

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**

**Monday 12th December 2016, 7.30 p.m.**  
**Small Hall, Herstmonceux Village Hall**

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

**Clerk in attendance** – Clare Harrison

**RFO in attendance** - Simon Goacher

**Members of the Public** – Three

<b>Item Number</b>	<b>Minute Items</b>	<b>Action</b>
1. 16.11.147	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from: Cllr Bryan Naish Cllr Max von Barnholt Krag	
2. 16.11.148	<b>TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b>  i. Minutes for approval meeting date 21.11.16 Clerk to include submission of information from member of the public at minute point 16.11.134 (Minutes of FCL meeting date 21.11.16). No other amendments or clarification. Minutes agreed as true and accurate record of the meeting. <b>Minutes Approved.</b>  ii. Any outstanding actions No outstanding actions were verbalised.	<b>Clerk - Minutes to be updated, posted and filed</b>
3. 16.11.149	<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. Cllr Stewart and Cllr Angear declared their interest in any Village Hall matters.	
4. 16.11.150	<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. **PUBLIC QUESTIONS OR COMMENTS RELATING TO AGENDA**  
16.11.151 **ITEMS**

**Standing Orders were suspended** at 7.38 to allow a member of the public to speak.

**Standing Orders were resumed** at 7.40pm

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

**RFO – payments  
to be actioned**

Payments and receipts December 2016 were presented by the RFO (as overleaf).

No queries were raised.

Cllr Bradshaw proposed acceptance for all payments and receipts. Seconded by Cllr Nash. All in favour.

**All presented payments Approved.**

See overleaf:

Herstmonceux Parish Council  
Full Council (FCL)

Herstmonceux Parish Council				
Meeting:	12 December 2016	Agenda Item: 06 - Payments of Account		
<b>Payment of Accounts</b>				
The following Accounts are submitted for payment approval:				
Cheque Number	Payee:	Description of Payment:	Sub Info/Total	Amount:
<b>Payment of Accounts - Parish Council Meeting:</b>				
<b>Cheques drawn 12 December 2016:</b>				
102196	S. P. Goacher	Admin: Finance Officer's Salary for December 2016 (with back pay)		1,085.26
102197	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary for December 2016 (with back pay)	836.84	
	Mrs Harrison (C.J. Reynolds)	Admin: Postage	14.29	
	Mrs Harrison (C.J. Reynolds)	Admin: Officers Travelling November 2016	58.73	909.86
102198	Trevor Hoad	Allotments: Mowing - September 2016	54.00	
	Trevor Hoad	Allotments: Mowing - October 2016	54.00	108.00
102199	Inland Revenue	Inland Revenue: Payroll Deductions October to December 2016 (inclusive)		1,274.44
102200	Jakk Country Furniture Designs	Highways: Fingerpost, Church Road - repositioning		162.24
102201	Kent County Council	Village Hall: Legal Fees Variation of Lease re: Access Road (October 2016)		669.60
102202	Mrs J. E. McInnes	N/Plan: Salary October / November		495.15
102203	(The) Recycling Partnership	Amenities: Commercial Waste Collection (November 2016)		59.52
102204	Rural Community Support Society	Admin: Hire of Room (November 2016)		17.50
102205	SLCC	Admin: Registration Fee for the CiLCA Qualification		250.00
102206	SSALC Ltd	Admin: CiLCA Student Registration Programme		320.00
<b>Total of Accounts for Approval</b>				<b>5,351.57</b>
<b>Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments</b>				
Bank Transaction	Payee:	Description of Income / Payment:		Amount:
<b>Income:</b>				
D/Credit	APC Care Ltd	The Old Surgery: Rent		0.00
D/Credit	East Sussex County Council	Amenities: Verge-Cutting Contract Contribution		0.00
<b>Total Income Received via D/Credits</b>				<b>0.00</b>
<b>Expenditure:</b>				
D/Debit	British Telecom	Admin: Telephone Landline [Provision]		0.00
D/Debit	British Telecom	Admin: Broadband / Internet Services		98.94
D/Debit	EDF Energy	Amenities: Energy Charges [Monthly]		0.00
D/Debit	EDF Energy	Amenities: Standing Charges etc [Monthly]		0.00
D/Debit	EDF Energy	Amenities: Energy Charges [Quarterly]		735.54
D/Debit	EDF Energy	Amenities: Standing Charges etc [Quarterly]		256.92
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		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		18.75
<b>Total Expenditure paid via D/Debits</b>				<b>1,722.15</b>
<b>BarclayCard Expenditure during Month - to be paid</b>				
17/11/2016	Staples UK Ltd	Admin: Stationery items: Copier Paper/Pocket Files/Blue Tack/Punched Pockets	SPG	129.95
00/01/1900				0.00
<b>Total Expenditure paid via BarclayCard</b>				<b>129.95</b>
<b>Net Expenditure (-) / Income (+) expected:</b>				<b>-1,852.10</b>
<i>Simon P. Goacher</i>				
Responsible Finance Officer				
				<b>05 December 2016</b>

7.  
16.11.153

**FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES**

**Clerk - Minutes  
to be posted and  
filed**

i. Minutes for approval meeting date 06/12/16  
Minutes of FGP meeting 06.12.16 were agreed as a true and accurate by all. **Minutes Approved.**

ii. Any **Recommendations** for Full Council ratification

- **Please see minute item 7a.**
- The ongoing discussion of donations for CPRE were **Deferred** to the January FGP agenda.
- The FGP Recommendation to extend the lease on the allotments was formally proposed to FCL by Cllr SN, seconded by Cllr MB. All in favour. **Resolution passed.**
- Estimates recommended to FCL for the year 2017 / 2018 requesting the precept to be set at £69,230 were proposed for approval.
- The precept total reflected an increase of 10.03% equating to a rise of £5.64 per Band D household per annum. This requests an increase of £0.47p per Band D household per calendar month for the Council Tax Year 2017 / 2018.
- The requested increase in Council precept will be used to fund the village improvement projects as set out in the full Annual Estimates, v4, recommended 06/12/16.

Cllr Bradshaw proposed acceptance for the presented estimates for Council Tax Year 2017 / 2018 and adoption of the presented precept. This was seconded by Cllr Nash. Cllr Angear was against the proposal. All other Councillors were in favour.

**Resolution Passed. Precept figure of £69,230 was formally adopted.**

- Estimate Summary detail is shown overleaf
- Reserve Fund detail is shown overleaf

Herstmonceux Parish Council  
Full Council (FCL)

<b>Herstmonceux Parish Council</b>				
<b>Estimate Summary 2017 - 2018</b>				
<b>Revenue Estimates, Revenue Balances and Precept Requirement</b>				
<b>Annual Estimates: V.4 F&amp;GP RECOMMENDED - 06 DECEMBER 2016</b>				
<b>2015-16</b>	<b>Description</b>	<b>2016-17</b>		<b>2017-2018</b>
<b>Actual</b>		<b>Original</b>	<b>Revised</b>	<b>Estimate</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>				
4,745.49	F&GP - Administration	38,730.00	9,080.00	7,550.00
1,651.80	F&GP - Herstmonceux Village Hall	1,660.00	1,660.00	1,660.00
7,277.30	F&GP - Old Surgery	11,920.00	9,280.00	9,300.00
1,311.66	Allotment Committee	1,320.00	1,320.00	1,320.00
0.00	Communications Committee	350.00	0.00	0.00
3,230.00	Ground Committee	1,500.00	4,570.00	1,300.00
2,114.82	Highways & Footpaths Committee	2,300.00	2,170.00	2,150.00
4,819.00	Neighbourhood Plan Steering Cttee	0.00	0.00	0.00
0.00	Street Lighting Committee	0.00	0.00	0.00
<b>25,150.07</b>	<b>Total:</b>	<b>57,780.00</b>	<b>28,080.00</b>	<b>23,280.00</b>
<b>EXPENDITURE</b>				
40,512.90	F&GP - Administration	77,520.00	55,450.00	51,470.00
1,532.00	F&GP - Herstmonceux Village Hall	850.00	1,200.00	750.00
7,929.40	F&GP - Old Surgery	2,170.00	1,080.00	670.00
1,647.73	Allotment Committee	1,950.00	2,000.00	2,090.00
840.00	Communications Committee	5,350.00	750.00	5,250.00
11,499.80	Ground Committee	42,580.00	12,150.00	12,940.00
5,059.02	Highways & Footpaths Committee	16,170.00	8,250.00	15,460.00
7,131.41	Neighbourhood Plan Steering Cttee	15,800.00	9,300.00	4,000.00
11,878.82	Street Lighting Committee	7,910.00	7,650.00	8,700.00
<b>88,031.08</b>	<b>Total:</b>	<b>170,300.00</b>	<b>97,830.00</b>	<b>101,330.00</b>
<b>-62,881.01</b>	<b>Net Expenditure</b>	<b>-112,520.00</b>	<b>-69,750.00</b>	<b>-78,050.00</b>
<b>REVENUE BALANCES</b>				
	Balance 1 April 2016		169,185.10	
	Less: Revised Spend		-69,750.00	
60,250.00	Add: Precept 2016-2017		62,930.00	
	<b>Estimated Revenue Balance 31/03/2017</b>		<b>162,365.10</b>	
<b>PRECEPT REQUIRED for 2017-2018</b>				
	Estimated net payments			78,050.00
	Add:			
	Allotments Reserve Fund		3,080.00	
	Building Reserve Fund		2,500.00	
	Elections Reserve Fund		1,560.00	
	General Reserve Fund		92,850.00	
	Gratuity (Officers) Reserve Fund		3,720.00	
	Neighbourhood Plan Reserve Fund		0.00	
	Street Lighting Reserve Fund		34,350.00	
	The Old Surgery Reserve Fund		12,500.00	
	Working Balance		3,000.00	153,560.00
	<b>Total Revenue Resources Required:</b>			<b>231,610.00</b>
	Roundings: Estimated figures used to nearest £10 / no pence			-14.90
	Less: Estimated Revenue Balance at 1 April 2017			-162,365.10
	<b>Amount to be met from Precept:</b>			<b>69,230.00</b>
	<b>Banding:</b>		<b>34,850.00</b>	<b>45,950.00</b>

Herstmonceux Parish Council  
Full Council (FCL)

<b>HERSTMONCEUX PARISH COUNCIL - RESERVE FUNDS DETAIL:</b>			
<b>ALLOTMENTS RESERVE FUND:</b>			
3,140.00	Ringfenced: to defray costs of provision of Allotment facilities		3,080.00
<b>BUILDING RESERVE FUND:</b>			
2,450.00	Un-ringfenced: Fund taken over from Herstmonceux Castle		2,500.00
<b>ELECTION RESERVE FUND:</b>			
3,000.00	Ring-fenced: Amount to pay Election Recharges received from Wealden DC		1,560.00
<b>GENERAL RESERVE FUND:</b>			
0.00	Capital Programme - Recreational Facilities	11,000.00	
0.00	Cowbeech - New Noticeboard	1,000.00	
500.00	General: Provision of 3x Information Boards	0.00	
2,000.00	Lime Cross Sports Ground: Legal Fees re Sports Clubs	2,000.00	
4,000.00	Lime Cross Sports Ground: New Fencing / Hedging	4,000.00	
2,000.00	Major Developments - Legal Fees	2,000.00	
0.00	Rec Car Park - Access Road (Passing Place)	9,000.00	
0.00	Rec Car Park - Access Road (Resurfacing)	10,000.00	
0.00	Rec Car Park - Legal Fees re Access Rd (Mr Ford)	1,000.00	
0.00	Rec Car Park - Upgrade top section (re-surfacing)	10,000.00	
5,000.00	Rec Ground - Enhanced Play Area	0.00	
5,000.00	Recreation Ground: Tarmac pathway	7,500.00	
1,000.00	Village Hall: Legal Costs re Access Road	1,000.00	
1,700.00	Village Hall: Maintenance Contribution	0.00	
7,500.00	Village Hall: Resurfacing - Access Road	3,750.00	
600.00	Village Hall: Yellow Line renewal - Access Road	600.00	
30,000.00	Un-ringfenced - General Maintenance: Balance of Fund	30,000.00	92,850.00
<b>GRATUITY (OFFICERS) RESERVE FUND:</b>			
6,750.00	Contractual Obligations on Retirement of Officers		3,720.00
<b>STREET LIGHTING RESERVE FUND:</b>			
0.00	Capital Programme - Parish Street Lighting	18,150.00	
400.00	Church Road: Transfer of existing column	0.00	
11,250.00	Gardner Street: Install new LED Lamps	0.00	
2,500.00	General: Masking of lamps on certain columns	0.00	
1,000.00	General: Replacement of lamps (where required)	0.00	
0.00	Provision of Lighting Baffles to existing lights	1,200.00	
0.00	Replacement Lamps (5 each year) plus 5% inflation	5,000.00	
3,000.00	Woolpack Car Park: Replacement lamp and column	0.00	
10,000.00	Un-ringfenced - General Maintenance: Balance of Fund	10,000.00	34,350.00
<b>THE OLD SURGERY RESERVE FUND:</b>			
2,500.00	Tenancy Deposit - held on behalf of Tenants	2,500.00	
12,000.00	Un-ringfenced - General Maintenance: Balance of Fund	10,000.00	12,500.00
<b>117,290.00</b>	<b>TOTAL of RESERVE ACCOUNT BALANCES:</b>		<b>150,560.00</b>

7a  
16.11.154

**AUTO ENROLMENT PROVISION**

FGP Committee recommendation to the council for the Resolution of the Full Parish Council in respect of an application to be an employer within the Local Government Pension Scheme under the East Sussex Pension Fund:

Herstmonceux Parish Council hereby **Passes a Resolution** to adopt the Local Government Scheme as its pension provider under auto-enrolment, effective from 01 February 2017, and that membership to the Local Government Pension Scheme will be open to all employees of the Council as from that date.

**RFO – Register auto enrolment with LGPS**

8.  
16.11.155

**AMENITIES COMMITTEE MINUTES –**

i. Minutes for approval meeting date 28/11/16  
Minutes of AME meeting 28.11.16 were agreed as a true and accurate by all. **Minutes Approved.**

**Clerk - Minutes to be posted and filed**

- ii. Any Recommendations for Full Council ratification  
STL(WG) –
- A formal proposal for a works order to the cost of £3,600 for replacement lamps for the missing lights at Gardner Street and Hailsham road was received from Cllr MB. Seconded by Cllr JAL. All in favour. **Proposed works order Approved. Decision ratified.**
  - A formal proposal for a works order to the cost of £200 for the installation of baffles for two lamps was received from Cllr MB. Seconded by Cllr HK. All in favour. **Proposed works order Approved. Decision ratified**
9. 16.11.156 **PLANNING COMMITTEE MINUTES –**
- i. Minutes for approval meeting date 28/11/16  
Minutes of PLN meeting 28.11.16 were agreed as a true and accurate by all. **Minutes Approved.**
- The minutes of the PLN meeting 15.11.16 have been **Deferred** to the FCL meeting on 16<sup>th</sup> January, 2017 for approval
- ii. Any Recommendations for Full Council ratification
10. 16.11.157 **TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING:**
- i. Communications Working Group – COM(WG)  
A verbal update was offered.
- ii. Neighbourhood Plan Steering Group – NHP  
A verbal update was offered with the following dates offered as timescales for further action:
- Early January 2017 – produce and circulate a newsletter throughout the parish to inform residents on the progress of the Plan and advising them that the Draft Plan will be available for consultation in March.
  - Preparation of a draft newsletter by the end of the week beginning 2 January 2017 for the Steering Group’s approval. Stephen has suggested that copies are delivered to many households in the parish as possible.
  - Monday 16 January 2017 at 10.30am in the Village Information Centre – meeting with Faustina and Allison to discuss the proposed policies against the Sustainable Appraisal. Following this meeting, the Steering Group will meet as often as required to provide any more information needed.
  - 16 January 2017 – end of February 2017 – Draft Plan is drawn up.
- RFO – Issue works order**
- RFO – Issue works order**
- Clerk - Minutes to be posted and filed**

- End of February – early March – Draft Plan is taken to Parish Council for approval. ( Extraordinary Council Meeting will be requested if necessary)
- 20 March 2017 – public presentation of the consultation of the Draft Plan at the Parish Meeting, followed by a six week consultation.

iii. Building Development Working Group – BDV(WG)  
A report was tabled by Cllr JAL.

11.  
16.11.158

### **HERSTMONCEUX PARISH COUNCIL STANDING ORDERS**

- i. Review of effectiveness of current Standing Orders (Approved June 16) (Minutes item 16.06.50 i )

Standing Orders were found to be effective.  
**No further action required at this time.**

12.  
16.11.159

### **EMERGENCY PLAN**

- i Outcomes of meeting with WDC Emergency Planning Officer
- The layout of the plan would benefit from being updated
  - The reference to VHF radio should be deleted as this is now discontinued.
  - Risk Assessment should be included.
  - A vulnerable persons list could be compiled.
  - Local First Responders details should be added.

ii Any recommendations for adoption  
Emergency Plan WG to convene in early February 2017. To consider working partnerships with Care for the Carers, Police, Fire Brigade and other partners who support potentially vulnerable members in the community.

**Clerk to contact PC insurers regarding EP RA cover**

**Clerk – to agree meeting date with EMP(WG) members**

13.  
16.11.160

### **ACTION POINT UPDATES**

- i. Cascading of information from attended conferences and training, recommendations for action.

Members to cascade useful information from attended events to FCL.

- ii. Co-ordination and agreement of Cllr attendance at neighbouring PC meetings

**Deferred** to January 2017

14.  
16.11.161

### **PLANNING MATTERS**

**14.i Application for a Certificate of Lawful Development for Existing Use  
WD/2016/2798/LDE**



THE FISHING LODGE, BRICK FARM, WINDMILL HILL,  
HERSTMONCEUX, BN27 4RS  
CONFIRMATION THAT THE DEVELOPMENT APPROVED  
UNDER WD/2013/2315/FR HAS  
BEEN COMMENCED.

**Council Comments and Observations:**

Council can confirm verification of preparation building work being commenced in relation to the stock ponds but are unable to confirm dates as to when this might be other than approximately 24 months ago. Verification comes by way of an individual councillor who walked through the development site and confirms that diggers were working onsite.

There is no other knowledge or information that can be offered by Council.

**14.ii**

16.11.162

**Application No. WD/2016/2096/MAO**

Application Type: Major Application - Outline

**Expiry date for comments: 13 December 2016** Case Officer:

R Forder Tel: 01892 602496

Location: LAND ADJACENT TO GEO COLLINS HONDA,  
HERSTMONCEUX, BN27 4JU

Description: OUTLINE APPLICATION FOR THE ERECTION OF  
17

DWELLINGHOUSES, INCLUDING ACCESS & AFFORDABLE  
HOUSING

**Comments and Observations for Floodrisk/Drainage  
documents and response of Agent to consultee responses.**

Dated 28/11/16.

**Comments and Observations:**

Additional papers are acknowledged. Council will look to submit further comments and observations on Reserve Matters.

**14.iii**

16.11.163

**Application No. WD/2016/2655/O**

Application Type: Outline

**Expiry date for comments: 23 December 2016**

Case Officer: Mr A Battams Tel: 01892 602487

Location: THE WELCOME STRANGER, CHAPEL ROW,  
HERSTMONCEUX, BN27 1RE

Description: ONE DETACHED DWELLING AND A PAIR OF  
SEMI-DETACHED DWELLINGS.

Applicant: Mrs Cicely Hyatt

Agent: Dowsett Associates

**Council Comments and Observations:**

Council have no valid reason for objecting to this application

- This is not a rural exception site but will be development of a brownfield site

Herstmonceux Parish Council  
Full Council (FCL)

- There are no objections under Wealden planning policy criteria
- The development would provide reasonable housing stock addition.

15. **COUNTY AND DISTRICT COUNCILLORS REPORTS**

16.11.164

Cllr Bentley was informed of the positive feedback that had been received following his attendance at the last HMXPC Surgery. Cllr Bentley expressed his willingness to attend in the future.

Verbal reports were offered by Cllrs Bentley and Keeley. Cllrs were thanked for their information.

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

16.11.165

- i Contents of circulation envelope
- ii Resubmission of comments to WDC Planning Dept  
IRO Chilley Farm, Rickney Lane
- iii Clerks Report

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

As per agenda items.

**The meeting closed at 8.53pm**

Date of Next Full Council Meeting: Monday 16<sup>th</sup> January, 2017; Herstmonceux Village Hall