

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 20th November, 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 Cllr Bill Bentley; WDC Cllr Andy Long

Clerk – Clare Harrison

RFO – Simon Goacher

Members of the Public - Two

No	Agenda Item	Action
1. 17.11.207	<p>APOLOGIES FOR ABSENCE</p> <p>The meeting was opened by the Chair at 7.30pm</p> <p>Apologies had been received from: Cllr Bryan Naish</p>	<p>Apologies recorded</p>
2. 17.11.208	<p>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</p> <p>i. Minutes for Approval and Adoption, meeting date 16th October 2017</p> <p>The minutes of the FCL meeting, held on the 16th 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.</p> <p>ii. Minutes for Approval and Adoption, Extraordinary Full Council meeting date 10th November 2017</p> <p>The minutes of the FCL meeting, held on the 10th November 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.</p> <p>iii. Any outstanding actions</p> <p>There were no outstanding actions.</p>	<p>Minutes to be filed and posted on website</p>
3. 17.11.209	<p>DECLARATIONS OF MEMBERS' INTERESTS</p> <p>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.</p> <p>ii. Cllr Stewart declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.</p> <p>iii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.</p> <p>Specific Declarations of Interest on items listed for this agenda were identified as follows:</p>	<p>Declarations of Interest to be recorded</p>

- iv. Cllr Stewart declared an interest in agenda item 11.2, planning application WD/2017/2078/FA as the applicant had been a previous client.

4. **MEMBERS DISPENSATION REQUESTS**

- 17.11.210
- i. No new dispensation requests had been received

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

17.11.211

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 suggested bringing forward agenda item 11.2 due to the presence of one of the members of the public who wished to speak with regard to this item.

Application No. WD/2017/2078/FA

Application Type: Full – Non-Compliance of Condition

Expiry date for comments: 5 December 2017

Case Officer: Laura Field Tel: 01892 602515

Location: LAND TO THE REAR OF 3 GARDNER STREET, HERSTMONCEUX,
BN27 4LE

Description: MINOR MATERIAL AMENDMENT TO APPLICATION
WD/2014/1424/F (DEMOLITION OF EXISTING SLAUGHTER HOUSE AND
PROVISION OF NEW SINGLE STOREY RESIDENTIAL DWELLING)

The Chair left the room at 7.34pm. Cllr Angear, Chair of the Planning Committee, assumed the Chair for item 11.2.

Standing Orders were suspended at 7.34pm

A member of the public spoke in objection to retrospective planning application WD/2017/2078/FA. Living in the neighbouring property, the MOP informed the Council that the recent works, now being retrospectively applied for, did not fit with original planning permissions. It was noted that planning. The MOP stated that his privacy was being violated by the non-compliance additions and other issues were present with access and parking.

Cllr Angear re-instated Standing Orders at 7.36pm.

Council observations and comments:

- Objections to this retrospective application were received at the Parish Council Planning meeting.
- Herstmonceux Parish Council strongly object to this application.
- The application is being made retrospectively for works that are in breach of the original planning permissions;
- Said breach, specifically of planning permissions for a single storey, as quoted in WDC Planning Committee South minutes, 18.09.14 and subsequently stated detail within WDC Notice of Conditions, 19.09.14

One member of the public left the meeting at 7.41pm.

Cllr Stewart re-joined the meeting at 7.41pm.

Cllr Stewart resumed the Chair.

Standing Orders were suspended at 7.42 to allow a second member of the public to speak.

The member of the public offered comments about his dissatisfaction of the ESCC verge cutting contract. This was not the first time the MOP had expressed his frustrations about issues with the quality of the cutting. The MOP also highlighted that this year's first cut had been 3 months late, so the local landowners had taken matters into their own hands and cut verges themselves due to Health and Safety risks from reduced visibility. MOP also pointed out that the a further two cuts had occurred in one week.

Cllr Bentley was asked to comment and reminded all of the consideration that ESCC Scrutiny Committee will be reviewing financing of verge cutting in their December Cabinet meeting and that ESCC may not be able to maintain the two cuts in the long-term future. Cllr Bentley also confirmed that the work was monitored, and the contractor was not paid until the work was deemed satisfactory, hence the two cuts in one week by the contractor.

MOP and the Chair advised Cllr Bentley that safety issues need to be taken into consideration, limited visibility and accessibility due to overgrown verges is a serious issue.

Standing Orders resumed at 7.46pm.

6.
17.11.212

FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

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

The RFO presented payments totalling £3,560.67

The RFO requested permission to process payments presented of £3,560.67

Please see overleaf (page 4) for full details.

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 £3,560.67

It was reported that the dates and terms of the termination of the contract for the Clerk to the Neighbourhood Plan and the Parish Council had agreed. The termination date being the 15.03.18 or referendum date, whichever was soonest.

**RFO to action
payments**

Herstmonceux Parish Council
Full Council (FCL)

Herstmonceux Parish Council				
Meeting: 20 November 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 20 November 2017:				
None.				
Direct Credit Payments - Scheduled for payment on Friday 24 November 2017				
	Mr. M. J. Bradshaw	Admin: Mileage Claim		14.85
	East Sussex Pension Fund	Pension: Salary Deductions - November 2017		371.96
	Herstmonceux Village Hall	Admin: Hire of Hall - September 2017		52.00
	Hoad, Trevor	Amenities: Ground Maintenance at the Allotments site (September)		54.00
	Lawson Queay	P.Cons: Feasibility Report on the Public Conveniences		714.00
	(The) Recycling Partnership Ltd	Amenities: Commercial Waste Collection - October 2017		77.52
	SSALC Ltd	Admin: Budget Planning Workshop (RFO)	72.00	
	SSALC Ltd	Admin: Clerk's Networking Day	78.00	150.00
	Mr. I. M. A. Stewart	Admin: Mileage Claim		42.30
Direct Credit Payments - Salary & Expenses scheduled for payment on 24 November 2017 (PayDay)				
	S. P. Goacher	Admin: Finance Officer's Salary - November 2017	893.19	
	S. P. Goacher	Admin: Mileage Claim - Budget Planning Workshop	13.05	
	S. P. Goacher	Admin: Mileage Claim - East Sussex Employers Forum	13.05	
	S. P. Goacher	Admin: Parking Fee at County Hall	1.00	920.29
	Mrs C. J. Harrison	Admin: Clerk's Salary - November 2017		1,014.55
	Mrs J. E. McInnes	Admin: Clerk to the Neighbourhood Plan Salary - November 2017		149.20
		Total of Accounts for Approval		3,560.67
Notes:				
Bank Transaction	Payee:	Description of Income / Payment:		Amount:
Income:				
D/Credit	Mr & Mrs G. Nuttall	AME: Allotment Fees Plot 16A		4.17
D/Credit	Laser Energy Buying Group	AME: Energy Charges Other 01/05/2017 to 31/05/2017		8.00
D/Credit	Laser Energy Buying Group	AME: Standing Charges Other 01/05/2017 to 31/05/2017		4.97
D/Credit	Laser Energy Buying Group	AME: Energy Charges Other 01/07/2017 to 31/07/2017		8.00
D/Credit	Laser Energy Buying Group	AME: Standing Charges Other 01/07/2017 to 31/07/2017		4.97
D/Credit				0.00
	Total Income Received via D/Credits			30.11
Expenditure:				
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases August 2017		23.99
D/Debit	British Telecom	Admin: Broadband / Internet Services		0.00
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	AME: Energy Charges [Monthly] - 01/09/2017 to 30/09/2017		409.46
D/Debit	Laser Energy Buying Group	AME: Standing Charges etc [Monthly] - 01/09/2017 to 30/09/2017		48.06
D/Debit	Laser Energy Buying Group	AME: Energy Charges Other 01/06/2017 to 30/06/2017		4.40
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		229.54
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		0.00
	Total Expenditure paid via D/Debits			787.45
BarclayCard Expenditure since last Payments of Account Report - to be paid				
07-11-17	Amazon.co.uk	Pcons: 3x packs of Radar Disabled Toilet Access Keys	CJH	2.99
09-11-17	Viking Dirsct	Admin: Dymo 6mm Tape for Final Accounts File	SPG	15.23
	Total Expenditure paid via BarclayCard			18.22
		Net Expenditure (-) / Income (+) expected:		-751.57
<i>Simon P. Goacher</i>				
Responsible Finance Officer				13 November 2017

7.
17.11.213
- FINANCE AND GENERAL PURPOSES COMMITTEE**
- i Minutes for **Approval and Adoption**, meeting date 7th November 2017
- The minutes of the FGP(Com) meeting, held on the 7th November 2017 had been circulated.

There were no amendments necessary. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

The RFO confirmed that interested parties for the grass cutting tender, 2018/2019, currently amounted to 7 in total.

- ii Other FGP(Com) Recommendations for Full Council ratification

FIN.06.11.17 Current Year Expenditure:

Finger Posts – Cowbeech Hill, and Cricketing Lane/Lower Road:

RECOMMEND to FULL COUNCIL that the necessary Works Orders should be issued the Jakk Country Furniture Designs for the repairs to the two finger posts in the total sum of £575

Repairs to the two finger posts in the total sum of £575 were **APPROVED**

Bus Shelters – Initial Clean:

RECOMMENDS to FULL COUNCIL that the quotations, totalling £290, are accepted and that the cleaning works are to be carried out in January 2018

Cleaning works to the bus shelters totalling £290, to be carried out in January 2018, were **APPROVED**

A query appertaining to the accuracy of the ESCC verge cutting maps was raised. It was suggested that any known anomalies should be forwarded to the RFO at the earliest possible convenience.

8.
17.11.214
- AMENITIES COMMITTEE MINUTES**
- i Minutes for **Approval and Adoption- none outstanding**
- The next meeting of the AME(Com) was confirmed as being on Monday 27th November.
- ii AME(Com) Recommendations for Full Council ratification
- None outstanding

Standing Orders were suspended at 8.02

This allowed Cllr Nash to update the Council about an important thread of communication on the Community Facebook site which had occurred after the agenda had been posted. The reported issues had implicated the safety of the children's playpark. As a result, emergency measures had been taken to ensure the children's safety until the concerns had been addressed.

Standing Orders were resumed at 8.05pm

9. **PLANNING COMMITTEE MINUTES**

- 17.11.215 i. Minutes for **Approval and Adoption**, meeting date 14th November 2017

The minutes of the PLN(Com) meeting, held on the 14th November 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.

With regards to submitted comments and observations for Application No. WD/2017/1968/RM, Cllr Angear requested that these minutes contained a record of the reported conversation between the Planning Officer and the Clerk appertaining to the bullet point below:

- HPC approve the existing layout, but would not want to see a major change in this detail, such as increased floor space.

With reference to incomplete sections in the CIL form for this application, which may offer some manoeuvrability to the application plans / future consents in the accommodation and footprint of the new builds, Cllr Angear had felt the wording of this statement was not strong enough. The Clerk advised she has spoken to the Planning Officer prior to submitting the comments about the Planning Committee's concerns with the lack of information in this form at this Reserved Matters stage. The Planning Officer had advised the clerk during the telephone call that as far as he was aware at that time, the application had originally been submitted pre-CIL. He concluded therefore that this is why the form had only been partially completed and that the information within would not bear much weight.

- ii. Any Recommendations for Full Council ratification
None

10. **TO ACCEPT MINUTES AND / OR WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**

17.11.216

- i. Communications Working Group – COM(WG)
i i Update on new website

A report had previously been circulated.

The RFO confirmed to all that 3 months' notice would need to be given by the webmaster should he wish to terminate his contract with HPC.

- i ii Councillor feedback to information request

All those who had not yet returned their forms were encouraged to do so ASAP.

- ii. Building Development Working Group – BDV(WG)

A report was tabled and circulated. A visit had been carried out to the Woolpack and the visit had concluded that there was not sufficient historical significance to apply to have the building listed.

- iii. SLR

A report had previously been circulated. Actions are to be taken to AME(Com).

Agenda Item 19 was brought forward at this point of the proceedings to allow the ESCC Cllr and WDC Cllr to speak. See item 19 for full detail of Cllr reports.

11. **PLANNING MATTERS**

Parish Council comments and observations on the following Planning Application:

17.11.217 **APPLICATIONS RECEIVED**

11.1 **Application No. WD/2016/2898/FR**

Application Type: Full - Retrospective

Expiry date for comments: 1 December 2017

Case Officer: Ralph Forder Tel: 01892 602496

Location: LOOKERS COTTAGE, NEW BRIDGE, HAILSHAM, BN27 1QF

Description: RETROSPECTIVE APPLICATION FOR AGRICULTURAL BARN TO STORE ANIMAL FEED AND FARM EQUIPMENT.

Council observations and comments:

- Herstmonceux Parish Council object to this application.
- This application, which is being made retrospectively, is for a build that is much larger than the original structure resulting in over development of the site.
- The building is suggested to be surplus to requirements and with due consideration given to the enlarged footprint and the height of the roof pitch, the Parish Council request that a condition is imposed to render the building use to be for agricultural purposes only.
- The used materials are out of keeping with the surrounding buildings.

11.2 **Application No. WD/2017/2078/FA**

17.11.217.2 Application Type: Full – Non-Compliance of Condition

Expiry date for comments: 5 December 2017

Case Officer: Laura Field Tel: 01892 602515

Location: LAND TO THE REAR OF 3 GARDNER STREET, HERSTMONCEUX, BN27 4LE

Description: MINOR MATERIAL AMENDMENT TO APPLICATION WD/2014/1424/F (DEMOLITION OF EXISTING SLAUGHTER HOUSE AND PROVISION OF NEW SINGLE STOREY RESIDENTIAL DWELLING)

This application had been brought forward to agenda item 5. See **minute item 17.11.211** for discussion detail and HPC comments and observations.

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

17.11.218 i Consultation feedback

The consultation period has drawn to a close. The majority of feedback has been positive with only one concern being raised, by ESCC Highways. The independent examiner report receipt is the next major step which is hoped to complete by the end of December. A referendum time scale of February is anticipated.

- ii Consideration of time scales for forming of HPNP Implementation group

Once any referendum complete.

13. **FORMER PUBLIC CONVENIENCE**

17.11.219

**RFO issue works
order for clean**

- i Update – Formal offer of acceptance of licence agreement between HPC and WDC submitted by HPC and acknowledged by WDC. The once off clean of the building may be authorised by the RFO. The RFO requested authority from FCL to insure the building from 01.01.18 however Council have advised that they will wait until the WDC licence T&C's are known prior to contacting the insurance company.

14.
17.11.220

THE WOOLPACK

- i Any further updates if available.

See minute item 17.11.216ii

15.
17.11.221

COMMUNITY LAND TRUST

- i To consider the request for membership information to be published on HPC website – **Approval** sought

A query was raised appertaining to researching any legal restrictions being imposed on support from Parish Council to CLT's, prior to full approval being given to this request.

**Cllrs Bradshaw,
Stewart and the
Clerk to
investigate**

16.
17.11.222

PARISH COUNCILLOR VACANCY

- i To discuss and **Resolve** whether to proceed with the vacant Councillor position for co-option

Council **RESOLVED** to re-advertise the vacancy.

**Clerk to re-
advertise**

17.
17.11.223

POLICIES

- i **Agree** responsible Committees for review of following drafted policies;
 - Child Protection and Safeguarding of Vulnerable Persons – Policy Review Committee
 - Data Protection – FGP(Com)
 - Disciplinary – PER(SubCom)
 - East Sussex Pensions Fund Discretions Policy – PER(SubCom)
 - Email and Internet Usage - FGP(Com)
 - Equality of Opportunity - Policy Review Committee
 - Grievance - PER(SubCom)
 - Health and Safety, inc Risk Assessment - PER(SubCom)

**Named
responsible
committees to
review drafted
policies and
prepare ready
for adoption**

It was **PROPOSED**, seconded and **AGREED** by all that:

- i i The PER(SubCom) would take responsibility for the Disciplinary; East Sussex Pensions Fund Discretions; Grievance and Health and Safety policies.
- i ii The Policy Review Committee would take responsibility for the Child Protection and Safeguarding of Vulnerable Persons and the Equality of Opportunity policies
- i iii The FGP(Com) would take responsibility for the Data Protection and Email and Internet Usage policies

Decision **RATIFIED**

18.
17.11.224

ACTION POINTS AND UPDATES

- i. Transfer of land at Lime Cross Sports Ground
No further updates known at present

**Clerk to phone
Hart Reade**

ii. Grant of Easement between Herstmonceux Parish Council and Herstmonceux Integrative Health Centre - Response from Dr Simmons
Response received by Dr Simmons, agreeable to all, comments to be forwarded to legal team

Clerk – after action below. Clerk to draft letter and suggest meeting between Dr Simmons and Parish Council representatives to discuss further and ascertain an idea of marked box costs.

iii. Grant of Easement between Herstmonceux Parish Council and Herstmonceux Integrative Health Centre - Parking issues on the Access Road

Schedule 5, point 5 wording indicates a commitment to ensuring users of the pharmacy and surgery park safely when using these services. Parish Council suggested that the wording needs to be more precise and ensures rather than suggests commitment to this ongoing issue. Further deterrents to dangerous parking were suggested - such as improved road markings on the area, such as a box junction. Dr Simmons would be asked to finance improved markings.

19.
17.11.225

COUNTY AND DISTRICT COUNCILLORS REPORTS

Cllr Bentley spoke of ESCC school's attendance campaign, stemming from Ofsted feedback, the ensuing social media consultation and reaction to this. Cllr Bentley was also asking Parish Councils to help raise the profile of the child flu vaccine as take up was currently low.

Cllr Bentley spoke of Broad Band phase 2 roll out and advised anyone experiencing 'NOT' spots to communicate these postcode areas.

Standing Orders were suspended at 8.19 and reinstated at 8.20 to allow a question from the member of the public to be directed to Cllr Bentley.

General information was given and queried with regards white line painting and roadside furniture including improvements to safety railings.

HWY(WG) to report any white line visibility and railing maintenance concerns

Cllr Long spoke of CIL spending criteria, Ashdown Forest and Pevensey Levels Air Quality latest updates plus Cllr Long provided the Parish Council with a copy of the ES Highways Highway Asset Inspection Guidance Document. Cllr Long advised the Council to ensure they were allocated a reference number for all reports / complaints, including those reported via the SLR meetings.

20.
17.11.226

CORRESPONDENCE – FOR NOTING OR ACTION

i. Guidance on Marking the Death of the Sovereign or a Senior Member of the Royal Family

Guidance had been circulated. Further discussions have been transferred to the Communication Working Group

ii. East Sussex Highways – Programme for Road lining refresh; Road sign cleaning

Info shared

iii. Clerks report

Content shared

Cllr Kenward to include in next Comms meeting

21.
17.11.227

ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

- Planning and process for Parish Christmas lights for 2018 and beyond

FGP(Com)

Date of Next Full Council Meeting:

Monday 18th December 2017; Herstmonceux Village Hall