

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 21st August 2017, 7.30 p.m.

Councillors in attendance: Jenny Alder; Jo Angear; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Stephen Nash (**Vice-Ch**); Ian Stewart (**Ch**).

RFO – Simon Goacher (RFO took the Minutes in the absence of The Clerk)

Members of the Public – 1

No	Agenda Item	Action
1. 21.08.139	WELCOME AND APOLOGIES FOR ABSENCE Apologies had been received from the following Councillors: Councillors G. Lee, B. Naish, and Mrs C. Stirling-Reed The Clerk – Mrs C. Harrison	Apologies noted
2. 21.08.140	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for Approval and Adoption , meeting date 11 th July 2017 The minutes of the FCL meeting, held on the 11 th July 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 17 th July 2017 The minutes of the FCL meeting, held on the 17 th July 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.	Minutes to be filed and posted on website
3. 21.08.141	DECLARATIONS OF MEMBERS' INTERESTS i. Cllr Angear declared an interest any Village Hall matters as an elected member of the Village Hall Management Committee, Member of Herstmonceux Bowls Club, and Angears Builders. ii. 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. iii. Cllr Stewart declared an interest any Village Hall matters as an elected member of the Village Hall Management Committee.	Declarations to be recorded
4. 21.08.142	MEMBERS DISPENSATION REQUESTS i. No new dispensation requests had been received	
5. 21.08.143	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes	

The Chair brought forward Agenda Item 12. Community Speed Watch and welcomed Kate Graham, Community Support Advisor (Road Safety), East Sussex Fire & Rescue Service, and Steve O'Connell, Chief Training Officer, Community Speed Watch.

Kate Graham outlined that the East Sussex Fire & Rescue Service had encountered little or no deaths because of fires, but were used extensively in Traffic Accidents where there were more incidents of deaths. Within the Wealden area KSI's (Killed & Serious Injuries) resulted in most people living in the Wealden area. Many of the problems caused by bad road alignment and junctions have been engineered out over recent years, and most incidents are caused by human behaviour. The main factors being failed to look properly, failing to judge the speed of others correctly, loss of control of the vehicle, careless or reckless driving, and ninth in the list is Alcohol related accidents. Much of Road Safety is of negativity, but there are positives, proper use of seat belts, usage of day driving lights, care in driving, and remembering the 2 second rule. The Police Operation 'Crackdown' takes an active role in making Road Safety safer. Drivers can assist by using such equipment as Dashcams.

Steve outlined that Community Speed Watch is now partnered with the Sussex Safer Roads Partnership, and a lot of the Speed Watch training, and recording is done 'online'. Over the three counties of Sussex, Surrey and Kent there are 407 Speed Watch Groups encompassing over 2,500 volunteers. A Parish can set up a Community Speed Watch group, which needs to consist of 2x Co-Ordinators and 4x other operators, through the Community Speed Watch website www.comunityspeedwatch.co.uk. The training is via E-Learning which takes approx. 30 mins. The Community Speed Watch Officers will come out and undertake a risk assessment of the roads within the parish, and agree the places where community speed watch groups may operate. The website will be used to record the groups findings, and will be able to provide various reports and statistics for the parish. The Group will not have any powers in respect of actions against offenders, by the results of the groups activity will lead to letters being sent to speed offenders with a visit from the Police in the event of being recorded for a third time.

Steve outlined that there were devices that could be shared throughout the county with other groups or that a parish could purchase a 'Genesis' device for £750, or a 'Pocket Radar' device for £250. In addition, Hi-Vis jackets would need to be purchased. Many Neighbourhood Watch Groups have been able to fund the costs of devices, and it was worth the Parish Council contacting any Neighbourhood Watch Group.

Kate Graham and Steve O'Donnell answered questions and the Chairman thanked both for their presentation.

The Order of the Agenda was resumed.

Parish Council to contact the local Herstmonceux Neighbourhood Watch Group and open discussions with regards to forming a Speed Watch Group(s) within the Parish.

The idea of forming Speed Watch Group(s) needs to be further considered by the Parish Council, but the Group need not necessarily consist of members of the Parish Councillors but of residents from within the parish.

Finance may be considered via the Estimate procedure to start a local Speed Watch Group?

Clerk: clerk@herstmonceuxparish.org.uk

www.herstmonceuxparish.org

Finance Officer: finance@herstmonceuxparish.org.uk

6.

FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

21.08.144

- i Presentation of Payments and Receipts, August 2017, for **Approval** and **Ratification**

The RFO presented payments totalling £12,877.62.
Please see overleaf for full detail (page 5).

**RFO to action
payments**

The RFO highlighted and provided an explanation for:

- A Cancellation of Cheque drawn in November 2016, not presented in the sum of £1.03.
- The final payment due to Action in Rural Sussex in respect of Professional Fees for Herstmonceux Neighbourhood Plan.

The RFO requested permission to process payments presented of £12,877.62.

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 £12,877.62.

- ii The RFO sought approval for the authorisation of payment to be made for 16 hours worked during the period 16 July 2017 to 21 August 2017 by the Clerk to the Neighbourhood Plan Steering Committee.

It was **PROPOSED** by Councillor Nash, Seconded by Councillor Goodsell, All Members in favour.

Clerk: clerk@herstmonceuxparish.org.uk

Finance Officer: finance@herstmonceuxparish.org.uk

www.herstmonceuxparish.org

Herstmonceux Parish Council

Meeting: **21 August 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 21 August 2017:				
102190	C/Cheque - Mr M. J. Plested	Allot: Overpayment of fees, re: Plot 09B - Cheque not presented Drawn 21/11/2016		-1.03
102301	Action in Rural Sussex	N/Plan: Final 20% Professional Fees, plus Addition Hours as per estimate 01/05/2017		4,419.00
102302	Barcombe Landscapes Ltd	AME: Recreational Ares mowing contract to 16 June 2017		2,404.56
102303	Peter Frost	Admin: Internal Auditor Fess & Expenses		180.54
102304	S. P. Goacher	Admin: Finance Officer Salary - August 2017		435.44
102305	East Sussex Pension Fund	Pension: Salary Deductions - August 2017		259.62
102306	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - August 2017		750.96
102307	Trevor Hoad	Allot: Ground Maintenance July 2017		54.00
102308	Kent County Council	HVH: Legal Fees - Herstmonceux Village Hall Legal Fees and Disbursements		1,083.60
102309	Mrs. J. E. McInnes	N/Plan: Salary July 2017		518.45
102310	Orchard Landscapes Ltd	AME: Highway verge cutting contract 2017-18 - April to July 2017 (inclusive)		2,671.78
102311	(The) Recycling Partnership Ltd	AME: Commercial Waste Collection - July 2017		77.50
102312	Rural Community Support Society	Admin: Electricity supply to Parish Office to 10/07/2017		23.20
Total of Accounts for Approval				12,877.62

Bank Transaction	Payee:	Description of Income / Payment:	Amount:
Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments			
Income:			
D/Credit			0.00
D/Credit			0.00
Total Income Received via D/Credits			0.00
Expenditure:			
D/Debit	BarclayCard Commercial	Payment of BarclayCard purchaes May/June 2017	251.42
D/Debit	British Telecom	Admin: Broadband / Internet Services	0.00
D/Debit	British Telecom	Admin: Telephone Landline [Provision]	0.00
D/Debit	Information Commissioners Office	Admin: Data Protection Registration	0.00
D/Debit	Laser Energy Buying Group	Amenities: Energy Charges [Monthly] - 01/10/2016 to 31/10/2016	7.98
D/Debit	Laser Energy Buying Group	Amenities: Standing Charges etc [Monthly] - 01/10/2016 to 31/10/2016	4.92
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: Courses / Conferences - Delegate Fees	0.00
D/Debit	Wealden DC	AME: Dog Bin Emptying Services	0.00
D/Debit	Wealden DC	AME: Litter Bin Emptying Services	0.00
D/Debit	Wealden DC	AME: supply and installation of new Dog Bin - Recreation Ground	0.00
D/Debit	Wealden DC	Old Surgery: Ground Rent	0.00
Total Expenditure paid via D/Debits			336.32
BarclayCard Expenditure since last Payments of Account Report - to be paid			
20/07/2017	Post Office	Admin: Postage	CJH 9.12
27/07/2017	Laptop Station Ltd	Admin: Replacement Laptop Carrying Case	CJH 12.99
28/07/2017	BarclayCard	Admin: Card Fees	JEM 32.00
28/07/2017	BarclayCard	Admin: Card Fees	SPG 32.00
29/07/2017	Laptop Station Ltd	Admin: Replacement Laptop Carrying Case (previous too small)	CJH 17.00
Total Expenditure paid via BarclayCard			103.11
Net Expenditure (-) / Income (+) expected:			-188.01

Simon P. Goacher

Responsible Finance Officer

10 July 2017

Clerk: clerk@herstmonceuxparish.org.uk

www.herstmonceuxparish.org

Finance Officer: finance@herstmonceuxparish.org.uk

21.08.145

- i. Minutes for **Approval and Adoption** – meeting date 01st August 2017
The minutes of the Finance & General Purposes Committee meeting, held on the 01st August 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. Official Review of Personnel Sub-Committee was discussed by the meeting. The Parish Council had sought advice from SALC as to whether the Chairman should be a member of the Personnel Sub-Committee, but the advice was inconclusive. Other Parish Council Terms of Reference for such a Committee had been investigated and again there was no consistency. The meeting discussed the matter extensively and it was PROPOSED that the first requirement was that a Grievance Procedure needed to be agreed and put in place first. From this Procedure then it should be easily decided the constitution of the Personnel Sub-Committee.
Proposed: Councillor Stewart; Seconded: Councillor Nash; All members in favour.
Councillor Mrs Alder stated that she had had HR experience and was willing to serve on a future Personnel Sub-Committee.
- iii. The Clerk's position is to be reviewed once the Neighbourhood Plan is implemented.
- iv. The meeting noted the Recommendation of the Finance and General Purposes Committee to the acceptance of Lawson Queay, Chartered Surveyors, to undertake the survey of the Public Conveniences and that reports from the Surveyors would be received in time for the Parish Council to discuss and confirm its interest in the building to Wealden District Council by 06 September 2017

RFO to process payments of Annual Grants awarded and send letters as necessary.

Clerk to download the SALC/NALC Grievance Procedure and present to FCL.

Clerk to note for future use.

Clerk to include an Agenda item

Clerk to await report.

8.

AMENITIES COMMITTEE MINUTES

21.08.146

- i. Minutes for **Approval and Adoption** – meeting date 24th July 2017
The minutes of the Amenities Committee meeting, held on the 24th July 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.

Councillor Nash gave the meeting an update on the Recreation Ground Access Road, on which work had started in clearing the vegetation and exposing the true site-lines of the access road.

Councillor Mrs Kenward informed the meeting that a map of West End, highlighting the Quicken Trust and where the bollards are required is to be sent to ESCC, then the RFO will be asked to apply for the require licence.

www.herstmonceuxparish.org

Clerk: clerk@herstmonceuxparish.org
Finance Officer: finance@herstmonceuxparish.org

Councillor Mrs Angear updated the meeting that roadworks had been undertaken on Cannon Hill and Lower Road earlier in the day.

Councillor Mrs Kenward updated the meeting that a handyman had been asked to provide a quotation for the repair and maintenance of the Cowbeech Noticeboard.

Councillor Mrs Kenward informed the meeting that the hard standing at dropped kerb opposite Lime Cross Nursery is still awaited.

Clerk to include an AME Agenda item for next meeting

Councillor Stewart had looked at the Legal Fees in respect of the Allotments Lease of £1000, was in fact approx. £575.

Councillor Stewart proposed the registration of the Parish Council for the HMGovt Land Register Portal. Seconded: Councillor Nash; All members in Favour

Clerk to register

The Chairman Closed the meeting in order for Mr Gower, Member of the public to speak:

Mr Gower informed the meeting that he had undertaken verge and hedge cutting along Lower Road as the East Sussex County Council cutting had not kept the vegetation to a reasonable height / width. Mr Gower complained that the east Sussex County Council contractors appeared not to have been undertaking the work in respect of verge cutting or hedge cutting that they were being paid for, and that the cutting in general was being carried out to a very poor standard.

Clerk to ensure that Verge / Hedge-cutting is placed on the Agenda of the next SLR meeting, and request the attendance of Officers responsible for this service

County Councillor Bentley indicated that he was fully aware of the Parish Council's and Mr Gower's opinions and concerns regarding the verge / hedge-cutting within the parish by Costains the East Sussex County Council's appointed contractors. Councillor Bentley was aware of many issues brought to the attention of the County Council by other Town and Parish Councils, and suggested that it was imperative for the Parish Council put all these concerns forward on the Agendas of the local SLR meetings and making sure that Officers responsible for verge-cutting be present at the SLR meeting. Councillor Bentley continued by stating that the County Council may have to make further reductions in the specifications of verge maintenance in order to save money.

Mr Gower was of the opinion that the County Council should be responsible for the maintenance of verge maintenance alongside the Class A and B highways and to let Town and Parish Councils maintain with their own contractors' verge maintenance of Class c highways, with a suitable contribution from the County Council. The meeting generally agreed with his opinion.

The Chairman re-opened the meeting.

Councillor Mrs Angear wished to record her vote of thanks to the Local Farmers for carrying out the verge maintenance within the parish, and Councillor Mrs Kenward is to ensure that the thanks from the parish Council to local Farmers would be included in the next newsletter.

Councillor Mrs Kenward to include in next newsletter

9.
21.08.147

PLANNING COMMITTEE MINUTES

- i. Minutes for **Approval and Adoption** – meeting date 11th July 2017
The minutes of the PLN(Com) meeting, held on the 11th July 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 8th August 2017
The minutes of the PLN(Com) meeting, held on the 8th August 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. The Recommendation to reduce the Quorum of the Planning Committee to four Councillors, was discussed at length by the meeting, to bring this in line with that required for Full Council. Proposed: Councillor Nash; Seconded: Councillor Mrs Angear; 6 Members in Favour; 1 abstention; 1 against. Motion carried

Minutes to be filed and posted on website

Minutes to be filed and posted on website

Clerk to amend terms of Reference to reflect change in Quorum requirements

10.
21.08.148

TO ACCEPT MINUTES AND / OR REPORTS FROM THE FOLLOWING (where available):

- i. Cuckmere Community Bus Meeting: To receive a report from Mrs Sheila Charlton dated 25 July 2017.

11.
21.08.149
11.i

PLANNING MATTERS

Application No. WD/2017/1644/FR

Application Type: Retrospective

Expiry date for comments: 25 August 2017

Grid Reference: 562224 111426

Case Officer: Mr A Battams; Tel: 01892 602487

Location: LAND AT OAK STABLES, UNDER ROAD, MAGHAM DOWN, BN27 1QE

Description: RETENTION OF AGRICULTURAL BUILDING AND ANCILLARY PLATFORM.

Applicant: Mrs S. Wilson

Agent: Parker Dann Ltd

RFO to forward comments to WDC Planning Department

Comments and Observations:

Parish Council Comments: The Parish Council strongly object to the

Clerk: clerk@herstmonceuxparish.org.uk

www.herstmonceuxparish.org

Finance Officer: finance@herstmonceuxparish.org.uk

application on the grounds of:

1. It is not a viable agricultural commercial holding.
2. The conversion of the caravan is not suitable for agricultural use.
3. The structure is not suitable as an agricultural barn.
4. The caravan should have been removed but has been remoulded as above – see **WD/2013/1993/FR**: Refusal: Appeal: Dismissed.

11.ii **Application No. WD/2017/1716/RM**

Application Type: Reserved Matters

Expiry date for comments: 25 August 2017

Grid Reference: 562266 112057

Case Officer: Miss Laura Field; Tel: 01892 602515

Location: COOPERS CROFT NURSERY, NEW ROAD, HERSTMONCEUX, BN27 1PX.

Description: RESERVED MATTERS PURSUANT TO OUTLINE APPLICATION WD/2016/2542/O (DEMOLISH REDUNDANT BUILDINGS USED FOR FORMER NURSERY/TEA ROOM AND ERECT A DETACHED DWELLING).

Applicant: Mr & Mrs Bishop

Agent: Dowsett Associates.

**RFO to forward
comments to WDC
Planning Department**

Comments and Observations:

Parish Council Comments: The Parish Council would support the plans, especially as the design conforms with the 'Design Guide' of the proposed Herstmonceux Neighbourhood Plan.

12.
21.08.150

COMMUNITY SPEED WATCH

See – Item 5: 21.08.143 above

13.
21.08.151

NEIGHBOURHOOD PLAN MANAGEMENT GROUP

Councillor Nash updated the meeting now that comments had been received back from Wealden District Council, which in his opinion, strengthens the wording of the Plan overall. The timetable dictates that the amendments suggested by the Wealden Officers has to be discussed and adopted quickly, not to hold up the progress of the Neighbourhood Plan at this critical stage. On Thursday 24th August a meeting, at which any Councillor may attend, will take place at the Wealden District Council Offices with the Wealden Officers concerned.

On Friday 25th August 2017, an Extraordinary Full Council meeting has been convened to adopt the changes discussed with Wealden District Council.

**Clerk to attend the
Extraordinary Full
Council meeting on
Friday 25th August
2017.**

14.
21.08.152

HERITAGE DAY at WINDMILL HILL WINDMILL – Saturday 10th September 2017

Unfortunately, the meeting discovered that this event at the Windmill Hill Windmill clashes with the Herstmonceux Bowls Club Charity Day, but it was agreed that Councillors Mrs Alder, and Mrs Kenward, together with the possibility of Councillors Lee and Mrs Stirling-Reed would attend and represent the Parish Council.

Clerk: clerk@herstmonceuxparish.org.uk

www.herstmonceuxparish.org

Finance Officer: finance@herstmonceuxparish.org.uk

15.

ACTION POINTS AND UPDATES

21.08.153

- i Former WC Surveyor visit update – Councillor Stewart updated the meeting that the Surveyor had visited the former Public Convenience buildings, which were in a fairly good condition. The Parish Council’s ideas for re-opening the conveniences, a disabled toilet, with offices at the rear or over the existing toilets were discussed. The Surveyor to report back to the Parish Council in good time for the Parish Council to confirm its interest to Wealden District Council by 06th September 2017.
- ii Integrative Health Centre Deed of Easement – awaiting Dr Simmons legal team comments.
- iii The Allotment Lease: Councillor Stewart confirmed that the Allotment Lease was virtually complete, and that the legal fees of £1000, had reduced to approx. £575.

16.

COUNTY AND DISTRICT COUNCILLORS REPORTS

21.08.154

County Councillor Bentley is to tour the County with members of the Trading Standards Team in connection with the illegal trading in fake cigarettes. The Team are to show Councillor Bentley the use of two sniffer dogs trained to seek out fake cigarettes, which has become the trade of organised crime within the County.

The Clerk to advise Councillor Bentley the name of the surveyors of the A271 Trunk Road.

Councillor Bradshaw asked if there was any ‘Audit’ of the signing off self-certifying by the County Council’s verge-cutting contractors? Councillor Bentley stated that it was impossible for the County Council to have a team checking on every piece of work undertaken by the contractors, but knew of no auditing of contractors’ work.

Councillor Nash brought the subject of road closures to the attention of Councillor Bentley, especially one resident regarding recent road closure at Stunts Green, who was making the accusation that the Costains was signing off licences. Councillor Bentley stated that Costains were the County Council in this instance, but that if there was an emergency that a utility had to close and dig up the highway, there was little the County could do. There are instances where scheduled works is carried out and road closure licences are put in place and these are controllable in so far as these may have a closure time limit attached to it, with penalties on the contractor if this time is not met.

17.

CORRESPONDENCE – FOR NOTING OR ACTION

21.08.155

- i British Library – Parish Council Website Archiving.
- ii Contents of circulation envelope – presented at meeting
- iii Clerks Report

18.

ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

21.08.156

- i. Item for the Agenda of the next Amenities Committee – Street Lighting on the Recreation Ground.
- ii. Item for the September Full Council – Christmas Lights for Herstmonceux.

Herstmonceux Parish Council
Full Council
FCL

The Parish Office, 4 The Old Forge
Street, Herstmonceux, BN27 4LG
Tel: 01323 833312

www.herstmonceuxparish.org

Clerk: clerk@herstmonceuxparish.org.uk
Finance Officer: finance@herstmonceuxparish.org.uk

19. **CLOSURE OF FULL COUNCIL MEETING**

21.08.157 The Chairman, Councillor Stewart, thanks all Councillors present for their attendance and closed the meeting.

The meeting closed at 9.29pm

Date of Next Full Council Meeting will be:

Monday 18th September 2017; Herstmonceux Village Hall