

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 18th September 2017, 7.30 p.m.

Councillors in attendance: Jenny Alder; Jo Angear ; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Ian Stewart - **Ch**; Catherine Stirling-Reed.

Clerk – Clare Harrison

RFO – Simon Goacher

Members of the Public – 2

No	Agenda Item	Action
1. 18.09.163	APOLOGIES FOR ABSENCE Apologies for absence were received from the following Councillors: Stephen Nash (Vice-Ch);	Apologies recorded
2. 18.09.164	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for Approval and Adoption , meeting date 21 st August 2017 The minutes of the FCL meeting, held on the 21 st 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. Minutes for Approval and Adoption , Extraordinary Meeting 25 th August 2017 The minutes of the Extraordinary FCL meeting, held on the 25 th 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. Any outstanding actions There were no outstanding actions from the Officers.	Minutes to be filed and posted on website
3. 18.09.165	DECLARATIONS OF MEMBERS' INTERESTS i. Cllr Goodsell declared his regular pecuniary 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 any Village Hall matters as an elected member of the Village Hall Management Committee. iii. Cllr Angear declared an interest any Village Hall matters as an elected member of the Village Hall Management Committee. iv. Cllr Naish declared an interest any Village Hall matters as an elected member of the Village Hall Management Committee. v. Cllr Kenward declared a pecuniary interest in Agenda Item 11.2 Application No. WD/2017/1968/RM	Declarations to be recorded

Cllr Bradshaw reiterated recently received confirmation that all Councillors were reminded of the need to declare any Declarations of Interest at the

start of the meeting and not during, and of the requirement to leave the room at these agenda items.

4. **MEMBERS DISPENSATION REQUESTS**

- 18.09.166 i. No new dispensation requests had been received

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

18.09.167

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 7.25pm to allow a member of the public to speak for the allotted time. Voiced thoughts included information on ESCC cuts, one-way system proposals and the need to consider accommodation for care of the elderly in local housing development.

The Chair thanked the Member of the Public for his contribution and Standing Orders were resumed at 7.28pm.

Agenda Item 12 was brought forward at this point. Please see Agenda Item 12 for further detail.

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

18.09.168

- i. Presentation of Payments and Receipts, September 2017, for approval and ratification

RFO to action payments

The RFO presented payments totalling £11,846.29.
Please see overleaf for full details.

The RFO highlighted the higher than usual total payment amount as attributable to the payment of the awarded HPC Annual Grants and half yearly members allowances.

The RFO requested permission to process payments presented of £11,846.29.

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 £11,846.29.

The RFO informed the Council that the new Unity Trust Bank arrangements were now being finalised with the registration of HPC approved signatories. Implementation is hoped for in October and the transfer of some funds.

The RFO requested authority to pay the Clerk to the HPNP for the period of 22nd August 2017 – 14th September 2017, a total of 10.75 hours.
It was **PROPOSED**, seconded and agreed by all that the time sheet submitted by the Clerk to the HPNP be accepted and that approval is issued for payment.
It was **RESOLVED** to authorise payment of wages to the Clerk to the NHP for a total of 10.75 hours.

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council				
Meeting: 18 September 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 18 September 2017:				
102313	Action in Rural Sussex	Admin: Membership Subscription 2017-18		50.00
102314	Mrs J. C. Alder	Admin: Members Allowances' to 30 September 2017		77.61
102315	Angears	AME: Ground works re: Access Road to Recreation Ground		384.00
102316	ADN UK Ltd	Admin: Additional Premium in adding certain PC Assets		28.00
102317	Ms. A. L. Ashley	Admin: Members Allowances' to 25 April 2017		8.68
102318	Mr. M. J. Bradshaw	Admin: Members Allowances' to 30 September 2017		62.61
102319	Cuckmere Community Bus Ltd	Admin: Annual Grant Award 2017-18		500.00
102320	East Sussex Pension Fund	Pension: Salary Deductions - September 2017		407.00
102321	S. P. Goacher	Admin: Finance Officer Salary - September 2017		435.64
102322	Mr M. T. Goodsell	AME: Various small contracts - March to July 2017		1,248.00
102323	Mrs Harrison (C.J. Reynolds)	Admin: Clerk Salary - September 2017		1,096.85
102324	Herstmonceux Cricket Club	Admin: Annual Grant Award 2017-18		630.00
102325	Herstmonceux Parochial Church Council	Admin: Annual Grant Award 2017-18		700.00
102326	Herstmonceux Village Hall	Admin: Annual Grant Award 2017-18		3,725.00
102327	Herstmonceux Village Hall	Admin: Hire of Hall - July 2017		78.00
102328	Trevor Hoad	Allot: Ground Maintenance June 2017	54.00	0.00
	Trevor Hoad	Allot: Ground Maintenance August 2017	54.00	108.00
102329	Inland Revenue	Irev: Payroll deductions July to September (inclusive)		1,204.88
102330	Mrs H. J. Kenward	Admin: Members Allowances' to 30 September 2017		62.61
102331	Mrs. J. E. McInnes	NPlan: Salary August 2017		257.20
102332	Mr B. M. Naish	Admin: Members Allowances' to 30 September 2017		62.61
102333	(The) Recycling Partnership Ltd	AME: Commercial Waste Collection - August 2017		62.00
102334	SSALC Ltd	Admin: GDPR Course fees - Mrs C. J. Harrison		57.60
102335	Victim Support (Sussex)	Admin: Annual Grant Award 2017-18		100.00
102336	Vitality Villages	Admin: Annual Grant Award 2017-18		300.00
102337	1st Wartling (St. Mary Magdalene) Brownies	Admin: Annual Grant Award 2017-18		200.00
		Total of Accounts for Approval		11,846.29
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				0.00
D/Credit				0.00
		Total Income Received via D/Credits		0.00
Expenditure:				
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases August 2017		17.00
D/Debit	British Telecom	Admin: Broadband / Internet Services		70.00
D/Debit	British Telecom	Admin: Telephone Landline		0.00
D/Debit	Information Commissioners Office	Admin: Data Protection Registration		0.00
D/Debit	Laser Energy Buying Group	Amenities: Energy Charges [Monthly] - 01/07/2017 to 31/07/2017		423.12
D/Debit	Laser Energy Buying Group	Amenities: Standing Charges etc [Monthly] - 01/07/2017 to 31/07/2017		45.11
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	AME: 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	Old Surgery: Ground Rent		18.75
		Total Expenditure paid via D/Debits		1,185.98
BarclayCard Expenditure since last Payments of Account Report - to be paid				
00/00/0000			CJH	
00/00/0000			SPG	
		Total Expenditure paid via BarclayCard		0.00
		Net Expenditure (-) / Income (+) expected:		-1,185.98
<i>Simon P. Goacher</i>				
Responsible Finance Officer				11 September 2017

7.
18.09.169
- FINANCE AND GENERAL PURPOSES COMMITTEE**
- i Minutes for **Approval and Adoption**, meeting date 5th September 2017
- The minutes of the Finance & General Purposes Committee meeting, held on the 5th September 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.
- The Chair closed the meeting to the public. The remaining member of the public left the meeting at 7.45 and the meeting resumed.**
- ii Any FGP(Com) Recommendations for Full Council ratification
05.09.17 – This item was discussed as a **CONFIDENTIAL ITEM**
- 09.09.17 - It was **PROPOSED** and **AGREED** by all that Keith Robertson is appointed as the new HPC internal auditor.
- 10.09.17 – It was **PROPOSED** and **AGREED** by all that due to the high costs quoted for Key Man insurance, that no further action be taken at this time towards seeking this cover for the Parish Council.
- 13.09.07 - It was **PROPOSED** and **AGREED** by all that no further action be taken at this time to convene an Extraordinary Meeting of Full Council to discuss the future administration and implementation of the NHP until further information regarding time lines were more apparent following the appointment of The Independent Examiner.
8.
18.09.170
- AMENITIES COMMITTEE MINUTES**
- i. Minutes for **Approval and Adoption – None outstanding**
There were no outstanding minutes or recommendations for approval.
9.
18.09.171
- PLANNING COMMITTEE MINUTES**
- i. Minutes for **Approval and Adoption**, Extra Planning meeting date 5th September 2017 (Planning meeting date 12th September, 2017 – NO MEETING HELD)
- The minutes of the Planning Committee meeting, held on the 5th September 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 ratification
There were no outstanding recommendations for approval.
10.
18.09.172
- TO ACCEPT MINUTES AND / OR VERBAL OR WRITTEN REPORTS FROM THE FOLLOWING (where available):**
- Councillor Stirling Reed excused herself temporarily from the meeting to The Clerk and left the meeting at 8.10pm**
- Minutes to be filed and posted on website.**
- Confidential Minutes recorded and filed.**
- RFO letter**
- Minutes to be filed and posted on website**

i. Communications Working Group.

It was confirmed that the next meeting is due to be arranged for the end of October

ii. WDALC – Cllr Bradshaw

A report had been submitted and was tabled at the meeting for reference. Cllr Bradshaw provided more detail regarding the DoI legal requirements as confirmed at the most recent WDALC meeting. He advised that a further information session is being arranged for Cllrs and Clerks. HPC were in agreement that all Committee Chairs should attend if possible.

iii. SLR

It was confirmed that there were no known changes to the next proposed meeting date of 17th October 2017.

11. **PLANNING MATTERS**

18.09.173 Consideration of the following Planning Applications for Councils comments and observations

11.1

18.09.173.

1

Councillor Stirling Reed re-joined the meeting at 8.16pm

APPLICATIONS RECEIVED

Application No. WD/2017/2012/F

Application Type: Full

Expiry date for comments: 29 September 2017

Grid Reference: 562216 112337

Case Officer: Mr T Balcikonis Tel: 01892 602783

Location: SOUTHLEIGH HOUSE, GINGERS GREEN, HERSTMONCEUX, BN27 4PT

Description: ERECTION OF BARN FOR STORAGE AND MAINTENANCE EQUIPMENT

Applicant: Mr and Mrs Wolek

Agent: Coster Associates Ltd.

Comments and Observations:

The application is objected to on the grounds below:

- The application would result in an overdevelopment of the site. The proposed build is excessively large, the footprint being larger than the main house.
- The site already houses a 'building cluster' that includes other agricultural buildings that could be used for the stated, or similar, purpose.

11.2

18.09.173.

2

Councillor Kenward left the meeting at 8.21pm due to her declared interest in this agenda item.

Application No. WD/2017/1968/RM Application Type: Reserved Matters

Expiry date for comments: 3 October 2017

Grid Reference: 563004 112177

Case Officer: Ralph Forder Tel: 01892 602496

Location: LAND ADJOINING 1 FERNDAL, HAILSHAM ROAD, HERSTMONCEUX, BN27 4JU

Description: RESERVED MATTERS PURSUANT TO OUTLINE APPLICATION
WD/2015/1664/O (PROPOSED RESIDENTIAL DEVELOPMENT).

Applicant: Mr & Mrs R Batkin

Agent: Peter G V Kenward

Comments and Observations:

- The submitted design appears in keeping with the neighbouring properties. There are no objections, the application is approved.

Councillor Kenward was invited to return to the room and re-joined the meeting at 8.28pm

11.3
18.09.173.
3

OTHER PLANNING MATTERS

**Clerk and Chair to
draft letter to WDC**

- i WD/2017/0501/RM – land adjoining Elm Tree House, Gardner Street:
Material changes and decision making.

HPC discussed the lack of challenge to misleading design and access statement: which had resulted in changes to certain applications from the Outline Planning stages to Reserved Matters. These specific examples were considered by HPC as considerable material changes and objected to by the Parish Council due to this, but planning permission had been granted by WDC. It was **PROPOSED** and **AGREED** by all that a letter should be written to WDC Planning Department to ask why the substantial changes were being allowed.

- ii Lime Roughs – future communication with Monson Homes

It was discussed, **PROPOSED** and **AGREED** by all that a Clerks letter be issued to Monson Homes contacts to request that the Parish Council be corresponded with over any updates to designs, sewerage and waste water disposal discussions etc

Clerks letter

12.
18.09.174

NEIGHBOURHOOD PLAN

This Agenda item was brought forward to Agenda Item slot 6 to allow the Clerk to the Herstmonceux Parish Neighbourhood Plan (HPNP) to provide a verbal update for Full Council in the absence of the Vice Chair who is Chair of the HPNP Steering Group. 5 copies of each document will be provided by Wealden District Council (WDC) for Herstmonceux Parish.

- i Any known decision updates from WDC.

It was confirmed that WDC had received final versions of the HPNP although no formal acceptance had been received of this from WDC by HPC.

- ii HPC awareness raising to the Parish of any due consultation.

Consultation leaflets are due to be circulated to each local household and posters will be available for posting in the Parish ahead of the referendum. Cllr Naish agreed to deliver Orchard Park leaflets, should these not be delivered by Royal Mail.

All consultation comments will be submitted to HPC (and on to The Independent Examiner) via WDC. CV's are still awaited from independent examiners. All dates thereafter are dependent upon The Independent Examiner, once the successful tender has been agreed.

The Chair thanked the Clerk to the NHP for her updates. The Clerk to the HPNP left the meeting.

13. **FORMER PUBLIC CONVENIENCE**

18.09.175

- Lawson Queay Feasibility Survey and Recommendations - To receive an updated report on the study commissioned by Council

A copy of the received report, following the Lawson Queay feasibility study of the former WC, Herstmonceux, had been circulated to all prior to the meeting.

- To receive any update from WDC and to agree the appropriate forward action should the Council agree to proceed with the acquisition and proposed development of the WC.

Notification from WDC had been received of their intention to put the site up for auction should the Parish Council be unable to make a formal offer by the 25th October. An Options Report, written by the Clerk, had been circulated to the Councillors prior to the meeting presenting five options for HPC consideration. These were as set out below:

Option 1 - Advise WDC of no further interest from HPC in former WC.

Option 2 - Purchase of site and building for development of Ground Floor only (drawing one).

Option 3 - Purchase of site and building for development of Ground and First Floor (drawing two), subject to confirmation of structural viability for this design

Option 4 – Leasehold of site and building for development, as per Options 2 & 3 above.

Option 5 - Demolition and rebuild as per options 2 & 3.

It was **AGREED** that Option one, 'no further action', was not a valid option for Herstmonceux Parish Council.

Capital and revenue expenditure and revenue income budgeting projections were outlined. These were presented in conjunction with calculations to any impact on HPC precept that the project would have. Although a concern was raised about a potential increase to the precept to fund this project, it was widely recognised that this was a valuable community facility and enterprise project; and a key policy of the Herstmonceux Parish Neighbourhood Plan.

Key points raised were queries over financing the initial capital outlay, solutions considered included alternatives to purchase, i.e leasehold from WDC an option. The RFO reiterated his earlier advice that HPC must refrain from making a binding offer to WDC until a District Valuer's valuation of the site had been made known. **For the fulfilment of HPC legal responsibilities, a commercial District Valuer's valuation of the site must be sought.**

Running costs were estimated at approximately £12k p/a. These were based on known costs and WDC comparable information.

Councillor Bill Bentley joined the meeting at 8.47pm

Comments were invited by the Chair to all present. It was **PROPOSED** and **AGREED** by all that:

- A Clerk's letter be issued to WDC to enquire if leasehold of the site was an option;
- To request a joint District Valuer's valuation of the site, to be carried out asap, and to base this on a commercial valuation with a covenant that the site would not be used for residential use, but with no binding commitment on HPC to proceed to purchase the site;
- To request any existing valuation on the site to be disclosed to HPC, but to mindful this may be set on a potential residential site basis.

14.
18.09.176

ACTION POINTS AND UPDATES

- i. Lease relating to Allotment Site, Stunts Green

The revised version of the Herstmonceux Parish Council Reversionary Lease for the Allotment Site at Stunts Green, to hold the Property as the Tenant for a term of 10 years commencing on and including 1st January 2019, has been approved by the Parish Council and execution of the deed has been requested.

- ii. Transfer of land at Lime Cross Sports Ground – latest correspondence from Hart Reade

Hart Reade have confirmed that the developer has agreed to reinstate the rights to the Parish Council for repair and maintenance purposes. Herstmonceux Parish Council have requested that the prepared documents be engrossed in readiness for the transfer.

The Clerk was asked to initiate measurement for fencing needs and, once ascertained, invite the Summer Tree Estates Ltd contact to verify the measurements and proposed placement. The clerk was asked to organise for 3 quotes for the cost of the fencing to be obtained.

NB: The completed Deed of Surrender of Part and Deed of Variation between Herstmonceux Parish Council and The Official Custodian for Charities and the Charity Trustees for the Peace Memorial Village Hall, Herstmonceux had been received.

Clerk to initiate actions specified.

15.
18.09.177

COUNTY AND DISTRICT COUNCILLORS REPORTS

Cllr Bentley apologised for his lateness to the meeting due to a clash of meeting date and time with a neighbouring parish.

An amendment to the August FCL minutes was requested; carried out and signed by the Chair.

Cllr Bentley informed all of the successes in identifying of illegal tobacco trading rings. He also spoke of the upcoming consultation for the necessary exploration of proposed changes to the Library Service. The consultation was to identify current community need and ascertain ways to make delivery of the library service more effective and better value for money.

The Chair aired feedback on verge and siding cutting which Cllr Bentley assured he would follow up as a non-rectified complaint. Cllr Bentley will also look into issues with un-authorized closures and diversions to BOAT 59.

Clerk to forward past BOAT 59 emails to Cllr Bentley

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

18.09.178

i Vitality Villages AGM report

The 2016 AGM minutes had been received with the Agenda for the 2017 AGM, to be held on the 12th October 2017.

ii East Sussex Libraries

Consultation on proposed draft Libraries Strategic Commissioning Strategy. This item had been discussed by Cllr Bently, Clerk to forward the electronic communication to all.

iii Wealden District Council Public Spaces Protection Order – Dog Fouling

Support for Wealden’s proposals were voiced.

iv Wealden Local Plan Update

Had been circulated prior to the meeting to all.

v South East Water

The received notice giving advance warning of water main renewal in Diplocks Way, Hailsham was shared. Shock was expressed at the anticipated length of disruption.

vi Clerks report

A copy was circulated to all for any questions appertaining to any of the recorded correspondence.

vii Correspondence Folder

The Correspondence Folder was circulated.

Councillors to be reminded that they can make online representation about the proposal

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

18.09.179

- The RFO reminded all Working Groups of the need to return their financial estimate forms for next year’s anticipated project spend.
- It was requested that the non-working light at the top of the Recreation Ground, belonging to the Football Club, be referred to AME.

The meeting closed at 9.30pm

Date of Next Full Council Meeting: Monday 16th October, 2017; Herstmonceux Village Hall