

MINUTES

HERSTMONCEUX PARISH COUNCIL

Herstmonceux Parish Full Council Meeting Monday 20th March, 2017,

Councillors in attendance: Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed. **ESCC Cllr** Laurence Keeley.

Clerk in attendance – Clare Harrison

Responsible Finance Officer (RFO) in attendance - Simon Goacher

Members of the Public – Two

Item Number	Minute	Action
1. FCL 17.03.38	APOLOGIES FOR ABSENCE Apologies for absence had been received by Cllrs: Jenny Alder; Jo Angear; Angela Ashley; Max von Barholt Krag ESCC Cllr Bill Bentley	Apologies recorded
2. 17.03.39	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for Approval and Adoption , meeting date 20 th February, 2017 The minutes of the FCL meeting, held on the 20 th February, 2017 had been circulated. There were no further amendments or clarification necessary. It was RESOLVED to accept that the minutes be approved, adopted and signed as a correct record. ii. Any outstanding actions There were no outstanding actions.	Clerk – Minutes to be posted and filed
3. 17.03.40	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 Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.	
4. 17.03.40	MEMBERS DISPENSATION REQUESTS i. No new dispensation requests received	

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON**
17.03.41 **THIS AGENDA**

There were no questions or comments from the members of the public.

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**
17.03.42

RFO – payments to be actioned

The Payment of Account Report for March 2017 was presented by the RFO (**see overleaf**). It was **RESOLVED** to authorise expenditure totalling £4,951.91.

The RFO presented Officers additional hours claims as below:
Clerk to the Neighbourhood Plan – 16/02/17-03/03/17 a total of 32.25 hours.

It was **proposed and seconded** that all presented payments and receipts be accepted and that approval is issued for any payments. **All Councillors were in favour.**

7. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES**
17.03.43

Clerk – Minutes to be posted and filed.

- i. Minutes for **Approval and Adoption**, meeting date 7th March, 2017

The minutes of the FGP(Com) meeting, held on the 7th March, 2017 had been circulated. There were no amendments necessary. It was **RESOLVED** to accept that the minutes be approved and adopted and signed as a correct record.

Any Recommendations for Full Council ratification:

- ii. Recommendations of the Personnel Sub-Committee as per FGP minutes 07/03/17

The RFO detailed the recommendations within the Personnel Sub-Committee report, Meeting of the Finance and General Purposes Committee, Tuesday 07 March 2017, Minute item FIN.05.03.17. The recommendations of the Personnel Sub-Committee were **APPROVED** by Full Council.

- iii. Recommendations of the Finance and General Purposes Committee as per FGP minutes 07/03/17

Actions as per FGP minutes 07/03/17

The RFO detailed the recommendations within FGP minutes, Meeting of the Finance and General Purposes Committee, Tuesday 07 March 2017. The recommendations were **APPROVED** by Full Council.

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council				
Meeting:	20 March 2017	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:				
<i>Cheques drawn 20 March 2017:</i>				
102229	Mrs. J. C. Alder	Admin: Members Allowance to 31/03/2017		74.19
102230	Ms. A. L. Ashley	Admin: Members Allowance to 31/03/2017		76.79
102231	Mr. M. J. Bradshaw	Admin: Members Allowance to 31/03/2017		61.59
102232	East Sussex Pension Fund	Pension: Salary Deductions March 2017		317.07
102233	Equinox Designs	Admin: Annual Parish Meeting Signs for display within the Parish		144.00
102234	S. P. Goacher	Admin: Finance Officer Salary - March 2017	417.58	
	S. P. Goacher	Admin: Purchase of Colour & B/White Printer Cartridges (25%)	177.15	594.73
102235	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - March 2017	923.22	
	Mrs Harrison (C.J. Reynolds)	Admin: Travelling Expenses - 158.50 miles	71.33	994.55
102236	Herstmonceux Village Hall	Admin: Hire of Village Hall - February 2017		78.00
102237	Herstmonceux & Wartling Parish News	Admin: Printing Bulletins and Newsletters 2016/17		48.00
102238	Inland Revenue	HMRC: Salary Deductions January to March 2017		516.30
102239	Kent County Council	Admin: Village Hall Access Road - Legal Fees	75.60	
	Kent County Council	Admin: Village Hall Access Road - Legal Fees	21.60	97.20
102240	Mrs. H. J. Kenward	Admin: Members Allowance to 31/03/2017		92.19
102241	Mrs. J. E. McInnes	NPlan: Salary January / February 2017	1,442.25	
	Mrs. J. E. McInnes	NPlan: Car Parking charges	2.60	
	Mrs. J. E. McInnes	NPlan: Travelling Expenses 34 miles	15.30	1,460.15
102242	Mr. B. M. Naish	Admin: Members Allowance to 31/03/2017		61.39
102243	(The) Recycling Partnership	Amenities: Commercial Waste Collection - February 2017		29.76
102244	Society of Local Council Clerks	Admin: Membership to Society on behalf of the RFO for 2017/18		108.00
102245	SSALC Ltd	Admin: Meeting Procedures Training (Clerk)	48.00	
	SSALC Ltd	Admin: Allotments Training	48.00	
	SSALC Ltd	Admin: Employment Briefing & Awareness Training	66.00	162.00
102246	Zurich Management Services Ltd	Admin: LCAS Seminar 1x additional delegate		36.00
Total of Accounts for Approval				4,951.91
Notes:				
Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments				
Bank Transaction	Payee:	Description of Income / Payment:	Amount:	
<i>Income:</i>				
D/Credit	APC Care Ltd	The Old Surgery: Rent due 25 December 2016 (Paid 06/02/2017)		0.00
D/Credit	East Sussex County Council	Amenities: Verge-Cutting Contract Contribution		0.00
Total Income Received via D/Credits				0.00
<i>Expenditure:</i>				
D/Debit	British Telecom	Admin: Telephone Landline [Provision]		0.00
D/Debit	British Telecom	Admin: Broadband / Internet Services		94.80
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		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 01/01/2017 to 31/03/2017		288.00
D/Debit	Wealden DC	Amenities: Litter Bin Emptying Services 01/01/2017 to 31/03/2017		72.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		18.75
Total Expenditure paid via D/Debits				1,085.55
<i>BarclayCard Expenditure during Month - to be paid</i>				
09/02/2017	Staples UK Ltd	Admin: Stationery Items	SPG	117.72
16/02/2017	HSE Books	Admin: Publications - H&S Law Poster for Office	CJH	9.00
23/02/2017	Office Outlet	N/Pla: Stationer Items (Envelopes and Storage Boxes)	JEM	86.00
28/02/2017	BarclayCard Commercial	Admin: Additional Card for the Clerk		32.00
Total Expenditure paid via BarclayCard				244.72
Net Expenditure (-) / Income (+) expected:				-1,330.27
		<i>Simon P. Goacher</i>		
		Responsible Finance Officer		13 March 2017

8. **AMENITIES COMMITTEE MINUTES**

17.03.44

- i. Minutes for **Approval and Adoption - none outstanding**

Any Recommendations for Full Council ratification:

- ii. To receive, **Agree and Approve** any received quote/s for fingerpost repair.

Quotes had been received by 3 companies. Due to the late arrival of two of the quotes, these had not been able to be circulated in due time for Councillor consideration of the variances of a) suggestions for treatment b) quoted cost. There was a need to defer the decision on agreeing a tender to the next Full Council meeting, 24th April, 2017. **DEFERRED.**

Clerk - Item
17.03.44 to be
Deferred to April
FCL agenda

9. **PLANNING COMMITTEE MINUTES**

17.03.45

- i. Minutes for **Approval and Adoption**, meeting date 8th March, 2017

The minutes of the PLN(Com) meeting, held on the 8th February, 2017 had been circulated. There were no amendments or clarification necessary. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.

- ii. Minutes for **Approval and Adoption**, meeting date 14th March, 2017

The minutes of the PLN(Com) meeting, held on the 14th February, 2017 had been circulated. There were no amendments or clarification necessary. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.

- iii. Any Recommendations for Full Council ratification

With reference to minute item, PLN 17.03.17, the Clerk had received a response from Kent CC and local solicitor, Hart Reade, who had been contacted to ascertain a likely cost of fees for the transfer of land at Lime Cross. It was **proposed and seconded** that the offer from Hart Reade (as detailed below) be accepted:

“gesture of goodwill to the parish prepare the transfer free of charge save for the disbursements that need to be paid being : land registry fees which are based on the value of the land.”

With the proviso that:

“If the parish wished (Hart Reade) to investigate the title and carry out search due diligence as if (it) were buying it so to speak there would be search fees involved.”

All Councillors were in favour.

Clerk – Minutes to
be posted and
filed.

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be posted and
filed.

Clerk – letter to
Hart Reade;
Response letter to
Gleasons detailing
legal team contact
information.

10. **PLANNING APPLICATIONS RECEIVED**

17.03.46

Consideration of Planning Applications received:
Application No. WD/2017/0286/F

Clerk - Comments
and observations
to be submitted

Application Type: Full

Expiry date for comments: 31 March 2017

Case Officer: Mr T Balcikonis Tel: 01892 602783

Location: 6 FOUL MILE COTTAGES, FOUL MILE, HERSTMONCEUX,
BN27 4JJ

Description: PROPOSED TWO STOREY SIDE & REAR EXTENSION &
DETACHED
GARAGE

Applicant: Mr Shaun Major & Mr John Burnett

Council Comments and Observations:

Council noted that the extension was particularly large in size and may be out of proportion to its adjoining property.

However, Council had no objections but requested that the materials used are to be in keeping with the surrounding area and properties.

11. **HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN**

17.03.47

To approve the Draft Pre-Submission Plan, the supporting Sustainable Appraisal and Green Spaces Report for public consultation from 20 March 2017 – 19 May 2017

The Draft Pre-Submission Plan, the supporting Sustainable Appraisal and Green Spaces Report had been circulated. There were no amendments or clarification necessary. It was proposed and seconded that the documents be **APPROVED** for public consultation from 20 March 2017 – 19 May 2017. **All councillors were in favour. RESOLVED.**

12. **COUNTY AND DISTRICT COUNCILLORS REPORTS**

17.03.48

The delivery of an update report from Cllr Keely was deferred to the Annual Parish Meeting.

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

17.03.49

- i Southern Water – Sewer improvement scheme update letter received

Council agreed that clear detail of the proposed scheme and schedule of work, regardless of the further delays, were needed from Southern Water. Council requested a Clerk's letter be sent to Southern Water.

Clerk – letter to be issued.

- ii SEWater Mains at Stunts Green (Cllr MB correspondence item)

With reference to reimbursements being offered to parishioners on an individual basis in response to householder complaints to South East Water following a series of burst water mains, Council requested a Clerk's letter be sent to Southern Water suggesting an automatic refund to all affected parishioners be offered.

Clerk – letter to be issued

iii Herstmonceux Scouts – update received
Clerks letter requested in response to update correspondence from Scouts, informing them of continued Council support and that Council would await further contact from them. Council would, in the meantime, continue with their own projects, which included new plans for the originally proposed site, (planning application now expired).

Clerk – letter to be issued

iv Verge Cutting – resident email to ESCC
Standing Orders were suspended at 19.47 to allow a member of the public to speak.
MoP spoke of ESCC Highways response that roads are on schedule for verge cutting. However, no dates are available yet as to when these are diarised for in the parish. ESCC Highways are encouraging residents to highlight problem areas.
Standing Orders were resumed at 19.48.
Council to keep the parish informed through social media, the Parish News and newsletters.

CLlr Kenward to include in PC news updates

v Contents of circulation envelope
Contained the following and was circulated to all Councillors that were present:

- Grant programme to improve the High Weald landscape
- 3VA newsletter issue 297
- 3VA training programme
- Herstmonceux CofE Primary School Newsletter No.11
- Herstmonceux CofE Primary School Newsletter No.12
- Great Daffodil Appeal 2017
- Clerks and Councils Direct Issue 110
- CPRE Spring 2017

vi Clerks Report
A copy of the Clerks Report was circulated to all Councillors.

Clerk – to circulate electronically with the draft minutes

14. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**
17.03.50

- i. Agenda item 17.03.44 ii to be referred to next FCL meeting.
- ii. Agenda item 17.03.49 ii to be referred to the postponed ESCC Strengthening Local Relationships (SLR) meeting, date awaited.
- iii. Electronic Banking to be referred to next FGP.

The meeting closed at 19.50pm.

Next Full Council Meeting: Monday 24th April, 2017; Herstmonceux Village Hall