passing space along the track. Council thanked the member of the public for his contribution.

Standing Orders were resumed at 19.43 and the meeting re-opened.

It was proposed, seconded and approved by all that this item be referred to the Planning Committee.

A further member of the public arrived during agenda item 6. The member of the Public was asked if he wished to speak.

Standing Orders were suspended at 19.50.

The member of the public spoke of Tree Preservation and Lime Park Heritage Park Museum. The Council were asked to support the renovation of the museum as a village asset. An offer was made to make a presentation to the Council about the museum.

Council thanked the member of the public for his contribution.

Standing Orders were resumed at 19.53 and the meeting re-opened.

Clerk – to refer to next FCL Agenda

It was proposed, seconded and approved by all that this item be referred to the next Full Council meeting.

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**
16.10.118

The quarterly bank reconciliation as at 30th September 2016 had been agreed and signed by Cllr Kenward.

A question was raised about the variation in the budgeted, 5,708.00 and actual, 9608.19, clerk costings shown in the Ledger report, Apr-16 to Sep-16.

The RFO explained that the costs were resultant of the previous Clerks end of employment. The RFO confirmed that the NHP and Locum Clerk costs were not included in this overspend.

Payments and receipts October 2016

Payments were presented as overleaf.

RFO – to action all payments and receipts

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

Payments Approved.

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Cheque Number	Payee:	Description of Payment:	Sub Info/Total	Amount:
Payment of Accounts - Parish Council Meeting:				
<i>Cheques drawn 19 September 2016:</i>				
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) - CREDIT NOTE	-14.88	59.52
102166	Stephen Lavender (SRL Services)	Amenities: Verge Cutting Contract (August 2016)		1,020.00
		Total of Accounts for Approval		12,349.69

Bank Transaction	Payee:	Description of Income / Payment:	Amount:
Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments			
Income:			
D/Credit		The Old Surgery: Rent	0.00
Interest	Barclays Bank plc	Admin: Investment Income (BPA Account)	1.26
		Total Income Received via D/Credits	1.26
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]	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
		Total Expenditure paid via D/Debits	2,499.42
BarclayCard Expenditure during Month - to be paid			
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
		Total Expenditure paid via BarclayCard	155.79
		Net Expenditure (-) / Income (+) expected:	-2,653.95

7. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –**
16.10.119

i. Minutes for approval meeting date 04th October 2016
Minutes of the FGP meeting held 04.10.16 were presented for approval. The RFO reminded Council that all provisions were due for inclusion in the first estimates, due for presentation in November. The RFO also noted that current submissions would have a potential impact on the precept for 17/18.
Cllr Bradshaw proposed an amendment to minute item FIN.08.10.16 to read Risk in place of Disaster. Minutes were amended.
Minutes approved and adopted.

ii. Any Recommendations for Full Council ratification
No further recommendations.

iii. Personnel Sub Committee – No report was submitted.

8. **AMENITIES COMMITTEE MINUTES –**
16.10.120

i. Minutes for approval meeting date 26/09/16
Minutes of the AME(Com) meeting held 26.09.16 were presented for approval. **Minutes approved and adopted.**

ii. Any Recommendations for Full Council ratification
There were no formal recommendations.

iii. Any further verbal updates from the AME(Com)
It was **Proposed** that a 'nudge' letter be issued to holders of 'unkempt' plots, followed by a firmer letter if no improvements were made following the issue of the letter. It was **Proposed** that this action become integrated into the procedures of allotment management.
Proposals **Agreed** by all.

**RFO to issue
nudge letters
and
incorporate
as part of
allotment
management
procedure**

It was noted that Plot 1A is now vacant. It was confirmed that there is no one currently on the waiting list.
It was **Proposed** that allotments be advertised in the PC newsletter.
Agreed by all.

**Cllr Kenward
- to include**

9. **PLANNING COMMITTEE MINUTES –**
16.10.121

i. Minutes for approval meeting date 26/09/16
Minutes of the PLN(Com) meeting held 26.09.16 were presented for approval. **Minutes approved and adopted.**

ii. Any Recommendations for Full Council ratification
There were no formal recommendations.

iii. Minutes for approval meeting date 11/10/16
Minutes of the PLN(Com) meeting held 11.10.16 were presented for approval. **Minutes approved and adopted.**

iv. Any Recommendations for Full Council ratification
There were no formal recommendations.

v. Any further verbal updates from the PLN(Com)
Cllr Nash confirmed that Council and other consultees objections submitted for Planning Application WD/2016/0940/F had been upheld and that the planning application had been refused.

Cllr Nash wished to publicly thank WDC Cllr A Long for his objections which supported the road and serious pedestrian safety concerns of the PC.

It was discussed that Cllr Long had advised that he expected to see this application re-submitted. In light of this and any further potential application for development of residential accommodation on this site that might cause future safety concerns, members of the PC

**Clerk - to
draft letter**

Proposed that:

- WDC CEO is written to, outlining PC concerns with development of the site presenting such a serious danger to local children, families and other pedestrians.
- That consideration of a 999-year lease of the site to the PC is proposed, with rent payments to take immediate effect from any such agreement.
- That the above would give the PC time to potentially collage enough capital to purchase the site from WDC
- That the site be included in the NHP policies for development of a joint community venture with WDC or as a stand-alone PC project.
- That the above could include, but the suggestions for the site not being exhaustive, a ground floor disabled toilet with baby changing facilities (a facility that the village does not currently offer) with first floor office / start up enterprise unit space for encouraging business development in the village.
- That the above should be seen as necessary for development policy with reference to the proposed new homes in the WDC Local Plan.

The above points and actions were **Proposed** from the Chair by Cllr SN. **Seconded** by Cllr MB. **Agreed** by all.

10. **TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING:**

16.10.122 i. Neighbourhood Plan update
Received verbally by Cllr SN. The NHP is at the final formulation of policies stage. A run of meetings in these final proposal and finalising stages can be expected.

**Cllrs – to
attend
relevant
meetings**

ii. Communications Working Group
A report was received from the COM(WG). Report **Adopted**.
A recommendation was requested for the Clerk to investigate the benefits and costs of providing each Councillor with a PC email within the current @hersmonceuxparish.org.uk domain. **Approved** by all.

**Clerk - to
research**

A recommendation was requested for the FCL to provide a monthly article to the Parish News publication. **Approved** by all.

**Cllr HK - to
prepare and
forward to
Clerk.**

Cllr Surgeries were discussed with a Proposal to continue these until next Easter. A motion was carried by Cllr HK that this should be extended until next Annual FCL meeting in May. Motion seconded by Cllr MB. Cllr JAN objected but reiterated her wish to support the surgeries until Easter 2017. All other Councillors in agreement to review in May 17. **Motion Carried.**

**Clerk – for
review, May
17, FCL
Agenda**

Cllr CS-R reminded the Council of discussions to flyer drop around the village about the Saturday Councillor Surgeries to help raise awareness of this service. Cllr MB reminded all of the approval formerly given for a laminated sign to advertise the sessions outside the venue. Cllr Nash also informed the Council of software costing £8 that could schedule advertising of appointments and meetings on social media and **Proposed** that this could be purchased for use with the new website and PC Facebook page. It was **Proposed** by Cllr SN that all three advertising methods should be Approved, providing the spend totalled no more than £100. **Seconded** by Cllr MB. All in **Agreement. Advertising spend to cost of £100 Approved.**

iii. Village Hall committee meeting notes from Cllr Bradshaw
A report was received from the COM(WG). Concerns raised within the meeting notes were discussed. Council noted that although ideally the Village Hall Committee would be advised to manage day to day management and finances separately, this was not always viable due to the number of Trustees and committee members. Report **Adopted.**

iv. Verbal update from Building Development
The BDV meeting had been cancelled last month. Next BDV meeting was scheduled for 22nd November.

v. Any other reports received after publication of this agenda
Cllr MB had supplied his meeting notes from the latest WDALC meeting plus the official Minutes had been received and circulated prior to FCL. Meeting Notes and official Minutes were **Adopted** by FCL.

11. **HERSTMONCEUX PARISH COUNCIL EMERGENCY PLAN**
16.10123 (Item c/f from FCL meeting August 2016, Cllr Ashley Lead)

**Clerk - to c/f
to next FCL
agenda**

i. Revisions outcomes of review of Emergency Plan
This item was deferred due to Cllr Ashleys absence.

ii. Recommendations for future management of Emergency Plan
As above.

12. **YOUNG PEOPLES FORUM**
16.10.124 (Cllr Kenward lead)

Cllr HK gave Councillors an oversight of the level of engagement and enthusiasm from the Young People of the parish in the NHP consultation activities. Cllr HK highlighted the importance of maintaining relationships and the motivation of the Young People and suggested a regular forum between PC representatives and YP activity

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group representatives, those organisations such as Brownies, Guides, Cubs, Scouts, Youth Club.

Cllr HK – to consult with youth leaders

Cllr SN suggested an initial approach would be to consult with the Leaders of the above organisations regarding the proposal. **All in favour of this action.**

13. **FCL "CLUSTERING" AND PARISH VOLUNTEERS**
16.10.125 (Cllr Nash lead)

Cllr SN informed the Clerk that he would lead this agenda item in the absence of Cllr IS, whose request it had been to have this on today's meeting agenda.

Clerk - to request and collate information

Benefits of working in partnership with other Local Parish Councils were discussed. It was requested that the clerk contact neighbouring PC's to collate information as to when their meetings dates were scheduled.

14. **ELECTORAL REVIEW – FINAL RECOMMENDATIONS**
16.10.126

The final recommendations from the review were acknowledged.

15. **ACTION POINTS**

16.10.127

i. Update on Variation on Lease
Meeting booked for 25.10.16. Cllr SN, MG, Clerk and Dr and Mrs Simmonds to meet with Kent CC Legal Team representation, David Lewis.

ii. Update on Finger Post removal and relocation
There was no further update but post was due to have been installed by now. It was requested that the Clerk phone Jakk to find out what the delay is.

Clerk

iii. Update on Defibrillator installation
Defibrillator cabinets will be installed by MAS Systems Ltd on Friday 21.10.16.
Next step will to be arrange training for use of the machines. Clerk to investigate and organise.

Clerk

iv. Plan for Review of Financial Regulations
Meeting to be arranged for reviewed doc presentation to next FGP.

Cllrs MB and JAL

v. Parish Council Policies
Further discussions between Cllr JAL and Clerk to be had.

vi. Seasonal Byways – Studdings Lane
Most recent communication shared. Cllr CSR to contact ESCC officer Matthew Harper.

Cllr SR

vii. Unsocial Parking
Clerk awaiting confirmation of offending vehicle Registration Plate Numbers to action polite notices.

viii. Verbal update of Parish Councillor School Governance Role

Deferred due to Cllr JAL absence.

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

16.10.128

i. Clerk's report

No report was submitted as correspondence had been discussed elsewhere on the Agenda.

ii. Southern Water Stakeholder Workshop – representation to be agreed

Cllr JAL to attend.

iii. Parishioner letter re parking in Fiennes Road.

Letter acknowledged.

iv. Letter of thanks from Allotment Association.

Letter acknowledged.

v. 1st Wartling Brownies thank-yous

Thank you cards viewed and acknowledged with returned thanks.

vi. Three Counties Training Programme

Training acknowledged with a request for the clerk to devise a Cllr training and conference attendance record.

**Clerk to
action**

Contents of circulation envelope

vii. SALC AGM papers

viii. WDC Parish Bulletin

ix. South and South East in Bloom

17. **EAST SUSSEX COUNTY COUNCILLORS AND WEALDEN
DISTRICT COUNCILLOR REPORTS**

16.10.129

Councillors spoke of the following priority discussion topics for ESCC:

- 4-year budget proposals which Cllrs had been recommended to accept;
- selective education;
- women's pensions;
- Pathfinder project proposals for LA's willing to pilot ESFRS management and budget responsibility to local Crime Commissioners.

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

As reported in Agenda Item 5.

The meeting closed at 21.35pm

Date of Next Full Council Meeting: Monday 21st November, 2016

Small Hall, Herstmonceux Village Hall