

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting

Monday 21st November 2016, 7.30 p.m.
Small Hall, Herstmonceux Village Hall

Cllrs in attendance: Jenny Alder; Jo Angear; Angela Ashley; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash (**VCh**); Ian Stewart (**Chair**); Catherine Stirling- Reed; Max von Barnholt Krag; **ESCC Cllrs** Bentley and Keeley.

Clerk in attendance – Clare Harrison

RFO in attendance - Simon Goacher

Members of the Public – Two

Item Number	Minute Items	Action
1. 16.11.130	APOLOGIES FOR ABSENCE No apologies had been received. All Councillors were in attendance.	
2. 16.11.131	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for approval meeting date 17.10.16 Minutes of FCL meeting 17.10.16 were agreed as a true and accurate by all. Minutes Approved. ii. Any outstanding actions There were no outstanding actions	
3. 16.11.132	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 Stewart declared his interest in any Village Hall matters.	
4. 16.11.133	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. 16.11.134	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON AGENDA The members of the public were invited to speak. One member of the public declined the offer, one accepted.	

Standing Orders were suspended at 19.33

The clerk had been given copies of publications of the history of the Old Steam House plus a copy of a report, entitled The Old Steam House, project ref 1146, for reference and interest.

The council were informed of historical connections of the Old Steam House and issues that were presenting currently with renovation works and the need for the Lime Park Heritage Trust to raise awareness of the work being undertaken and fundraise.

Council responded that any support given by Council needed to ensure it offered proper representation for all the parish.

The member of the public assured the Council that the Trust were not requesting funds from the Council but were asking for their support with promotion / representation of the Trust.

The Chair was reminded that Lime Park was on the Agenda at item number 12. However, the Council upheld the discussion and concluded their response at this Agenda. A query was raised by The Chair as to who had legal ownership of the land that the building stood on as it was understood by the Council that the Lime Park Heritage Trust were not the legal owners and not shown as such in Land Registry. In response the MOP stated that:

“most of the land that comprises Herstmonceux Museum is unregistered. There is no legal requirement to register unregistered land. This the Land Registry have confirmed to the Trust. The occupier of unregistered land is deemed to be the owner of the land as per any other possessory title”.

In summary, the Council and the member of the Public differed in views of whether the LPHT owned the land or not and therefore the Council could make no recommendation to extend discussions to support promotion of the Lime Park Heritage Trust at this moment in time.

The member of the public was thanked for their contribution.
Standing Orders resumed at 7.36pm

6. FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

16.11.135 Payments and receipts Nov 2016. Payments were presented as overleaf.

**RFO to
action all
payments**

Councillor Angear joined the meeting at 7.40pm

A query was raised regarding the first item, Admin: Hire of Room - Cheque 102139 issued 15/08/2016 - £15. The RFO explained that this had been a lost cheque and therefore had needed to be re-issued.

Two months' timesheet for the NHP clerk had been received totalling 41.25 hours. All were in favour of the payment.

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

All presented payments Approved.

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council				
Meeting:		21 November 2016	Agenda Item: 06 - Payments of Account	
Payment of Accounts				
The following Accounts are submitted for payment approval:				
Cheque Number	Payee:	Description of Payment:	Sub Info/Total	Amount:
Payment of Accounts - Parish Council Meeting:				
Cheques drawn 21 November 2016:				
C/Cheque	Rural Community Support Society	Admin: Hire of Room - Cheque 102139 issued 15/08/2016		-15.00
102182	Angears	Old Surgery: Purchase & Installation of Loft Insulation material		540.00
102183	CPRE	Admin: Donation/Publications: How to respond to planning applications		5.00
102184	Peter Frost	Admin: Interim Audit of 2016-17 Financial Records, plus travel expenses		180.54
102185	Greenway Fruit Farm	Allotments: Water usage 21/10/2015 to 07/10/2016		165.00
102186	S. P. Goacher	Admin: Finance Officer's Salary for November 2016		334.02
102187	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary for November 2016	791.71	
	Mrs Harrison (C.J. Reynolds)	Admin: Stationery items (Various)	48.59	
	Mrs Harrison (C.J. Reynolds)	Admin: Officers Travelling August 2016 to 08 October 2016	47.93	888.23
102188	Herstmonceux Village Hall	Admin: Hire of Hall (October 2016)		78.00
102189	Kent County Council	Village Hall: Legal Fees Variation of Lease re: Access Road (August 2016)	97.20	
	Kent County Council	Village Hall: Legal Fees Variation of Lease re: Access Road (September 2016)	108.00	205.20
102190	Mr. M. J. Plested	Allotments: Overpayment of Allotment Fees		1.03
102191	(The) Recycling Partnership	Amenities: Commercial Waste Collection (October 2016)		74.40
102192	Rural Community Support Society	Admin: Replacement Cheque for 102139 issued 15/8/2016 - Hire of Room	15.00	
	Rural Community Support Society	Admin: Hire of Room (October 2016)	42.50	57.50
102193	Stephen Lavender (SRL Services)	Amenities: Verge Cutting Contract (October 2016)		1,020.00
102194	SSALC Ltd	Admin: Clerks Networking Day - 01/11/2016		78.00
102195	Zurich Management Services Ltd	Admin: Membership Fee to LCAS 2016-17		114.00
		Total of Accounts for Approval		3,725.92
Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments				
Bank Transaction	Payee:	Description of Income / Payment:		Amount:
Income:				
D/Credit	APC Care Ltd	The Old Surgery: Rent		0.00
D/Credit	East Sussex County Council	Amenities: Verge-Cutting Contract Contribution		2,597.27
		Total Income Received via D/Credits		2,597.27
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]		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		256.51
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		0.00
D/Debit	Wealden DC	Amenities: Litter Bin Emptying Services 01/07/2016 to 30/09/2016		0.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		0.00
		Total Expenditure paid via D/Debits		346.68
BarclayCard Expenditure during Month - to be paid				
00/01/1900				0.00
00/01/1900				0.00
		Total Expenditure paid via BarclayCard		0.00
		Net Expenditure (-) / Income (+) expected:		2,250.59
		<i>Simon P. Goacher</i>		
		Responsible Finance Officer		07 November 2016

7. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –**
16.11.136

i. Minutes for approval meeting date 01/11/16
Minutes of FGP meeting 01.11.16 were agreed as a true and accurate by all. **Minutes Approved.**

ii. Any Recommendations for Full Council ratification
Recommendation for donation for Defibrillator Training **Approved.**
Recommendation for consultation with residents of Stunts Green for Council adoption of BT Telephone Box at Stunts Green **Approved.**
Recommendation for consultation with residents of Windmill Hill for Council adoption of BT Telephone Box at Windmill Hill **Approved.**
Recommendation not to award CPRE a donation was challenged and requested to be **Deferred** back to the next FGP(Com) agenda.

**Clerk and
Cllrs to
instigate
consultation**

**RFO for FGP
agenda**

iii. Confidential Minutes for approval: Pers-Sub(Com) meeting dates 01/11/16; 07/11/15; 15/11/16;
Minutes of the Pers-Sub(Com) meeting dates 01/11/16; 07/11/15 and 15/11/16 were of a personal nature and could not be discussed in public. However, all Council members had received a copy. Minutes were accepted as a true and accurate by members of the PER(Sub-Com). **Minutes Approved.**

i. Any Recommendations for Full Council ratification
Minutes of the Pers-Sub(Com) meeting dates 01/11/16; 07/11/15 and 15/11/16 were of a personal nature and could not be discussed in public. However, all Council members had received a copy and there were no objections to recommendations that had been made.
Recommendations Approved.

ii. Interim audit report 2016/17
Interim audit circulated, acknowledged by all.

Clerk to liaise with RFO and Standing Order WG to set a meeting date for the review of the Financial Regulations.

**Clerk and
RFO**

The RFO reminded all Councillors that all outstanding estimates are needing to be submitted.

Cllrs

The RFO notified all Councillors of the delay to the tender process due to Council awaiting confirmation from ESCC of map tender areas still needing clarification.

8. **AMENITIES COMMITTEE MINUTES –**
16.11.137

i. Minutes for approval – there were no outstanding minutes for approval.

ii. Any Recommendations for Full Council ratification – there were no new recommendations for approval.

- iii. O/s recommendation approval from AME meeting 26.09.16
Recommendation for Dog Poo spray campaign re-instatement was
Approved.
Recommendation to apply for a TPO for a tree in Cowbeech was
Deferred back to the next AME(Com) agenda due to additional
information being obtained by Cllr Goodsell for consideration.

**Cllr Nash to
action**

Standing Orders suspended at 8.05 to allow the second member of
the public to speak.

It was reported that the ESCC Highways cutting of Lower Road verges
had still not been undertaken. This had now been taken care of by
local Landowners.

The RFO informed all present of the meeting between HMX PC and
ESCC Highways representatives later this week, Friday 23rd November.
The meeting focus was the tendering and contracts of cutting of
verges and hedges.

Standing Orders were resumed at 8.10pm.

9. **PLANNING COMMITTEE MINUTES –**
16.11.138

- i. Minutes for approval meeting date 15/11/16
Minutes of PLN(Com) meeting 15.11.16 were agreed as a true and
accurate by all. **Minutes Approved.**

- ii. Any Recommendations for Full Council ratification
Letter in response to Southern Water delays to scheme building
process was letter **Approved** for sending.

10. **TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING:**
16.11.139

- i. Communications Working Group
Verbal updates from the COM(WG) were acknowledged and accepted.

- ii. Cuckmere Bus
Meeting notes acknowledged and accepted.

- iii. Herstmonceux Village Hall
Meeting notes acknowledged and accepted.

- iv. Neighbourhood Plan Steering Group
Meeting notes from the NHP Steering Group were acknowledged and
accepted.

11. **EMERGENCY PLAN**
16.11.140

Cllr Ashley updated the Council with the findings of her review of the
Emergency Plan. It was concluded that key questions arise from the
current format of the plan which are:

- What constitutes an emergency?
- Who activates the emergency plan?

**Clerk and
RFO to liaise
to initiate
meeting**

- What triggers the process?

Cllr Ashley **Recommended** that the plan needed updating to a workable format, simplifying the layout, in order that the questions above can be answered and the correct response delivered efficiently and effectively. It was also **Recommended** that, although all Councillors were members of the Emergency Plan Working Party that an initial meeting be called for Cllrs AA, CSR, SN, The Clerk and the RFO to meet with John Wood the ESCC Emergency Planning Officer to enable them to begin to undertake this work.

It was **Agreed** that the updating work to the Emergency Plan would start early in Jan 2017 and be ready for full council presentation by the end of March 2017.

Recommendations Approved by all.

12. **LIME PARK**

16.11.141

No further discussions were had at this point of the agenda. Please see Agenda Item 5 for full discussion detail.

The Chair additionally commented that there had also been no developments on the Lime Cross site as the developers had not been in contact.

13. **SMART ENERGY IN COMMUNITIES**

16.11.142

It was proposed that the Council support the promotion of the upcoming exhibition of the governments Smart Energy GB in Communities campaign.

Approved by all.

**Cllr
Kenward to
promote in
PC Parish
Mag
bulletin.**

14. **ACTION POINTS**

16.11.143

i. Update on Variation on the Lease – approval of Kent CC proposed action
Proposed actions Agreed by all. Clerk to notify Kent CC in order to process the work.

Clerk

ii. Finger Post
The Finger Post is now back in situ.

iii. Grit Bin at Windmill Hill
The Grit Bin is now in situ.

iv. De Fib Training
Bookings have been received. Places still available for both sessions.

v. Village CCTV
Village CCTV was installed in the past as a temporary measure to deter a local bout of crime. The initiative was successful and the camera use removed after a short period. The project was a joint one with Sussex

Police who hold the cameras and offer the Parish access to one should they need it. Any revised use and monitoring of CCTV would have to be authorised and arranged with Sussex Police.

vi. Cricket Club request for recommendation letter
Response letter **Approved.**

**Clerk to
forward**

vii. Establishing relationships with neighbouring PCs.
Meeting dates have been received. Chair, Vice Chair, Cllrs HK, JAN, JAL and CSR are interested in attending. Clerk to circulate meeting dates.

**Clerk to
collate and
send**

viii. Business sought by local charity
Information to be promoted in the next PC newsletter

**Cllr
Kenward**

15. **BT CONSULTATION FOR PHONE BOX REMOVAL OR ADOPTION**
16.11.144

This item was discussed and agreed at Agenda item 7

16. **CORRESPONDENCE – FOR NOTING OR ACTION**
16.11.145

Contents of circulation envelope circulated to all Councillors

ESCC Councillors Reports

Cllr BB informed the Council of:

- ESCC discussions of the possibility of creating Wild Flower Verges
- ESX as a White Ribbon area renewal of funding for further 2yrs
- WDC now accredited as White Ribbon district
- His visit to the Sussex Police Resolution Centre to observe this project in its pilot as an alternative to the PCSO. Cllr BB will continue to monitor its development.
- Raise awareness of the Sussex Police Commissioner consultation of proposal to increase precept by £5

**Refer to
AME(Com)**

In answer to PC Cllr queries Cllr BB responded that:

- Due consideration of Cowbeech Bonfire Society Correspondence was being discussed
- Funding for Charles Hunt Centre in Hailsham was a matter for Age Concern as they were the managing body.
- The Waste and Mineral Plan report is now published
- Recommendations for the Electoral Arrangements are now published and being submitted to the House of Commons for approval.

Cllr Keeley updates included:

- Attendance of Older People Matters attendance
- Various other activities
- A document Cllr Keeley has produced, available via website, for information on his research and concluding thoughts.

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

Herstmonceux Parish Council
Full Council (FCL)

As per Agenda items
Street Lighting planning and estimates – referred to FGP
Village Planters – referred to FGP

The meeting closed at 9.10pm

Date of Next Full Council Meeting: Monday 12th December, 2016

Small Hall, Herstmonceux Village Hall