

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 16th October, 2017, 7.30 p.m.

Councillors in attendance: Jenny Alder; Jo Angear ; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Graham Lee; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed; ESCC Councillor Bill Bentley.

Clerk – Clare Harrison

RFO – Simon Goacher

Members of the Public – none

No	Agenda Item	Action
1. 16.10.180	APOLOGIES FOR ABSENCE Apologies for absence were received from the following Councillors: Bryan Naish	Apologies recorded
2. 16.10.181	Standing Orders i Revised Standing Orders for APPROVAL and ADOPTION The revised Standing Orders were presented for Approval. Minor revisions were suggested by the RFO that 18b should be amended to request proposals for the ensuing financial year no later than the end of OCTOBER each year; and that 18c should be amended to request expenditure shall be given to the RFO. Both amendments were unanimously agreed to. The revised Standing Orders were unanimously approved. All councillors were in favour of adoption. Revised Standing Orders were Adopted. Decision Ratified.	Revised Standing Orders filed and updated on website.
3. 16.10.182	TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i. Minutes for Approval and Adoption , meeting date 18 th September 2017 The minutes of the FCL meeting, held on the 18 th 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 Confidential Items minute of the FCL meeting, held on the 18 th September 2017 were 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 minutes were collected by the clerk. ii. Any outstanding actions There were 2 outstanding but in-hand actions. 18.09.173.3 – Draft of letter to be agreed for presentation to FCL for their approval. The Chair updated the Council on his further research and concluded that a letter was un-necessary due to a lack of detail in the Outline Planning.	Minutes to be filed and posted on website. Confidential minute to be filed securely. All other copies to be shredded.

Council reflected that it would be more useful if outline planning had more detail than is sometimes provided.
18.09.176- Information was being gathered to present identified local fencers with project brief detail for the fencing at Lime Cross sports ground, once the land has been formally transferred. Also to contact Summer Tree as per this minute item once above actions complete.

Further actions as detailed once transfer is completed

4. **DECLARATIONS OF MEMBERS' INTERESTS**

- 16.10.183
- 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.

Interests to be recorded

Specific Declarations of Interest were identified as follows:

- iv. Cllr Goodsell declared a prejudicial interest in Agenda Item 15, BOAT 59.

5. **MEMBERS DISPENSATION REQUESTS**

- 16.10.184
- i. No new dispensation requests had been received

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

16.10.185

No members of the public were present

Agenda Item 19 was brought forwards by the Chair, for the convenience of ESCC Cllr Bentley who had another meeting to attend.

Cllr Bentley updated all regarding the following ESCC work:

- A259 consultation –the number of responses received is in excess of 5000, thus allows further debate for necessary improvements for the Newhaven to Brighton stretch of road.
- The East Sussex Libraries review is underway and feedback / questions are expected.
- Stand Up for East Sussex Campaign - £112m savings have been made since 2010 which have obviously resulted in challenges. An ESCC, cross party initiative, are petitioning the Prime Minister for an urgent rethink to East Sussex County Council funding which is not comparable with other like sized counties.

Cllr Bill Bentley left the meeting.

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

16.10.186

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

RFO to action payments

The RFO presented payments totalling £4,488.36

The RFO requested permission to process payments presented of £4,488.36.

Please see overleaf (page 4) for full details.

Herstmonceux Parish Council
Full Council (FCL)

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 £4,488.36.

The RFO informed the Council that following the new electronic (current account) banking arrangements with Unity Bank:

- Councillors authorising the upcoming months payments would be nominated and agreed at each FCL meeting.
- Suppliers would now be paid on the Friday following FCL.
- Employees would be paid on the 25th Month.
- Direct Debits would be moved to the Unity Bank account from the Barclays account.
- The Barclays high interest account would be retained for this purpose.

Authorised signatories for October payments are Cllrs Stewart, Bradshaw and Kenward.

The Direct Debit forms for South East Water were signed.

The Direct Debit forms for Wealden District Council, NNDR (National Non-Domestic Rates) payments were signed.

The bank reconciliation to 30/09/17 had been scrutinised and agreed by Cllr Kenward.

Budget actual and forward-looking estimates were provided for the information of all. The RFO reminded all Working Groups to have regard of their current and outstanding budget spend. Questions to the RFO were invited by email.

The RFO requested authority to pay the Clerk to the HPNP for the period of 18th September 2017 to 16th October 2017, a total of 7 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 7 hours.

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council

Meeting: **16 October 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 16 October 2017:</i>				
	None.			
<i>Direct Credit Payments - Scheduled for payment on Friday 20 October 2017</i>				
	Blind Design	Office: Blinds for Office Windows		284.00
	C.P.R.E	Admin: Subscription 2017-18		36.00
	Dragon Signs	Admin: Magnetic signs		153.75
	East Sussex Pension Fund	Pension: Salary Deductions - October 2017		259.62
	James Gallifant	Admin: IT Support to 31 December 2017		120.00
	Herstmonceux Village Hall	Admin: Hire of Hall - August 2017		78.00
	Jakk Country Furniture Designs	Amenities: Repairs to Fingerposts		1,404.72
	Just Call the Handyman	Amenities: Concrete in Litter Bin Stunts Green		135.00
	Mr G. Lee	Admin: Councillors Travelling Expenses		24.30
	Mr S. Nash	Amenities: New Gate Lock and Black Bags		44.14
	PKF Littlejohn LLB	Admin: External Audit Fees 2017-18		360.00
	(The) Recycling Partnership Ltd	Amenities: Commercial Waste Collection - September 2017		62.00
	Rural Community Support Society	Admin: Electricity Charges - The Parish Office		18.88
	SSALC Ltd	Admin: Chairman's Networking Day Course	78.00	
	SSALC Ltd	Admin: ESALC Conference 06/10/2017	48.00	126.00
<i>Direct Credit Payments - Salary & Expenses scheduled for payment on 25 October 2017 (PayDay)</i>				
	S. P. Goacher	Admin: Finance Officer's Salary - October 2017		435.44
	Mrs C. J. Harrison	Admin: Clerk's Salary - October 2017	750.76	
	Mrs C. J. Harrison	Admin: Expenses - Postage	1.30	752.06
	Mrs J. E. McInnes	Admin: Clerk to the Neighbourhood Plan Salary - October 2017		194.45
		Total of Accounts for Approval		4,488.36

Bank Transaction	Payee:	Description of Income / Payment:	Amount:
Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments			
<i>Income:</i>			
D/Credit			0.00
D/Credit			0.00
		Total Income Received via D/Credits	0.00
<i>Expenditure:</i>			
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases August 2017	0.00
D/Debit	British Telecom	Admin: Broadband / Internet Services	0.00
D/Debit	British Telecom	Admin: Telephone Landline	124.51
D/Debit	Information Commissioners Office	Admin: Data Protection Registration	0.00
D/Debit	Laser Energy Buying Group	Amenities: Energy Charges [Monthly] - 01/08/2017 to 31/08/2017	392.42
D/Debit	Laser Energy Buying Group	Amenities: Standing Charges etc [Monthly] - 01/08/2017 to 31/08/2017	52.81
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	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	360.00
D/Debit	Wealden DC	AME: Litter Bin Emptying Services	72.00
D/Debit	Wealden DC	Old Surgery: Ground Rent	0.00
		Total Expenditure paid via D/Debits	1,073.74
<i>BarclayCard Expenditure since last Payments of Account Report - to be paid</i>			
07/10/2017	Office Outlet	Non-window envelopes	SPG 23.99
00/00/0000			SPG
		Total Expenditure paid via BarclayCard	23.99
		Net Expenditure (-) / Income (+) expected:	-1,097.73

Simon P. Goacher

Responsible Finance Officer

11 October 2017

8. **FINANCE AND GENERAL PURPOSES COMMITTEE**
16.10.187 i Minutes for **Approval and Adoption**, meeting date 3rd October 2017
The request for a virement within the Highways Working Group Budget was highlighted. A move of £325 from the 'Provision of Benches' to the 'Provision of Notice Boards' was being sought, **PROPOSED**, seconded and **AGREED** by all. It was **RESOLVED** to approve the virement request.
- The minutes of the Finance & General Purposes Committee meeting, held on the 3rd October 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 FGP(Com) Recommendations for Full Council ratification
All other recommendations, as detailed in the minutes of the FGP meeting 3rd October 2017 were **PROPOSED** for approval, seconded and **AGREED** by all.
- Last minute revisions to estimates were requested asap if any were to be forthcoming.
9. **AMENITIES COMMITTEE MINUTES**
16.10.188 i Minutes for **Approval and Adoption**, meeting date 25th September 2017
The minutes of the Amenities Committee meeting, held on the 25th 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.
- It had been requested that Christmas Lights be discussed at Full Council. It was confirmed that the Herstmonceux Business Association would provide the Christmas trees and lights for Herstmonceux Village Centre for 2017 but not beyond this. It was suggested that the Christmas lights be included in next years AME(Com) estimates, and thereon as an annual, planned activity.
- ii AME(Com) Recommendations for Full Council ratification
All recommendations, as detailed in the minutes of the AME meeting 25th September 2017 were **PROPOSED** for approval, seconded and **AGREED** by all.
10. **PLANNING COMMITTEE MINUTES**
16.10.189 i. Minutes for **Approval and Adoption**, meeting date 10th October 2017
The minutes of the Planning Committee meeting, held on the 10th October 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
None
11. **TO ACCEPT MINUTES AND / OR WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**
16.10.190 i. Communications Working Group COM(WG) – a verbal update confirmed the upcoming meeting with web developer has been moved to 26.10.17 as work to rectify the fault in the site is still in progress.
ii. Building Development Working Group – BDV(WG). A meeting will be arranged for the end of this month to introduce plans for listing of

RFO to action virement

Minutes to be filed and posted on website

Clerk and RFO to investigate Village Gateway costs.

Councillors

Minutes to be filed and posted on website

Minutes to be filed and posted on website

Cllr Alder to organise

buildings and other monuments in the parish; also a potential for the BDV WG to register Community Assets as listed in the HPNP Submission Plan.

- iii. WDALC – awaiting latest meeting minutes and presentations for circulation to all. Policing capacity had been raised as a concern.
- iv. SLR – next meeting 17th October, meet replacement Highways Steward.
- v. CPRE Planning Session Feedback – Cllr Lee informed all that this had been a beneficial and informative information session.

**Clerk to circulate
once received**

12. **REPORT BACK ON CHAIRS NETWORK MEETING**

- 16.10.191 The Chair reported back on Code of Conduct discussion matters, including refreshed messages on Declarations of Interest. Council agreed that they would continue to follow the good practice advice of WDC Democratic Services and, despite written Dol at the time of election, would continue to declare any interests at each and every Committee meeting.
Good practice transparency practice of individuals, exiting the room at a Dol discussion point on the agenda, has already been adopted by Herstmonceux Parish Council and is recorded in their revised Standing Orders.

13. **PLANNING MATTERS**

- 16.10.192 Parish Council comments and observations on the following Planning Application:

**Comments and
observations to be
submitted**

13.1 **APPLICATIONS RECEIVED**

- 16.10.192.1 **Application No. WD/2017/2332/F** Application Type: Full
Expiry date for comments: 1 November 2017
Case Officer: Mr T Balcikonis Tel: 01892 602783

Location: 12A MONKEY PUZZLE CLOSE, WINDMILL HILL, HAILSHAM, BN27 4ST
Description: LOFT CONVERSION INCLUDING ADDITION OF 2NO. ROOF LIGHTS AND RELOCATION OF EXISTING SOLAR PANELS ON REAR ROOF SLOPE.
Applicant: Ms J Gregory Agent: Pump House Designs

Comments and Observations:

There are no objections to this application

14. **HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN (HPNP)**

- 16.10.193 3 update papers were tabled at the meeting, following that afternoons meeting at WDC
- i Any known updates on progress of WDC processing of submitted HPNP – The documents have been formally accepted. Two further responses for the request for Examiner CV's were awaited. Once an Examiner has been selected, the dates of the Examination and HPNP Report can be discussed.
 - ii The date of the referendum will be dependent on these dates
 - iii Any known update appertaining to current consultation
As yet, no responses received. WDC will remind the Statutory Consultees.
 - iv Consideration of time scales for forming of HPNP Implementation group – a request that this be carried forward to the November FCL agenda

15. **Boat 59**

16.10.194 **Councillor Goodsell left the room at 9.05pm**

- i Update on proposed meeting with ROW officer
A meeting will be rearranged for the 26th October to ensure key members of the Footpaths Working Group can be in attendance.
- ii Drafting of response to awaited consultation for the proposed diversion of the byway – item deferred until after the meeting on the 26th.

Councillor Goodsell re-joined the meeting at 9.09pm

16. **FORMER PUBLIC CONVENIENCE**

- 16.10.195
- i To receive an update following WDC Asset Management Group meeting and to agree the appropriate forward action should the Council agree to proceed with the acquisition and any refurbishment and / or development of the WC

A 5-year lease on the former public conveniences has been offered to the Parish Council by WDC.

This is to be offered at a peppercorn rent to allow the Parish Council sufficient time to undertake the necessary research and planning that will be needed to make a long-term commitment. The toilets could be refurbished and reopened as a public convenience within this period. Any refurbishment costs would be deducted from the purchase cost should the Parish Council forge ahead with the purchase in the long term.

The Parish Council agreed that any sought valuation must be presented under the current state and condition of the conveniences and an option to purchase contained within any offered lease.

Costings for running the public conveniences would be provided for the next FGP meeting by Cllr Bradshaw.

Cllr Bradshaw

It was **PROPOSED**, seconded and **AGREED** by all to **authorise spending for the obtaining of quotes for the refurbishment of the WC's**. The Parish Clerk was requested to source estimates for refurbishment prior to the next FGP(Com) meeting.

Clerk

Proposals for terms of the lease would be discussed at the next FGP(Com) meeting.

RFO / Clerk – for agenda

The Parish Council agreed that subject to FCL approval, they would like to move forward with the proposal for a short term, 5 year lease. An Extraordinary FCL meeting would be required prior to the next planning meeting on the 14th November.

Clerk

17. **THE WOOLPACK**

- 16.10.196
- i Received communication
 - ii To advise on progress of listing as a Community Asset as per Retention of Assets of Community Value, 9.4 HPNP

It was acknowledged that listing this building as a Community Asset may be of little value at this stage as the building had recently been put on a commercial property auction site.

The Council agreed that unfortunately, the process registering Community Assets only slowed matters of potential sale for development down, rather than halt them. However, the finding and listing of Listed Buildings to preserve the façade of the High Street was just as important and maybe more of a long term solution to unwanted development of key parish, community landmarks.

18. **ACTION POINTS AND UPDATES**

- 16.10.197 i. Transfer of land at Lime Cross Sports Ground
No update information was available.

19. **COUNTY AND DISTRICT COUNCILLORS REPORTS**

- 16.10.198 As per earlier c/f item

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

- 16.10.199 i. South East Water – update on work along Diplocks Way, Hailsham. Correspondence received regarding the route of the proposed one-way system and anticipated parking concerns. East Sussex Highways have been consulted with to agree preferred solution.
- ii. Heating Oil Club – Independent Local branch of Heating Oil club set up in the parish which offer membership benefits of reduction in heating oil bills by combining delivery dates and supplier. Access to the internet necessary for membership sign up. www.oil-club.co.uk
- iii. Clerks report – Two items on the Clerks Report were discussed: 1. New information regarding the launch of Herstmonceux CLT and accompanying Members Application Form were circulated and viewed. 2. Further correspondence from a parishioner regarding road safety concerns in West End. The Council will write to the resident outlining the work they are currently undertaking regarding the information received.

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

- 16.10.200 i. Re-advertising of Councillor vacancy

The meeting closed at 21.40pm

Date of Next Full Council Meeting:

Monday 20th November 2017; Herstmonceux Village Hall