

## MINUTES

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

**Monday 20th February, 2017, 7.30 p.m.**  
**Small Hall, Herstmonceux Village Hall**

**Councillors in attendance:** Jenny Alder; Jo Angear ; Angela Ashley; Malcolm Bradshaw; Mick Goodsell; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed; Max von Barholt Krag. **ESCC Cllrs** Bill Bentley and Laurence Keeley

**Clerk in attendance** – Clare Harrison

**Responsible Finance Officer (RFO) in attendance** - Simon Goacher

**Members of the Public** – Three

<b>Item Number</b>	<b>Minute Items</b>	<b>Action</b>
1. FCL 17.02.20	<b>APOLOGIES FOR ABSENCE</b>  Apologies received from Parish Cllrs: Heather Kenward	<b>Apologies recorded</b>
2. FCL 17.02.21	<b>TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b>  i. Minutes for <b>Approval and Adoption</b> , meeting date 16 <sup>th</sup> January, 2017  The minutes of the FCL meeting, held on the 16 <sup>th</sup> January, 2017 had been circulated.  The Vice Chair had requested an amendment to the wording at Agenda Item 14 which may implicate the Council as being in a formal development partnership.  <i>'The Chair suggested that he and the Vice Chair should themselves approach the development partner.'</i>  The following wording had been suggested to ensure clarification of this minute. The minutes had been prepared to now read: <i>'The Chair suggested that he and the Vice Chair should themselves approach the developer to foster community partner relationships in this project'.</i>  All councillors were in favour of the amendment.  There were no further amendments or clarification necessary. It was <b>RESOLVED</b> to accept that the minutes be approved, adopted and signed as a correct record.	<b>Clerk – Minutes to be posted and filed</b>
	ii. Any outstanding actions	<b>Clerks update - Ref Minute</b>

There were no outstanding actions reported at the meeting.

**FCL 17.01.11:  
This is an  
ongoing piece  
of work**

3.  
FCL 17.02.22

**DECLARATIONS OF MEMBERS' INTERESTS**

- i. Cllr Goodsell declared his regular interests in matters of private tenders and contract works on trees / hedgerow cutting and other general maintenance issues / works needed in the parish.
- ii. Cllr Stewart declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.
- iii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.
- iv. Cllr Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.

4.  
FCL 17.02.23

**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). This dispensation is due to expire on the 08/03/2017

5.  
FCL 17.02.24

**PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**

Two members of the public representing the Herstmonceux Cricket Club were in attendance.

The Chair brought forward Agenda Item 12.

**Standing Orders were suspended at 19.37** to allow the members of the public to speak.

The Council were informed of the Cricket Club's recent work towards achieving a Clubmark Accreditation and their fundraising initiatives towards improving the Club's equipment. A financial update on fundraising needs and the current raised total was presented.

The Cricket Club representatives explained that a lack of a formal lease for the use of the land by the Club was preventing them from meeting certain external funding criteria. This impacted on the Club's ability to progress into

longer term business planning and quality profiling for achieving the desired Clubmark.

The Cricket Club stated that their history of good relationships with the Council and their longstanding hire agreement be put to the Council for consideration in support of a formal request to grant the Cricket Club a lease agreement. Examples of such leases in other areas were given.

Councillors questions followed to clarify external funding deadlines and specifics the Cricket Club would need the lease to identify. The Chair of the Council outlined potential legal constraints as the Recreation Ground, being an open public area, is subject to covenants.

The members of the public were thanked for their contributions.

**Standing Orders resumed at 19.46.**

Please see Agenda Item 12 for further minutes and actions.

6.  
FCL 17.02.25

**FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

The Payment of Account Report for February 2017 was presented by the RFO (**see overleaf**). It was **RESOLVED** to authorise expenditure totalling £6,684.79

**RFO –  
payments to  
be actioned**

The RFO presented Officers additional hours claims as below:  
Clerk to the Council- 01/11/2016-26/01/2017 a total of 22.25 hours.

Clerk to the Neighbourhood Plan – 18/11/16-13/01/17 a total of 15.75 hours.

Clerk to the Neighbourhood Plan – 16/01/17-14/02/17 a total of 49 hours.

**All Councillors agreed the additional hours claims and were in favour of payment.**

The following queries needed clarifying:

Late payment of the Old Surgery rent was questioned.

The RFO explained that due to not having online banking arrangements for the Parish Council that payments were only trackable on receipt of statements.

The RFO had written a letter to the tenants reminding them of their obligations under the terms of the Lease, and stating that late payment of rent was unacceptable, and that payments would be closely monitored in future.

The RFO was instructed to write to the tenant requesting all future payments be made by Standing Order on or before the due date. This would help ensure the agreed terms of the Lease were adhered to in future.

Herstmonceux Parish Council  
Full Council (FCL)

The letter is to act as a formal request for payment by  
Standing Order.

**All Councillors were in favour.**

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

Herstmonceux Parish Council  
Full Council (FCL)

Herstmonceux Parish Council				
Meeting: <b>20 February 2017</b>		Agenda Item: <b>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>				
<b>Cheques drawn 20 February 2017:</b>				
102218	Agrifactors (Southern) Ltd	Amenities: Repairs to Youth Play Shelter, Recreation Ground		588.00
102219	Barcombe Landscapes Ltd	Amenities: Balance of Ground Maintenance Contract 2016/17		3,337.79
102220	East Sussex Pension Fund	ESPF: Pension Contributions (Employee / Employer) - February 2017		252.30
102221	S. P. Goacher	Admin: Finance Officer Salary - February 2017		417.38
102222	Go Pest Ltd	Amenities: Rodent Control - 09 January 2017		55.00
102223	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - February 2017	768.53	
	Mrs Harrison (C.J. Reynolds)	Admin: Lights Bulbs / Copier Paper / Refreshments (Monsoon Homes) / Postage	19.40	787.93
102224	Herstmonceux Village Hall	Admin: Hire of Village Hall - January 2017		78.00
102225	M G Love	Amenities: Lease Rental of Allotment Site 01/03/2017 to 28/02/2018		800.00
102226	(The) Recycling Partnership	Amenities: Commercial Waste Collection - January 2017		74.40
102227	Rural Community Support Society	Admin: Hire of Room - January 2017		20.00
102228	SSAL C Ltd	Admin: Publications - Local Government Review 2017/18	34.00	
	SSAL C Ltd	Admin: Spring Conference - 5x Delegates	240.00	274.00
<b>Total of Accounts for Approval</b>				<b>6,684.79</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 due 25 December 2016 (Paid 06/02/2017)		2,250.00
D/Credit	East Sussex County Council	Amenities: Verge-Cutting Contract Contribution		0.00
<b>Total Income Received via D/Credits</b>				<b>2,250.00</b>
<b>Expenditure:</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]		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		0.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		0.00
<b>Total Expenditure paid via D/Debits</b>				<b>72.00</b>
<b>BarclayCard Expenditure during Month - to be paid</b>				
09/02/2017	Staples UK Ltd	Admin: Stationery Items	SPG	117.72
00/01/1900				0.00
<b>Total Expenditure paid via BarclayCard</b>				<b>117.72</b>
<b>Net Expenditure (-) / Income (+) expected:</b>				<b>2,060.28</b>
<i>Simon P. Goacher</i>				
Responsible Finance Officer				
			<b>13 February 2017</b>	

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

FCL 17.02.26

- i. Minutes for **Approval and Adoption**, meeting date 7<sup>th</sup> February, 2017

The minutes of the FGP(Com) meeting, held on the 7<sup>th</sup> February, 2017 had been circulated.

There were no amendments necessary. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.

**Clerk – Minutes to be posted and filed.**

Any Recommendations for Full Council ratification:

- ii. It was proposed by Cllr Nash to formally **Approve and Ratify** the FGP Committee **recommendation to** enter a Continuation Lease for a period 01 March 2019 to 28 February 2029 with Mr Love, at an annual lease payment of £800 per annum, with no increases. (see 8.ii). Seconded by Cllr Ashley.

**All Councillors were in favour.**

- iii. It was proposed by Cllr Nash to formally **Approve and Ratify** the FGP Committee **recommendation to employ the services of Kent County Council to undertake the necessary legal work for the re-registration and drawing up of the Continuation Lease** for the extension to the Allotment Lease. Seconded by Cllr Ashley.

**Clerk - letter of instruction to Kent CC to be issued**

**All Councillors were in favour.**

- iv. It was proposed by Cllr Nash to formally **Approve and Ratify** the FGP Committee **recommendation to accept a quote from Mr Richardson of £60.00** for this year's (annual) clean of the Parish Finger Posts. Seconded by Cllr Ashley.

**RFO - Works Order to be issued**

**All Councillors were in favour.**

- v. It was proposed by Cllr Nash to formally **Approve and Ratify** the FGP Committee **recommendation that** annual cleaning of the Parish Fingerposts be added to the Parish Council's list of Small Contracts. Seconded by Cllr Ashley.

**RFO - Small Contracts record to be updated**

**All Councillors were in favour.**

- vi. It was proposed by Cllr Nash to formally **Approve and Ratify** the FGP Committee **recommendation that an annual contract should be entered into each year until 31 March 2019** for the annual cleaning of the Parish Finger Posts, when such a contract would become a three-year contract in line with other Parish Council's contracts. Seconded by Cllr Ashley.

**RFO - To process annually until 2019, thereon 3 yearly**

**All Councillors were in favour.**

- vii. To formally **Propose, Approve and Ratify** a chosen tender for the Highway Verge Cutting Contract  
**HPC/HIGHWAY/2017-18**

The returns to the tender reference requests had been circulated. The RFO presented an overview of the received tenders for the Highway Verge Cutting Contract. A summary of each company including the tender amount, locality base, experience, certification and reference responses was given.

The three received quotes were for the amounts following: £3,808; £3896.40; £6,195. The substantial difference in the quoted price of one of the contracts against the other two was noted.

Cllr Nash raised some concerns about the 'like for like' expectations of the Parish Council from the current received service in respect of the two lowest tenders, albeit both of these being in a similar range. Cllr Nash felt that the submitted costs may not be reflective of the cutting requirements in Herstmonceux Parish. This was partly due to the variance of quotes and partly due to examples of contracts with other organisations which did not necessarily reflect the needs of our parish.

Council agreed that the current contractor, SRL had always provided a quality service and that they fulfil all ESCC requirements. However, whilst fully acknowledging Cllr Nash's concerns, it was voiced that, as a duty of care towards the spending of the public's funds, the two lower, similar quotes had to be the tenders to be given the final consideration.

The Chair confirmed that all tenders had quoted for the same terms of service.

It was proposed by Cllr Bradshaw that the council **Accept** Orchard Landscapes Ltd, in the sum of £3,896.40, as the preferred contractor to carry out the contract for 2017/18. The proposal was seconded by Cllr Alder.

**RFO- Any necessary actions to complete the tender process**

The motion was put to vote. Seven Councillors were in favour. One Councillor was not in favour. 2 Councillors abstained.

The majority vote was in favour. **Motion carried.**

- viii. It was proposed by Cllr Nash to **Approve** the FGP Committee **recommendation** that a Financial Regulations Review be undertaken by Councillor Bradshaw and the RFO, and that Standing Orders be updated with the suggested wording regards Annual Estimates as amended. Seconded by Cllr Ashley.

**Cllr Bradshaw and RFO - To liaise**

**All Councillors were in favour.**

- ix. It was proposed by Cllr Nash to **Approve** the FGP Committee **recommendation** that the Action Schedule document should be introduced, maintained, and updated with input from both Members and Officers, throughout the year. Seconded by Cllr Ashley. **All - Ongoing**

Councillors were reminded that their input into this working document was welcomed by Officers.

**All Councillors were in favour.**

- x. It was proposed by Cllr Nash to **Approve and Ratify** the FGP Committee **recommendation** that that the Pest Control contract with Go Pest Ltd be terminated as at 31 March 2017, and that the contractor be asked to clear all boxes from the site on termination of the contract. Seconded by Cllr Ashley. **RFO - Issue letter to Go Pest Ltd**

**All Councillors were in favour.**

- xi. It was proposed by Cllr Nash to formally **Approve and Ratify** the Personnel Sub-Committee **recommendations** for variations to Officer conditions of service as outlined in the FGP(Com) Minutes. Seconded by Cllr Ashley. **RFO - To action necessary paperwork**

**All Councillors were in favour.**

8.  
FCL 17.02.27

**AMENITIES COMMITTEE MINUTES**

- i. Minutes for **Approval and Adoption**, meeting date 23<sup>rd</sup> January, 2017  
The minutes of the AME(Com) meeting, held on the 23<sup>rd</sup> January, 2017 had been circulated.  
There were no amendments necessary. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record. **Clerk – Minutes to be posted and filed.**
- Any Recommendations for Full Council ratification:
- ii. To formally **Approve and Ratify** the AME Committee **recommendation to Extend the Lease for the Allotments** for a further 10 years – 1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2028.  
**All Councillors were in favour. Recommendation Approved and Ratified** as per Minute 17.02.26ii.
- iii. To **Agree** to the recommendation for the Windmill Hill Defibrillator to be located on the premises of the Horseshoe Inn **Clerk - Notify Horseshoe Inn and finalise permission**
- All Councillors were in favour. Recommendation Approved.**
- iv. To receive, **Agree and Approve** any received quote/s for fingerpost repair.  
Cllr Alder is still awaiting two quotes. **Decision deferred.**



- v. To formally **Approve and Ratify** the AME Committee recommendation for annual cleaning of the Parish Finger Posts.

**All Councillors were in favour. Recommendation Approved as per Minute 17.02.26iv**

9.  
FCL 17.02.28

#### **PLANNING COMMITTEE MINUTES**

- i. Minutes for **Approval and Adoption**, meeting date 6<sup>th</sup> February, 2017

The minutes of the PLN(Com) meeting, held on the 6<sup>th</sup> February, 2017 had been circulated.

There were no amendments necessary. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.

**Clerk –  
Minutes to be  
posted and  
filed.**

- ii. Any Recommendations for Full Council ratification  
There were no recommendations from the Planning Committee for consideration.

10.  
FCL 17.02.29

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

- i. Communications Working Group – COM(WG)  
There had been no meeting of the COM(WG) but a verbal update was given about continued progress on the populating of the new website. Website launch has been deferred until the end of the Neighbourhood Plan consultation period at the end of May, 2017.

- ii. Neighbourhood Plan Steering Group – NHP  
A report briefing had been circulated. Further to this the Council were updated about two meetings that had taken place with local horse riders. Focus of the meetings were the accessibility of the local bridleways.

The Chair reminded the Council of the need for Councils full support for the upcoming launch of the NHP.

**Councillor Ashley left the FCL meeting at 8.30pm**

- iii. Building Development Working Group – BDV(WG)  
There had been no meeting of the BDV(WG). The next meeting is scheduled for March. Some updated information from the developer at the Lime Roughs site has been promised in the near future.

Herstmonceux Parish Council  
Full Council (FCL)

11  
FCL 17.02.30            **PLANNING APPLICATIONS RECEIVED**  
Consideration of Planning Applications received:

11.1

FCL 17.02.30.i

**Application No. WD/2017/0030/F**

Application Type: Full

**Expiry date for comments: 22 February 2017**

Case Officer: Ms A Choudhury Tel: 01892 602473

**Clerk –  
submission of  
comments to  
WDC**

Location: PENDYKE, VICTORIA ROAD, WINDMILL HILL,  
HERSTMONCEUX, BN27 4TG

Description: PROPOSED SINGLE STOREY SIDE EXTENSION TO  
REPLACE

EXISTING SHED/GARAGE.

Applicant: Mr M Pentet-Piccolomini

**Council Comments and Observations:**

Council commented that all materials used in the extension  
should be in keeping with the local area and main building.

There were no objections to this application.

11. 2

FCL 17.02.30.ii

**Application No. WD/2017/0211/FA**

Application Type: Full – Non-Compliance of Condition

**Expiry date for comments: 2 March 2017**

Case Officer: Mr A Battams Tel: 01892 602487

**Clerk –  
submission of  
comments to  
WDC**

Location: THE CART BARN, OLD ROAD, HERSTMONCEUX, BN27  
1PU

Description: REMOVAL OF CONDITIONS 3 AND 8 ATTACHED  
TO WD/2004/0001/F

(CONVERSION OF FLINT BARN TO PROVIDE HOLIDAY LET  
ACCOMMODATION) TO ENABLE USE AS A DWELLING.

Applicant: Mr S Harris

**Council Comments and Observations:**

Council expressed their dissatisfaction at the proposal that  
this accommodation be taken out of circulation from the  
current provision for the local tourist industry. Council  
questioned the productiveness of advertising on this sole  
website that has been used for marketing since 2007 and  
suggested that advertising with a well-known body such as the  
Tourist Board might be more advantageous. Council expressed  
that without a more diverse marketing approach that there  
was no real justification for removing this property from the  
tourism accommodation stock.

Council strongly object to the proposed removal of conditions  
that would result in the loss of this community asset on the  
grounds of this being detrimental to the local tourist industry.

12. **HERSTMONCEUX CRICKET CLUB**  
FCL 17.02.31
- Please see minutes at Agenda Item 5.
- Council agreed to assess the legal position of entering into a potential lease with the Cricket Club to see what they could do in support of the request for a Lease agreement between the Cricket Club and Parish Council.
- All in favour.**
- Chair and Clerk - to research**
13. **LIME CROSS DEVELOPMENT**  
FCL 17.02.32
- A letter to the developer has been drafted on behalf of the Chair and Vice Chair. Presented to Council for approval. Minor amendments requested. Letter **approved** for sending.
- Clerk – To send letter**
14. **ANNUAL PARISH MEETING**  
FCL 17.02.33
- i Review of planning to date
- All plans are up to date and there are no outstanding actions. There was a request for the Clerk to ensure minutes of last year’s meeting are circulated with the agenda and that hard copies are made available for Councillors and for members of the public.
- Clerk - To prepare sufficient copies**
- ii Further Action Points needed
- Agenda to be finalised with the Chair.
- Clerk and Chair – To Liaise**
15. **ACTION POINTS AND UPDATES**  
FCL 17.02.34
- i. **Agreement of wording and approval** of Revised Correspondence Policy
- It was requested that the Herstmonceux Parish Council Communications (Correspondence) Policy be updated to read the following (see italics):
4. The Parish Clerk will acknowledge the correspondent as soon as is practicable, *with the exception of communication from correspondents as below in point 5:*
5. *The Information Commissioner's guidance on valid requests, under S8 of the Freedom of Information Act, it is identified that a correct name and address must be submitted for a request to be valid. In accordance with this Act, the Parish Council instruct the Parish Clerk not to respond to communication of an anonymous nature.*
- Council requested that the suggested amendment be in the public domain prior to approval. Approval **Deferred** to next FCL.

ii. Officer and Councillor ID Badges

Council decided that Parish Council Office produced ID badges would suffice and that external purchase of badges would be un-necessary expense.

16.  
FCL 17.02.35

**COUNTY AND DISTRICT COUNCILLORS REPORTS**

Cllr Bentley updated Councillors about the ESCC budget setting and specific detail for ESCC reserves; Highways investment; increased Community Match Scheme funding levels; DofE support funding continuation; maintained funding for Youth Cabinet and Youth Parliament; additional Youth Worker funding; Funding for rural schools. Cllr Bentley also referred to the recent news of the Police and Crime Commissioner being requested to answer questions about fraudulent expenses claims.

Cllr Keeley expressed his ongoing concerns with: benefit cuts and the time taken for appeals to be heard; increased business rates; over development and lack of infrastructure, including for tackling pollution; care for older people who live rurally.

Cllr Bradshaw noted that WDC Councillor, Andy Long had not been able to attend Herstmonceux Parish Council meetings on an as regular basis as Council would like.

**Councillor Naish left the meeting at 9.14pm.**

17.  
FCL 17.02.36

**CORRESPONDENCE – FOR NOTING OR ACTION**

i Contents of circulation envelope

The circulation folder was seen by those Cllrs present.

ii Clerks Report

An electronic copy will be circulated with the FCL minutes.

18.  
FCL 17.02.37

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

As per Minute Items.

**The meeting closed at 9.25pm.**

Date of Next Full Council Meeting:

**7.00pm**, Monday 20<sup>th</sup> March, 2017;

Herstmonceux Village Hall