

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Herstmonceux Village Hall**  
**15 January 2018**

**Councillors in attendance:** Jenny Alder; Jo Angear ; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**;. ESCC Cllr Bill Bentley; WDC Cllr Andy Long

**Clerk** – Clare Harrison

**RFO** – Simon Goacher

**Members of the Public** - None

No	Agenda Item	Action
1. 18.01.247	<b>APOLOGIES FOR ABSENCE</b> The meeting opened at 7.30pm.  Members of the Council and the District Councillor were advised that the meeting was being recorded.  Apologies for absence had been received from: Cllr Stirling-Reed  Cllr Lee was not in attendance at the meeting.	<b>Apologies to be recorded</b>
2. 18.01.248	<b>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b> i. Minutes for <b>Approval and Adoption</b> , meeting date 18 <sup>TH</sup> December 2017 The minutes of the FCL meeting, held on the 18 <sup>th</sup> December 2017 had been circulated. A small typing error was amended, no clarification of any point was necessary. It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b> , adopted and signed as a correct record.  i. Any outstanding actions There were no outstanding actions reported.	<b>Minutes to file and website</b>
3. 18.01.249	<b>DECLARATIONS OF MEMBERS' INTERESTS</b> 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 in any Village Hall matters as an elected member of the Village Hall Management Committee. iii. Cllr Angear declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.  <b>Specific Declarations of Interest on items listed for this agenda were identified as follows:</b> iv. Cllr Goodsell declared a prejudicial interest in Agenda Item 14, BOAT 59 Diversion Application	<b>Dofl's to be recorded</b>
4. 18.01.250	<b>MEMBERS DISPENSATION REQUESTS</b> No dispensations had been received.	

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

18.01.251 There were no members of the public present.

A member of the public had submitted some comments for FCL attention. These were acknowledged but it was agreed that in future any comments submitted by a member of the public, in lieu of their attendance at a FCL meeting, should be presented within the regular correspondence folder.

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

18.01.252 i Presentation of Payments and Receipts, January 2018, for **Approval** and **Ratification**

**RFO to process  
authorised  
payments**

The RFO presented payments totalling £14,122.35

The RFO requested permission to process payments presented of £14,122.35

Please see overleaf (page 3) 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 £14,122.35

The RFO reported that a Bank Reconciliation had been carried out by Cllr Kenward. The Bank Reconciliation was verified to 31 December 2017.

Councillor Kenward had also undertaken a quarterly Councillor Internal Audit check, as agreed under Internal Audit requirements.

The Statement of Account, for the period 01 October 2017 to 31 December 2017, had been circulated, detailing bank account transactions, including transfers from Barclays accounts to Unity Bank accounts, which would now be used as the day to day current account for HPC.

No questions were asked of the RFO.

The RFO requested authority to pay the Clerk to the HPNP for the period of 16<sup>th</sup> November 2017 to the 15<sup>th</sup> January, a total of 10 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 hours.

Herstmonceux Parish Council  
Full Council (FCL)

**Herstmonceux Parish Council**

Meeting: **15 January 2018** 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:
<b>Payment of Accounts - Parish Council Meeting:</b>				
<b>Cheques drawn 15 January 2018:</b>				
	None.			
<b>Direct Credit Payments - Paid on Friday 22 December 2017</b>				
	Dura-Sport Ltd	AME:L Initial payment re: Twin Bay Cricket Practice Facility		8,998.92
<b>Direct Credit Payments - Scheduled for payment on Friday 19 January 2018</b>				
	Agrifactors Southern Ltd	AME: Removal of Algae from Children's Playground		360.00
	Mrs J. Angear	Admin: Provision of refreshments and wine for Christmas Full Council meeting		30.00
	Barcombe Landscapes Ltd	AME: Grounds Maintenance contract 2017-18 - July 2017 to November 2017		2,549.93
	East Sussex Pension Fund	Admin: Pension deductions - January 2018		259.62
	Gallifant, James	Admin: IT Support January to March 2018		150.00
	Herstmonceux Village Hall	Admin: Hire of Hall - December 2017		52.00
	Principal	Admin: Photocopier copy charges September 2017 to December 2017		342.58
	(The) Recycling Partnership Ltd	Amenities: Commercial Waste Collection - December 2017		31.01
	Rural Community Support Society	Admin: Electricity charges re: Parish Office to 31 December 2017.		30.24
<b>Direct Credit Payments - Salary &amp; Expenses scheduled for payment on 25 January 2018 [PayDay]</b>				
	S. P. Goacher	Admin: Finance Officer's Salary - January 2018		435.44
	Mrs C. J. Harrison	Admin: Clerk's Salary - January 2018	750.76	
	Mrs C. J. Harrison	Admin: Mileage Claim September 2017 to December 2017 293 miles @ £0.45p	131.85	882.61
		<b>Total of Accounts for Approval</b>		<b>14,122.35</b>

**Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments**

Bank Transaction	Payee:	Description of Income / Payment:		Amount:
<b>Income:</b>				
D/Credit	Ms P. Sheppard	AME: Allotment Fees Plot 23A		10.00
D/Credit	Mr. M. Bradshaw	AME: Allotment Fees Plot 24B		25.00
D/Credit	Ms Z. Frizzell	AME: Allotment Fees Plot 05B		25.00
D/Credit	Miss Polybank	AME: Allotment Fees Plot 06B		25.00
Sundry	Allotment Rents	AME: Allotment Rents (Various) paid by Cash/Cheque		125.00
		<b>Total Income Received via D/Credits</b>		<b>210.00</b>
<b>Expenditure:</b>				
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases		0.00
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] - 01/11/2017 to 30/11/2017		468.94
D/Debit	Laser Energy Buying Group	AME: Standing Charges etc [Monthly] - 01/11/2017 to 30/11/2017		24.71
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		0.00
D/Debit	Wealden DC	AME: Litter Bin Emptying Services		0.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		0.00
		<b>Total Expenditure paid via D/Debits</b>		<b>565.65</b>
<b>BarclayCard Expenditure since last Payments of Account Report - to be paid</b>				
03.01.2018	Society of Local Councils	Admin: RFO Subscription 2018-19	SPG	115.00
04.01.2018	Office Outlet	Admin: Stationery items - 200x punched pockets	CJH	10.29
		<b>Total Expenditure paid via BarclayCard</b>		<b>125.29</b>
		<b>Net Expenditure (-) / Income (+) expected:</b>		<b>-480.94</b>

*Simon P. Goacher*

Responsible Finance Officer

**10 January 2018**

Herstmonceux Parish Council  
Full Council (FCL)

- 18.01.253      i     Minutes for **Approval and Adoption**, meeting date 8<sup>th</sup> January 2018  
                  ii     FGP(Com) Recommendations for Full Council ratification

**RECRUITMENT OF RFO:** The Meeting agreed with the overall requirements and recruitment of a new RFO, and **RECOMMENDS to FULL COUNCIL** that:

1. The post of RFO remain as a separate post on the Parish Council's establishment.
2. That the post of RFO should be advertised, as soon as possible, and approval of appropriate recruitment costs.
3. That the SALC Recruitment Service be used for this purpose.
4. That training of the new RFO should be undertaken by Mr Goacher, terms and conditions to be negotiated, and that The Clerk also be trained.
5. That the posts of Clerk and RFO should interact to provide adequate absence cover for the Parish Council in future.
6. That the Interview Panel should consist of members of the Personnel Sub-Committee and the Chairman of the Finance & General Purposes Committee.\*

\*With the clarification that should the Chairman of the Finance & General Purposes Committee be unable to attend at the last minute due any unforeseen circumstances, an alternative designated member of the Finance and General Purposes Committee be found, the points noted above for the recruitment of the new RFO were **PROPOSED**, seconded and **AGREED** by all.

**Recruitment process to be started**

The Draft 1, revised RFO Job Description was circulated for all for their later perusal and return comments, to the Clerk.

**Cllrs to Clerk**

**ALLOTMENTS SITE ENTRANCE:** The Meeting **RECOMMENDS to FULL COUNCIL** that the matter be dealt with under emergency procedures in place, costs up to £250. All Members in favour.

**RFO to action**

It was reported that remedial measures had been made to make the entrance safe. Recommendation **PROPOSED**, seconded and **AGREED** by all.

**THE CLERK – ADDITIONAL HOURS WORKED (22.50hrs):** The Meeting approved the claim and **RECOMMENDS to FULL COUNCIL** that payment be made to The Clerk together with the February 2018 payroll. All members in Favour.

**RFO to action**

It was **PROPOSED**, seconded and **AGREED** by all to authorise payment of an additional 22.50hrs to the clerk for hours worked over her contracted hours, for the period 01<sup>st</sup> October 2017 – 31<sup>st</sup> December 2017.

**HIGHWAY VERGE-CUTTING TENDER 2018:** The meeting **RECOMMENDS to FULL COUNCIL** that the acceptance of the tender from Honeysett Groundcare in the sum of £5620.00 be accepted, subject to satisfactory references being received.

**RFO to process**

Following a report from the RFO that satisfactory references had been received for Honeysett Groundcare, it was **PROPOSED**, seconded and **AGREED** by all that the Honeysett Groundcare tender of £5620 be accepted.

**ANNUAL ESTIMATES and PRECEPT 2018-19:** The meeting **RECOMMENDS to FULL COUNCIL** that the General Reserve, (unfenced provision), be reduced by £1,500 to

£3,500, and that the overall provision for Grants of £8,500 be reduce to £8,000, thus reducing the required Precept to £73,880 for 2018-19, an increase of 6.72% over the current year.

**RFO to process  
Precept  
paperwork**

The meeting further **RECOMMENDS to FULL COUNCIL** that a Precept of £73,880.00 plus the Council Tax Support Grant of £1,650.00, totalling £75,530.00 be levied on Wealden District Council for the financial year 2018-19.

An explanation was given by the Chair of the Finance and General Purposes Committee as to how the proposed figures had been calculated, including where virements from Reserve Funds had been requested to make up shortfalls in the Council Tax Support Grant in order to maintain a fair increase to parishioners. The suggested increase of 6.72% culminating in a Parish Council Precept of £73,880.00, plus the Council Tax Support Grant of £1,650.00 to be levied on WDC for the FY 2018-2019 was **PROPOSED**, seconded and **AGREED** by all.

The Street Lighting Maintenance Agreement had been received for renewal. The proposed rates were **AGREED** by all. The Agreement was duly signed and witnessed by the Clerk.

**RFO to return  
signed  
agreement**

8. **AMENITIES COMMITTEE MINUTES**

- 18.01.254
- i Minutes for **Approval and Adoption**– none outstanding.
  - ii AME(Com) Recommendations for Full Council ratification – none outstanding

9. **PLANNING COMMITTEE MINUTES**

- 18.01.255
- i. Minutes for **Approval and Adoption** - none outstanding.
  - ii. Any Recommendations for Full Council ratification – none outstanding

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

- 18.01.256
- i. Herstmonceux Parish Neighbourhood Plan – HPNP

**Clerk to HPNP**

The Chair of the HPNP Steering group provided a verbal update to support the circulated documents from the HPNP Clerk. These documents consisted of a summary report from the HPNP Clerk; the Initial Comments of the Independent Examiner, the ensuing response from HPC and, the received earlier in the day, draft response from WDC Planning and Policy Team to the Independent Examiner’s initial comments. The returning response back from the Independent Examiner will be awaited, none of the original proposed timescales should be significantly endangered.

All documents will posted on the Parish Website.

**The Chair suspended Standing Orders at 8pm to allow WDC Cllr Long to speak.**

Cllr Long confirmed that WDC were awaiting the latest advice from Natural England, which was hoped for by the month end.

Cllr Long confirmed that WDC anticipated the next formal stage of the Local Plan to also be initiated with presentation to FCL on 16<sup>th</sup> March 18, as per previously given timescales.

**The Chair thanked Cllr Long for his comments and re-opened Standing Orders at 8.03pm.**

- ii. WDALC meeting (10.01.18) feedback – Cllr Bradshaw

Cllr Bradshaw gave a verbal report on the latest WDALC meeting, which had included a presentation on the GDPR. It was noted that members of the HPC Finance and General Purposes Committee are due to attend GDPR training on 01<sup>st</sup> February 2018. and that HPC would agree their GDPR policy and procedures and purchasing of any external support that HPC deemed necessary, following this training and the ICO publication of the GDPR Regulations on 31<sup>st</sup> January 2018.

11. **PLANNING MATTERS**

18.01.257 i Lime Roughs update

Cllr Stewart announced that a deal had been reached for the Village Hall to offer Car Parking facilities to site staff. Benefits to the village were twofold in not only keeping traffic off of the verges and spur-road but also with the provision of additional income for the Village Hall.

12. **FORMER PUBLIC CONVENIENCE**

18.01.258 i Any further updates if available

WDC Legal Team have reported delays to sending of the licence to HPC, due to capacity pressure over the Christmas Period. Progress within a month has been promised.

13. **THE WOOLPACK**

18.01.259 i Any further updates if available

Only known fact is purchase by local family, Hobden.

**Cllr Bentley joined the meeting at 8.20pm**

14. **BOAT 59 CONSULTATION RESPONSE TO DIVERSION APPLICATION**

18.01.260

**Councillor Goodsell remained in the room but refrained from taking any part in any conversation for this agenda item.**

i Acknowledgement of parishioner comments

Comments circulated to all byway of a Clerks Report to FCL. The comments were universally against the proposed diversion and bridleway and footpath users prefer use of the existing route.

ii Parish Council to **AGREE** formal response to ESCC Rights of Way Department  
**Comments and Observations:**  
HPC strongly object to this application for any changes to the routing or use of BOAT 59. Local consultation has been carried out with known users of this byway, the proposals are not advantageous to anyone excepting the owners.

**Clerk to submit  
comments to  
ESCC ROW team**

15. **PLANNING FOR ANNUAL PARISH MEETING**

18.01.261 i Speakers

Suggested speakers for reporting to the Parish included the FCL Chair, Finance report from Chair of FGP(Com), Retiring RFO, HPNP Steering Group Chair, WDC Cllr A Long, ESCC Cllr B Bentley. It was also suggested that the Lime Roughs project manager might be invited to give a short presentation.

ii Reports

As above

iii HPC Project Planning Consultation opportunities

For larger projects such as NHP update and referendum information; WC; Recreation Ground and play area improvements; Lime Cross Sports Centre;

**Clerk to contact  
individuals  
where necessary**

- iv Networking opportunities  
Community Speed Watch, Community Responders and Defibrillator Training, Local History display
- v Advertising of the event  
HPC newsletter, Parish News, Social Media, Boards as last year

Other – refreshments – Cllr Angear to organise; List of planning application submitted comments for public interest; WDC Local Plan folder;

16. **CELEBRATIONS 2018** **Continued Cllr and Clerk attention**  
18.01.262 i 1<sup>st</sup> World War Centenary  
Meeting confirmed for 31<sup>st</sup> January 2018, 7-8.30pm.  
A list of initial invitees was circulated. Cllrs made further suggestions. All were reminded that the list was not exhaustive and that all those contacted were encouraged to circulate the information in the letter.  
  
A reminder was also issued from the Chair, that this was not an HPC led project, merely the Parish Council were initiating talks to ensure plenty of planning time. The PC would host and Chair the initial meeting whilst a steering group, or activity planning groups, were being organised by all attendees and co-ordinators being identified.
17. **ACTION POINTS AND UPDATES**  
18.01.263 i. Transfer of land at Lime Cross Sports Ground – any available update **Clerk to contact solicitor**  
None received. Clerk requested to press for information and action  
  
ii. Grant of Easement between Herstmonceux Parish Council and Herstmonceux Integrative Health Centre – latest update **Cllr and Clerk attendance**  
A meeting date had been set between HPC representation and the Surgery and Pharmacy.  
  
iii. Recreation Ground Access Road – latest updates **Cllr and Clerk attendance**  
Planning consultants had been contacted, sent a project brief and meeting dates set for a site viewing. Members of The Grounds Working Group would meet with the Consultant.
18. **COUNTY AND DISTRICT COUNCILLORS REPORTS**  
18.01.264 **This item had been brought forward at the end of Agenda Item 14, for the convenience of the WDC and ESCC Councillors.**  
  
**Cllr Long** – updated HPC regarding the withdrawal of the Civil Parking Enforcement options proposals that had been due to be presented to Council. The withdrawal had been actioned due to options being pulled as not having been previously agreed / approved. Approval had not been forthcoming due to concerns of proposals for on street charges and financing by the tax payer.  
  
Cllr Long advised that he felt it unlikely that formal proposal for decriminalising of parking would be agreed to in Wealden for the foreseeable future. WDC viewed the enforcement issues as a matter for the police, not for the District Council, and therefore, the District Council would be holding Sussex Police to their statutory responsibilities.  
Cllr Long reported that he had been unable formally object to revised parking layout for Planning Application WD/2017/2482/FA

**Cllr Bentley** – Also spoke of the decriminalised parking discussions and shared background information of WDC, other district and borough and Sussex Police perspectives on the matter.

Cllr Bentley updated all on the ESCC gap in funding petition (£21m) which had been delivered to the PM. This had resulted in the Government allowing ESCC a further Council Tax rise which had reduced the gap to a £17m deficit. The most recent cabinet reshuffle presented an opportunity to lobby the new ministers in post as ESCC are understandably reluctant to make any further cuts to ASC, CS or Highways budgets – roads and grass verge cutting. BB is lobbying to keep funding. Proposals will be put to Cabinet later this month.

It is possible that specific recycling points in ESCC may have to close – Forest Row and Wadhurst, however proposals also see a suggested increase in size to the Hailsham Centre. A consultation period is being announced.

Cllr Bentley also reported in his capacity as Chair of the Police and Crime Panel on the proposal to increase the Police precept by £12 per Band D household which the PCC Katy Bourne had proposed in order to re-establish some measure of Community Policing. The proposal will be discussed later this week and the meeting be available on podcast. Cllr Bentley will provide a further update at later FCL meetings.

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

18.01.265 i Clerks report

The report had been circulated prior to the meeting. No questions were raised.

20. **ITEMS FOR REFERRAL**

18.01.266 i Next FCL agenda

None raised

ii Appropriate committee

None raised

iii Newsletter

No new items raised

21. **CLOSE OF MEETING AND WDC CODE OF CONDUCT QUIZ CIRCULATION**

18.01.267 The meeting was closed by the Chair at 9.30pm

The Code of Conduct Quiz was deferred to this slot on the February FCL agenda

Date of Next Full Council Meeting:

Monday 19<sup>th</sup> February 2018; Herstmonceux Village Hall