

## MINUTES

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

**Monday 16th January, 2017, 7.30 p.m.**  
**Small Hall, Herstmonceux Village Hall**

**Cllrs in attendance:** Jenny Alder; Jo Angear; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash (**VCh**); Ian Stewart (**Chair**);  
**ESCC Cllr** Keeley.

**Clerk in attendance** – Clare Harrison

**RFO in attendance** - Simon Goacher

**Members of the Public** – One

<b>Item Number</b>	<b>Minute Items</b>	<b>Action</b>
1. FCL 17.01.01	<b>APOLOGIES FOR ABSENCE</b>  Apologies received from Parish Cllrs: Angela Ashley; Catherine Stirling- Reed; Max von Barnholt Krag  Apologies were also received from: ESCC Cllr Bill Bentley	<b>Apologies recorded</b>
2. FCL 17.01.02	<b>TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b>  i. Minutes for approval meeting date 12.12.16 No amendments or clarification were necessary. Minutes agreed as true and accurate record of the meeting. <b>Minutes Approved and Adopted.</b>  <b>Matters Arising</b> – a copy of these signed minutes will be forwarded to ESCC to complete the LPGS registration as per item 7a, 16.11.154  ii. Any outstanding actions 8, 16.11.155 i 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. ii A formal proposal for a works order to the cost of £200 for the installation of baffles for two lamps.	<b>Clerk - Minutes to be posted and filed</b>
3. FCL 17.01.03	<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 declared an interest in any Village Hall matters.	

- iii. Cllr Stewart declared an interest in Agenda Item 9.1
- iv. Cllr Angear declared an interest in any Village Hall matters.
- v. Cllr Kenward declared an interest in Agenda Item 9.1
- vi. Cllr Bradshaw declared an interest in Agenda Item 7.1
- vii. Cllr Bradshaw declared an interest in Agenda Item 7.1
- viii. Cllr Bradshaw declared an interest in Agenda Item 7.3

4. **MEMBERS DISPENSATION REQUESTS**

FCL

17.01.04

- 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 ITEMS ON THIS AGENDA**

FCL

17.01.05

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

Standing Orders were suspended at 19.35hrs to allow the member of the public to speak.

The MOP is the local Cub Scout Leader and Deputy District Commissioner, and spoke in relation to Agenda Item 14. Council were informed of the difficulties presented to the local Scouts troop with the delays to any information forthcoming from the Lime Cross development. This was creating an increasingly urgent need for a solution to a permanent, bespoke meeting place for the scout group that could accommodate their growing numbers and storage needs, (due to the nature of their equipment and activities), or render the group at risk of closure / relocation to another village.

The Chair thanked the MOP for their comments and reassured him that Council would look into the issue further and that this may involve a review of current and future leisure plans.

Standing Orders were resumed at 19.40hrs.

The Chair proposed that a sub-group of the Amenities Committee could be formed. This would act as a start to the suggested leisure activity review, involving all interested parties, in order to start a new discussion process into the issue.

Standing Orders were suspended at 19.43hrs to allow further Parish Councillor questions to the Member of the Public.

Standing Orders were resumed at 19.44hrs

**Clerk to  
carry this  
item forward  
to the  
PLN(Com)  
and  
AME(Com)**

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**  
FCL  
17.01.06 Payments and receipts January 2017 were presented by the RFO  
**(see overleaf)** for approval and ratification of agreement for  
payment.

**RFO –  
payments to  
be actioned**

The following queries needed clarifying:

- i The cost of the Web maintenance and IT support was higher than usual. The RFO informed Council where the additional charges had been incurred. The additional payments were accepted.

Cllr Angear proposed acceptance for all presented payments and receipts and approval for any payments. Seconded by Cllr Bradshaw. **All Councillors were in favour.**

**Record of receipts Approved.**

**All presented payments Approved for payment by RFO.**

Herstmonceux Parish Council  
Full Council (FCL)

Herstmonceux Parish Council				
<b>Meeting:</b>		<b>16 January 2017</b>	<b>Agenda Item: 06 - Payments of Account</b>	
<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>				
<i>Cheques drawn 16 January 2017:</i>				
102207	Mrs J. Angear	Admin: Expenses re: Refreshments December Full Council meeting		26.50
102208	Eastbourne First Responders	Admin: Donation re: CPR & Defibrillator Training		100.00
102209	James Gallifant	Admin: Website Maintenance and IT Support January to March 2017		150.00
102210	S. P. Goacher	Admin: Finance Officer Salary - January 2017		417.38
102211	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - January 2017		810.10
102212	Herstmonceux Business Association	Admin: Donation received: Rural Community Support Society re: Christmas Lights	50.00	
	Herstmonceux Business Association	Admin: Donation from Parish Council re: Christmas Lights	51.40	101.40
102213	Herstmonceux Village Hall	Admin: Hire of Village Hall November & December 2016		153.00
102214	Principal	Admin: Photocopier Charges 24/09/2016 to 24/12/2016		238.03
102215	(The) Recycling Partnership	Amenities: Commercial Waste Collection - December 2016		59.52
102216	Rural Community Support Society	Admin: Electricity Charges to 31/12/2016		30.72
102217	Society of Local Council Clerks	Admin: Joining Fee & Annual Subscription re: The Clerk		161.00
		<b>Total of Accounts for Approval</b>		<b>2,247.65</b>
<b>Notes:</b>				
<b>Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments</b>				
Bank Transaction	Payee:	Description of Income / Payment:		Amount:
<i>Income:</i>				
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>
<i>Expenditure:</i>				
D/Debit	British Telecom	Admin: Telephone Landline [Provision]		86.75
D/Debit	British Telecom	Admin: Broadband / Internet Services		0.00
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]		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 01/07/2016 to 30/09/2016		0.00
D/Debit	Wealden DC	Amenities: Litter Bin Emptying Services 01/10/2016 to 31/12/2016		360.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		0.00
		<b>Total Expenditure paid via D/Debits</b>		<b>518.75</b>
<i>BarclayCard Expenditure during Month - to be paid</i>				
00/01/1900				0.00
00/01/1900				0.00
		<b>Total Expenditure paid via BarclayCard</b>		<b>0.00</b>
		<b>Net Expenditure (-) / Income (+) expected:</b>		<b>-518.75</b>
		<i>Simon P. Goacher</i>		
		Responsible Finance Officer		<b>05 December 2016</b>

7. FCL 17.01.07	<b>FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES</b>  i. Minutes for approval meeting date 03/01/17 Minutes of FGP meeting 03.01.17 were agreed as a true and accurate by all. <b>Minutes Approved.</b>  ii. Any Recommendations for Full Council ratification i. The RFO read out a summary of the Referendum and Principles summary for the interest and knowledge of all Cllrs who were present. ii. It was recommended by the FGP(Com) to FCL that full membership to the Society of Local Council Clerks is taken out on behalf of the Parish Clerk iii. It was recommended by the FGP(Com) to FCL that the Parish Clerk becomes a card holder for Staples and Barclaycard on behalf of the Parish Council.  Cllr Kenward proposed to <b>Accept</b> the above <b>Recommendations</b> from FGP(Com) to FCL. This was seconded by Cllr Nash. <b>All Councillors were in favour of Approval.</b>  <b>Decisions ratified.</b>	<b>Clerk - Minutes to be posted and filed</b>
FCL 17.01.07.1	7.1 <b>DONATION TO CPRE</b>  FGP(Com) recommendations: i A one-off donation to the CPRE Campaign to Protect Rural England - <b>for approval and ratification.</b> The FGP(Com) had brought this recommendation to FCL. There was some discussion among Councillors appertaining to this recommendation. The Chair suggested that after consideration of all of the arguments presented, that there was no firm reason that the Council could not make a donation. The Chair asked if all were in favour of making a donation. One Councillor was in favour of making a donation. Four Councillors were against making a donation. Two Councillors abstained from the decision. Cllr Bradshaw was unable to vote due to his declaration of interest.  Council were <b>NOT</b> in favour of making a donation to CPRE. <b>Decision Ratified.</b>  ii FCL decision on donation amount to CPRE Campaign to Protect Rural England campaign <b>for agreement and ratification</b>  N/A	<b>No further action necessary</b>
FCL 17.01.07.2	7.2 <b>DONATION FOR DEFIBRILLATOR TRAINING TO AMBULANCE SERVICE (REF MINUTES FIN.05.11.16.2 &amp; FCL.15.11.136ii)</b>  FGP(Com) recommendations:	<b>7.2i No further action necessary</b>

- i **Former decision of donation** of £50 to Ambulance Service to be deemed null and void due to non- participation of delivery of Defibrillator Training– **for ratification.**

Decision making for this item had been brought forward on the agenda to Item 6. The RFO confirmed that no member of the Ambulance Service had been present at the training. It was therefore proposed by Cllr Kenward that the donation should no longer be offered. This was seconded by Cllr Angear. **All councillors were in favour** of the decision. Former decision to make a donation was overruled. No donation is to the Ambulance Service. **Decision Ratified.**

- ii **Donation to** Eastbourne First Responders for delivery of Defibrillator Training to be increased by £50 (to a total of 100)- **for ratification**

Decision making for this item had been brought forward on the agenda to Item 6. The RFO confirmed that the training had been delivered solely by local members of the Eastbourne First Responders.

It was therefore proposed by Cllr Kenward that the donation should be increased by a further £50 to a total of £100. This was seconded by Cllr Angear. **All councillors were in favour** of the decision.

**Decision Ratified.**

**7.2ii RFO – payments to be actioned**

FCL  
17.01.07.3

7.3 **DONATION to HERSTMONCEUX BUSINESS ASSOCIATION**

FGP(Com) recommendations:

A **donation** to the Herstmonceux Business Association of £101.40 for re-imburement of the shortfall cost for the 2016 Parish Christmas Lights- **for ratification**

The RFO confirmed that a donation of £50 had been received from the Rural Community Support Society towards the cost of the Parish Christmas Lights. The FGP(Com) was recommending to FCL that this donation was passed on to the Herstmonceux Business Association who had spent £101.40 on the 2016 Parish Christmas Lights.

The FGP(Com) was recommending to FCL that a further £51.40 donation be made to the Herstmonceux Business Association to cover the costs associated with providing the 2016 Parish Christmas Lights.

Cllr Goodsell proposed to **Accept** the above **Recommendations** from FGP(Com) to FCL. This was seconded by Cllr Alder. **All Councillors were in favour.**

**Decisions ratified.**

**7.2iii RFO – payments to be actioned**

8.  
FCL

**AMENITIES COMMITTEE MINUTES**

Herstmonceux Parish Council  
Full Council (FCL)

- 17.01.08
- i. Minutes for approval meeting date – None due
  - ii. Any Recommendations for Full Council ratification

9. **PLANNING COMMITTEE MINUTES**

FCL

17.01.09

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

- ii. Minutes for approval meeting date 03/01/17  
Minutes of PLN meeting 03.01.17 were agreed as a true and accurate by all. **Minutes Approved.**

- iii. Minutes for approval meeting date 10/01/17 – meeting cancelled

- iv. Any Recommendations for Full Council ratification  
None

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

9.1 **PINS REF: APP/C1435/W/16/3163493 – LAND ADJOINING TWO  
THE FIRS, WEST END**

FCL  
17.01.09.1

Confirmation of any information submission to PINS

The Clerk informed the Council that no comments other than those reflective of previously submitted comments and observations had been received. Therefore, no further information from Herstmonceux Parish Council had been forwarded to PINS regarding this appeal.

**No further  
action  
necessary**

9.2 **PINS REF: APP/C1435/W/16/3161953 – FORMER PUBLIC  
CONVENIENCE, HERSTMONCEUX**

FCL  
17.01.09.2

**Agreement and ratification of any further action** needing to be taken regarding the appeal. (Deadline of additional information submission set at 03.02.17)

A document for submission to PINS had had been prepared for FCL agreement as additional supporting evidence from Herstmonceux Parish Council against this planning application at appeal stage. Minor changes were requested to the wording.

It was proposed that the Council agree submission of the amended document to PINS. Proposed by Cllr Nash, Seconded by Cllr Kenward. **All Councillors were in favour.**

Clerk – to  
amend letter  
as per FCL  
agreement.  
**Submit  
supporting  
evidence to  
PINS**

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

FCL

17.01.10

- i. Communications Working Group – COM(WG)  
No meeting of the COM(WG) had taken place

- ii. Neighbourhood Plan Steering Group – NHP

**Cllrs – leaflet  
drop in the**

Herstmonceux Parish Council  
Full Council (FCL)

	<p>Council were updated on the draft plan consultation timeline and informed about an information flyer that is to be circulated to residents in the Parish.</p> <p>iii. Building Development Working Group – BDV(WG) As per report date November</p>	<p><b>village. Roads assigned to individual Cllrs.</b></p>
11. FCL 17.01.11	<p><b>TO RECEIVE REPORT FROM MEETING WITH SUSSEX POLICE</b></p> <p>Report received. Ongoing actions mentioned in the report are:</p> <ul style="list-style-type: none"><li>i Continued building of partnership working with renewed NHP scheme.</li><li>ii Diarise follow up meeting with Inspector Wakefield.</li><li>iii Updating and simplifying of Emergency Plan paperwork</li></ul>	<p><b>Clerk - to continue to work on these and provide update at next FCL meeting</b></p>
12. FCL 17.01.12	<p><b>ADOPTION OF PUBLIC PHONE BOXES AT STUNTS GREEN AND WINDMILL HILL</b></p> <p>A report had been circulated to the Council highlighting the potential benefits and costs involved in the adoption of the de-commissioned, K6 BT phone boxes at Stunts Green and Windmill Hill. Some discussions about the future use and possible re-location cost ensued.</p> <p>Cllr Kenward proposed adoption of both phone boxes. Cllr Nash seconded the proposal. <b>All Councillors were in favour</b> to adopt both BT K6 phone boxes. <b>Decision Ratified.</b></p>	<p><b>Clerk to report back to WDC officer of decision to adopt.</b></p> <p><b>Cllr Kenward – to include consultation for future use ideas in next Parish Council Newsletter. Clerk and Chair – to undertake search of records</b></p>
13. FCL 17.01.13	<p><b>HERSTMONCEUX CRICKET CLUB</b></p> <p>The Chair of the Council informed all present about the issues for the Cricket Club in trying to obtain funding without a formal lease agreement.</p> <p>The Chair and the Clerk will search PC records for the title deeds to the Recreation Ground as a starting point for considering this difficulty.</p> <p>The clerk was asked to refer the matter to the Amenities Committee</p>	
14. FCL 17.01.14	<p><b>LIME CROSS DEVELOPMENT</b></p> <p>Comments were offered about the wait for any further information and development of this site having a cumulative negative impact on the leisure activities provision in the village, as highlighted earlier by the MOP. It was noted that the current situation and for the foreseeable future that a generation of children and young people are being affected.</p>	<p><b>Clerk – to refer to AME(Com) Chair and Vice Chair – to contact developer.</b></p>



The Chair suggested that he and the Vice Chair should themselves approach the development partner. All Councillors were in agreement.

15.  
FCL

**ANNUAL PARISH MEETING**

**See detail in  
minute item**

17.01.15

The council discussed planning for the Annual Parish Meeting and the following Cllrs were identified for the planning aspects mentioned below:

- i Cllr Goodsell to coordinate ordering of public notices.
- ii Cllr Kenward to coordinate advertising of the event in the Parish Council newsletter and in the Parish News..
- iii Cllr Angear to coordinate refreshments.
- iv Clerk to ensure the large hall is booked.

16.  
FCL

**ACTION POINTS AND UPDATES**

**Clerk to  
notify  
neighbouring  
PC clerks of  
Cllrs  
intention to  
attend.**

17.01.16

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

Dates of neighbouring PC FCL meetings were circulated. 3 neighbouring PC FCL meetings are to be attended as agreed.

- ii. Verges

The RFO updated Council on the latest information that had been received from ESCC and confirmed that tenders were now awaited for the Urban cutting. The amount of the ESCC contribution to the PC for the urban cuts had not yet been received.

- iii. Bin Rota

Rota for emptying the recreation ground bins were agreed. On a weekly basis as far as March 2017.

- iv. January Cllr Surgery

Rota for surgery delivery was agreed for January and February.

17.  
FCL

**COUNTY AND DISTRICT COUNCILLORS REPORTS**

17.01.17

Cllr Keeley gave an update on his queries about ESCC Core Strategies, the White Paper on housing, ESCC budget points regarding Adult Social Care, increase in ESCC Council Tax charges and his ideas for his proposal for a one-way system with reference to the planned new builds in Ninfield and Herstmonceux Parishes under the Government new homes initiatives, through Wealden Local Planning.

Cllr Keeley informed those present of the letter he had written to Southern Water IRO an outstanding compensation claim for the drainage issues in Victoria Road.

Copies of Cllr Keeleys other correspondence were made available for all Parish Councillors.

Herstmonceux Parish Council  
Full Council (FCL)

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

FCL

17.01.18

- i Contents of circulation envelope  
Circulation folder was seen by those Cllrs present.
- ii Clerks Report  
Had been circulated prior to the meeting. No queries were raised.

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

FCL

17.01.19

As per Minute Items.

The meeting closed at 9.27pm.

Date of Next Full Council Meeting: Monday 20<sup>th</sup> February, 2017; Herstmonceux Village Hall