

MINUTES

HERSTMONCEUX PARISH COUNCIL

Annual Statutory Meeting of the Full Council

Monday 15th May 2017, 7.30 p.m.

Small Hall, Herstmonceux Village Hall

Councillors in attendance: Jenny Alder; Jo Angear; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Stephen Nash; Ian Stewart; Catherine Stirling-Reed.

Clerk in attendance – Clare Harrison

Responsible Finance Officer (RFO) in attendance - Simon Goacher

Members of the Public – None

Item Number	Minute	Action
1. FCL 17.05.69	ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF ACCEPTANCE Outgoing Chair Cllr Stewart expressed his thanks to Council for their hard work and their many achievements over the past year, which he listed. The Clerk temporarily took the chair to lead the proceedings for the election of Chairman. Nominations for the role of Chairman to Herstmonceux Parish Council were invited. Cllr Angear proposed Cllr Ian Stewart, seconded by Cllr Bradshaw. There were no other nominations. All councillors in favour. Cllr Ian Stewart was declared the Chair of Herstmonceux Parish Council Declaration of Acceptance signed by Cllr Stewart, witnessed and countersigned by the Clerk. Cllr Stewart resumed role of Chair.	 DofA to be filed
2. FCL 17.05.70	APOLOGIES FOR ABSENCE Apologies for absence had been received by: Cllr Naish ESCC Cllr B Bentley	 Apologies to be recorded
3. FCL 17.05.71	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.	 DoI to be recorded

- iii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.

4. **DISPENSATIONS**

FCL

17.05.72

- i. No new dispensation requests had been received

5. **ELECTION OF VICE CHAIRMAN**

FCL

17.05.73

Nominations for the role of Vice-Chairman to Herstmonceux Parish Council were invited.

Cllr Jo Angear **proposed** Cllr Stephen Nash, seconded by Cllr Mick Goodsell. There were no other nominations. All councillors in favour.

Cllr SN was declared the Vice-Chair of Herstmonceux Parish Council

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

FCL

17.05.74

No members of the public were present.

7. **COUNCIL COMMITTEE MEMBERSHIPS AND GRANTING OF DELEGATED AUTHORITY**

FCL

17.05.75

- i Members agreement of non-eligibility of General Powers of Competency

AGREED

- ii Agreeing and approving of committee memberships
It was **proposed** that there were no changes necessary to the committee memberships. Seconded. **AGREED** by all.

Nominations for the role of Chair to the Planning Committee were invited. Two nominations were received for the appointment, of these were Cllr Angear and Cllr Alder.

A vote was carried out by a show of hands, the outcome of which was to appoint Cllr Angear. **Cllr Angear appointed to role of Chair of the Planning Committee.**

It was **proposed** that Cllr Bradshaw continue his role as Chair of Finance and General Purposes Committee. There were no other nominations. **AGREED** by all.

It was **proposed** that Cllr Nash continue his role as Chair of Amenities Committee. There were no other nominations. **AGREED** by all.

iii Granting of any delegated authority

It was **proposed** that Herstmonceux Parish Council continue to give **DELEGATED POWERS** to:

The Finance and General Purposes Committee, as a **Standing Committee**, to authorise expenditure of up to and including £1,000, (ex VAT), in an emergency or in order to expedite matters, providing:

1. A meeting of the Finance & General Purposes Committee is properly convened; the meeting having been advertised for the requisite three-day notice period.
2. That the meeting of the Finance & General Purposes Committee is quorate.
3. That the meeting is attended by either the Responsible Finance Officer, and/or Parish Clerk.
4. That the matter requiring funding under **DELEGATED POWERS** is agreed by the Chairman of the Parish Council or Vice Chairman as an emergency matter.
5. That the matter requiring funding under **DELEGATED POWERS**, if presented by either the Chair or Vice- Chair of the Parish Council, is agreed by the non-proposing Chair / Vice-Chair of the Parish Council as an emergency matter.
6. All decisions of the specially convened Finance & General Purposes Committee must be recorded in writing setting out the reasons for the decision, and presented to the next meeting of Full Council for ratification.

The **Planning Committee**:

1. The Planning Committee has delegated powers to consider and comment on planning applications.

The proposals were seconded. **DELEGATED POWERS AGREED.**

8. **COUNCIL AND COMMITTEE MEETINGS**

FCL
17.05.76

- i Presentation of Councillors meeting attendance 16/17
Records acknowledged.
- ii Approval of proposed meeting dates for remainder of 2017 and 2018
Meeting dates **APPROVED.**

9. **APPOINTMENTS TO & CONFIRMATION OF CLLR REPRESENTATION ON OTHER BODIES**

FCL
17.05.77

- i. Herstmonceux Village Hall
No Cllr representation was recruited. The Chair of the FCL will request a meeting report from the Secretary of the Herstmonceux Village Hall to keep FCL informed of Village Hall matters.

Clerks letters to organisations confirming which Cllr will be representing HPC on their organisations

Herstmonceux Parish Council
Full Council (FCL)

ii. Wealden District Association of Local Councils (2 Members)
Cllr Stewart and Cllr Bradshaw will remain representative Cllrs for WDALC.

and requesting meeting agendas be sent to Cllrs

iii. Village Information Centre
Cllr Nash will remain representative for the VIC.

iv. Herstmonceux CofE Primary School
Cllr Alder will remain representative for the school.

v. Any other body requiring Parish Council representation
Cllr Bradshaw is representative for Wealden Strategic Partnership.
Cllr Bradshaw was nominated and agreed to become SALC representative.
HPC will continue to receive Community Bus update reports from Sheila Charlton.
Cllr Stirling-Reed will remain representative for Vitality Villages

10. **DOCUMENTS FOR REVIEW AND ADOPTION:**

FCL

17.05.78

i. Herstmonceux Parish Council Standing Orders (vJune 2016)
Standing Orders Review WG to convene. Members of the SO review WG confirmed as Cllrs IS; HK; JAN; MB; SN; JAL. To report to June 2017 FCL. **AGREED.**

Cllr Alder to convene meeting

ii. Herstmonceux Parish Council Financial Regulations
(reviewed: recommendation for adoption by FGP 2nd May 2017)

It was **proposed** that The Financial Regulations, reviewed May 2017 and recommended by the FGP(Com) on the meeting of the 2nd May 2017 for adoption, were approved. **AGREED** by all. **RESOLVED.**

Cllr Alder to convene meeting

iii. Policies
The Standing Orders Review WG will convene and review the current and any outstanding policy needs, post Standing Orders review. **AGREED.**

11. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING**

FCL

17.05.79

i. Minutes for **Approval and Adoption**, meeting date 24th April 2017

Minutes to be filed

The minutes of the FCL meeting, held on the 24th April 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. Any outstanding actions
The Clerk reported one outstanding action.

Clerks letter to Cuckmere Trugs

12. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

FCL

17.05.80

i Payments and receipts May 2017 for approval

The Payment of Account Report for May 2017 was presented by the RFO (**see overleaf**).

**RFO –
payments to be
actioned.**

The RFO requested permission to process payments totalling £15,938.28

Specific items were presented for approval as follows:

1. ESCC Street Lighting Column at Nursery Path, Dacre Road, Dales Close and Middle way – totalling £7,194.86
2. ESCC for Street Lighting Maintenance - £2,850
3. Officers additional hours - Clerk to the Neighbourhood Plan –18/04/17- 15/05/17 a total of 11.5 hours

It was **PROPOSED**, seconded and agreed by all that all presented payments and receipts be accepted and that approval is issued for any payments.

It was **RESOLVED** to authorise expenditure totalling £15,938.28.

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council				
Meeting: 15 May 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:				
Cheques drawn 25 April 2017:				
102262	East Sussex County Council	StLighting: Street Lighting Column - Nursery Path	1,091.08	
	East Sussex County Council	StLighting: Street Lighting Columns - Dacre Road, Dales Close, Middle Way	6,103.78	7,194.86
Cheques drawn 15 May 2017:				
102263	Aon UK Ltd	Admin: Renewal of Insurance Cover 2017-18		1,937.03
102264	East Sussex County Council	StLighting: Street Lighting Maintenance 2016-17		2,850.00
102265	East Sussex Pension Fund	Pension: Salary Deductions May 2017		259.62
102266	S. P. Goacher	Admin: Finance Officer Salary - May 2017		435.64
102267	Simon P. Goacher	Admin: Payroll Services - 2016-17		400.45
102268	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - May 2017		750.96
102269	Herstmonceux Village Hall	Admin: Hire of Village Hall - April 2017		78.00
102270	Kent County Council	Admin: Village Hall Access Road - Legal Fees		140.40
102271	LASER Energy Buying Group	AME: Unmetered Electricity Supply (Street Lighting) - November 2016	449.75	
	LASER Energy Buying Group	AME: Unmetered Electricity Supply (Street Lighting) - March 2017	466.01	915.76
102272	Mrs. J. E. McInnes	N/Plan: Salary April / May 2017	770.45	
	Mrs. J. E. McInnes	N/Plan: Mileage Claim - 34 miles	15.30	
	Mrs. J. E. McInnes	N/Plan: Postage	1.95	
	Mrs. J. E. McInnes	N/Plan: Copier Paper	13.50	801.20
102273	(The) Recycling Partnership Ltd	Ground: Commercial Waste Collection - April 2017	31.00	
	(The) Recycling Partnership Ltd	Ground: Commercial Waste Collection - March 2017	29.76	60.76
102274	SLCC Enterprises Ltd	Admin: Publication purchases - LC Administration, LC Finance, and Councillor		113.60
			Total of Accounts for Approval	15,938.28
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			0.00
D/Credit				0.00
			Total Income Received via D/Credits	0.00
Expenditure:				
D/Debit	BarclayCard Commercial	Payment of BarclayCard purchases March 2017		104.46
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		134.72
D/Debit	Wealden DC	Admin: Parish Conference - Delegate Fees		0.00
D/Debit	Wealden DC	Amenities: Dog Bin Emptying Services		0.00
D/Debit	Wealden DC	Amenities: Litter Bin Emptying Services		0.00
D/Debit	Wealden DC	Old Surgery Ground Rent		0.00
			Total Expenditure paid via D/Debits	311.18
BarclayCard Expenditure since last Payments of Account Report - to be paid				
12/04/2017	WH Smith	Admin: Stationery/Items	CJH	14.24
18/04/2017	Rochdale Designs	Ground: No Dogs signs	CJH	9.53
26/04/2017	Microsoft	Admin: Microsoft Office 365 Renewal	SPG	79.99
03/05/2017	Post Office, Herstmonceux	Admin: Postage	CJH	26.88
06/05/2017	Office Outlet	Admin: Larch Files for Final Accounts & Dividers	SPG	23.52
			Total Expenditure paid via BarclayCard	154.16
			Net Expenditure (-) / Income (+) expected:	-465.34
<i>Simon P. Goacher</i>				
Responsible Finance Officer			09 May 2017	

13. **FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –**

FCL

17.05.81

- i. Minutes for approval meeting date 2nd May 2017

The minutes of the FGP meeting, held on the 2nd May 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. Any Recommendations for Full Council approval and ratification

Per Sub-Com to action

- a. **Personnel Sub-Committee** - Officers Appraisals; Contracts; Additional Hours Claims; RFO Gratuity

1. It was recommended that regular, informal chats be offered to Officers in addition to their Annual Appraisals to enhance the duty of care towards HPC employees.

2. It was recommended that Officers contracts and JD's be reviewed, and thereafter an annual review carried out, to ensure compatibility with current roles and responsibilities.

RFO to process

3. The Clerk and RFO had submitted claims for Additional Hours, the Clerk for the three months ending 31 March 2017 a total of 31.20 additional hours, and the RFO for the whole year 2016-17 a total of 123.75 additional hours. **Proposed**, seconded. All in favour of payment. Claims **APPROVED**.

4. It was recommended that the Gratuity Scheme for the RFO would continue and payment made on the Retirement of the RFO in accordance the Contract of Employment and prevailing legislation would be honoured.

Works orders to be issued

5. **Finance and General Purposes Committee** – approval sought for current year expenditure items:

- a. Defibrillator Cabinet for Windmill Hill
b. Cleaning of Parish Noticeboards
c. Replacement of Parish Noticeboard at Cowbeech – This item was **deferred** back to the AME(Com).

RFO and Cllrs

6. Insurance provision renewal

7. Business Continuity Plan – the formulation of Working Group consisting of Cllrs MB, IS and the RFO

RFO to action

8. Banking Provision – recommended changes, detail as per FGP minutes

The above recommendations of the FGP Committee were **proposed** for agreement. Seconded. **All in favour**. Decisions **RATIFIED**.

14. **AMENITIES COMMITTEE MINUTES –**

FCL

17.05.82

- i. Minutes for **Approval and Adoption** - none outstanding
ii. Any Outstanding Recommendations for Full Council ratification – none outstanding

15. **PLANNING COMMITTEE MINUTES –**

FCL

- 17.05.83 iii. Minutes for Approval and Adoption - none outstanding
 iv. Any Recommendations for Full Council ratification - none outstanding

- v. Planning Application for Comments and Observations

Application No. WD/2017/0754/MAJ

Application Type: Major Application - Full

Expiry date for comments: 12 May 2017

Grid Reference: 564527 112915

Case Officer: Mr L Kenebel Tel: 01892 602511

**Clerk to submit
comments and
observations to
WDC**

Location: BRICK FARM LAKES, THE FISHING LODGE, BRICK FARM,
HERSTMONCEUX, BN27 4RS

Description: CONSTRUCTION OF ADDITIONAL FISHING LAKE AND
ERECTION OF
COMPOSTING WC.

Applicant: Brick Farm Lakes Agent: jmtplanning

Councils comments and observations:

This application is supported.

Council welcome the development of this local business for the potential increase in the local economy, including tourist and retail trades, brought about by visitors to the additional fishing lake facilities.

- vi. Planning Application for Comments and Observations

Application No. WD/2017/0732/F

Application Type: Full

Expiry date for comments: 16 May 2017

Grid Reference: 563432 112792

Case Officer: Ms A Choudhury Tel: 01892 602473

**Clerk to submit
comments and
observations to
WDC**

Location: 20 FAIRFIELD, HERSTMONCEUX, BN27 4NE

Description: PROPOSED FIRST FLOOR EXTENSION AND LOFT
CONVERSION

WITHIN EXISTING ROOF AND NEW WITH PORCH REPLACEMENT.

Applicant: Mr & Mrs D Maycock Agent: Beacon Design Services

Councils comments and observations:

Council object to this application.

- The extension plans are disproportionate to the size of the original house and are regarded as over development in relation to adjoining homes.
- The style is not in keeping with the original build, or with neighbouring properties.
- A six-bedroomed house could lead to excessive parking needs in this residential area.
- Council have concerns with the number of proposals for development of large houses in an area where affordable housing is needed.

16. **TO ACCEPT REPORTS FROM THE FOLLOWING ORGANISATIONS**

FCL

17.05.84 i Cuckmere Bus Meeting 25.04.16
Report received. Clerk to thank Sheila Charlton.

ii Neighbourhood Plan Steering Group
Report received. Next NHP meeting date 01.06.17 was noted by those present.

iii Community Land Trust
Report received. The Clerk was asked to find out more about the constitution, aims and objectives of the CLT for Councillor information and purposes of reference to the CLT within the HMX NHP.

iv Vitality Villages
Report received. Cllr SR noted that she was unable to attend the VV information evening on the 8th June.

**Clerks
correspondence**

**Clerk to
approach
known contact**

**CSR apologies
to be
forwarded to
VV via the Clerk**

17. **SPEEDING ISSUES**

FCL

17.05.85 i Discuss reports of speeding in the following locations and agree next steps
a. West End
b. Joes Lane
c. Lime Cross Nursery
d. Signage (Newhaven house flashing sign need fixing?)

18. **EVALUATION AND REVIEW OF COUNCILLOR SURGERIES OFFER**

FCL

17.05.86 i Discuss effectiveness of past year's sessions
The monthly surgeries had met with a varied degree of success. Improved signage was recommended. Suggestion **APPROVED** by all.

ii Agree future Councillor Surgery offer
It was **proposed** that the Councillor Surgery offer would continue. **APPROVED** by all.

iii Agree Councillor Surgery Rota for May, June and July
Rota agreed.

19. **ACTION POINTS UPDATES**

FCL

17.05.87 i Variation on the Lease
Significant progress is now being made.

ii Allotment Lease Extension
Kent CC legal team queries were shared and responded to.

iii Transfer of land at Lime Cross
This project is progressing.

iv Website
Some issues ongoing but Clerk now in contact with Web Designer.

**i, ii and iii Clerk
liaison with
legal teams**

Ongoing liaison

Herstmonceux Parish Council
Full Council (FCL)

- v Southern Water
Latest letter received. Council have requested Clerks letter be issued to developers of Lime Roughs and Lime Cross. **Clerks letter**
- vi South East Water
Meeting arranged between Council and SEW management teams
- vii Sussex Police
Update meeting arranged.
- viii BT Phone Box Adoption
Project ongoing. Await further contact from BT who are collating responses from the nationally rolled out scheme to adopt.
- ix North Lodge Fencing
Fencing repaired. Further Clerks letter requested to follow up safety issues for those roadside houses with no fencing. **Clerks letter**
- x Bin Rota
Rota agreed for May-June. **Clirs**
20. **COUNTY AND DISTRICT COUNCILLORS REPORTS**
FCL Cllr Bentley and Cllr Long were not present at the meeting.
17.05.88 ESCC Clirs are engaged in induction meetings until formal appointment of the Chairman, Leader and Cabinet on 23rd May. Therefore, no reports are available for the PC at this time.
21. **CORRESPONDENCE – FOR NOTING OR ACTION**
FCL i P & C Lucas
17.05.89 Clerks letter requested in response highlighting temporary basis of lorry movements in construction of silage clamp and support to ongoing needs of local farming community. **Clerks letter**
- ii Cricket Club
Latest communication referred to next AME(Com) meeting.
- iii Clerks Report **Clerk to note on Agenda**
Received by all.
- Contents of circulation folder** - circulated at the meeting.
- iv East SALC AGM & Autumn Conference 2017 flyer
v Kent, Surrey & Sussex Air Ambulance
vi Transport Consultancy Advice
22. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**
FCL **Clerk to forward to appropriate Agendas**
17.05.90 i Emergency Plan update - FCL
ii Policy list – SO(WG)
iii Policy review cycle – SO(WG)
iv Current Policies review – SO(WG)
v Committee Terms of Reference review - Committees
vi Community Speed Watch – AME(Com)
vii NHP Management Group – August FCL
viii Lime Cross – PLN(Com)

Date of Next Full Council Meeting: Monday 19th June 2017

Small Hall, Herstmonceux Village Hall