

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 19th February, 2018

Councillors in attendance: Jenny Alder; Jo Angear ; Malcolm Bradshaw; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; 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 - Four

No	Agenda Item	Action
1. 18.02.268	APOLOGIES FOR ABSENCE A proposal, by the Chair, to hold an Extraordinary Meeting of the Council was announced prior to the opening of this Full Council meeting. The agreed meeting is to be held on Monday 26 th February. This scheduled Full Council meeting opened at 19.35hrs There were no apologies for absence; all Councillors were present	Clerk to draw up Agenda Attendances to be recorded
2. 18.02.269	TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i Minutes for Approval and Adoption , meeting date 15th January 2018 The minutes of the FCL meeting, held on the 15 th January 2018 had been circulated. It was RESOLVED to accept that the minutes be APPROVED , adopted and signed as a correct record. ii Any outstanding actions There were NO outstanding actions.	Minutes to be loaded to website and filed
3. 18.02.270	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 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. iv. Cllr Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.	Declarations of Interest to be recorded
4. 18.02.271	MEMBERS DISPENSATION REQUESTS There were no dispensation requests	
5. 18.02.272	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA Standing Orders were suspended at 19.40hrs to allow a member of the public to speak in relation to Agenda Item 11.2, Planning Application WD/2018/0106/F Standing Orders were resumed at 19.41hrs	

Agenda Item 11.2 was brought forward for discussion and agreement for the convenience of the two members of the public who had spoken in support of this application.

Councils Comments and Observations can be found at Agenda Item 11.2

Standing Orders were suspended at 19.44hrs to allow a second member of the public to speak in relation to Agenda Item 14, Councillor Vacancy. The speaker had submitted an application to be considered for the position of Co-opted Councillor and highlighted their long-term residency in the parish; interest in the environment; experience in road safety; their connections with the local school and volunteering efforts in the voluntary sector working with school aged children.

Standing Orders were resumed at 19.46hrs

Two members of the public left the meeting at 19.48hrs

6.
18.02.273

FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

Presentation of Payments and Receipts, February 2018, for **Approval and Ratification**

The RFO presented payments totalling £4,237.95

The RFO requested permission to process payments presented of £4,237.95

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 £4,237.95

The RFO provided an explanation to the income and expenditure for the refurbishment of the Cricket Club twin bay net and practice area. A grant had been received from England and Wales Cricket Board £8,000. Since preparation of the report, the balance of £9474 had been received from HCC Cricket Club contribution. Final account from Durasport received for £20,997.48. Now all the funds have been received the RFO requested permission to pay Durasport on 27/28.02.18. Will form part of POA report of next month. Payment **APPROVED**.

Hard copies of final estimates for 2018/19 were offered to any Cllr who wished to have one.

7.
18.02.274

FINANCE AND GENERAL PURPOSES COMMITTEE

i Minutes for **Approval and Adoption**, meeting date 6th February 2018
The minutes of the FGP(Com) meeting, held on the 6th February 2018 had been circulated. 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
1. RECRUITMENT OF RESPONSIBLE FINANCE OFFICER (RFO): That the following terms and conditions for recruitment of a new RFO be adopted -
Herstmonceux Local Salary Scale for RFO of SCP 23 (£21,268.00/£11.0540 per hour) to SCP 30 (£26,822.00/£13.9407 per hour) pro-rata. Contractual Hours Average of 10 hours per week. The RFO would be based at the Parish Office, Herstmonceux and required to work out of the office premises. Closing date for

RFO to process payments

Minutes to be loaded to website and filed

Recruitment of RFO in process. Contract terms to reflect agreed Salary SCP and hours.

receipt of applications would be Friday 09 March 2018, with interviews to take place during week commencing 19 March 2018.

2. RECREATION GROUND ACCESS ROAD – APPOINTMENT OF PROJECT CONSULTANT: That the Parish Council engage the services of Mr Patrick Coffey, at a maximum fee of £5,000;

3. HERSTMONCEUX GRANTS SCHEME: That the revised Grant Scheme, as set out in the documentation, be adopted, and that the website be amended accordingly to incorporate the detail of the revised Grant Scheme, and to include access to the new Grant Application Form.

4. POLICY REVIEW: That the presented Email and Internet Policy and the Grievance Policy be adopted.

5. GENERAL DATA PROTECTION REGULATIONS (GDPR): A meeting of the Communications Committee was recommended to be held as soon as possible.

6. VILLAGE HALL ACCESS ROAD – PARKING PROBLEMS: That the Parish Council work with Dr Simmons to organise the box junction markings, paying for the work and recharge half the costs to Doctor Simmons. The matter of the easement with Doctor Simmons is referred for discussion at the Extraordinary Meeting of Full Council on the 26th February 2018.

7. PHOTOCOPIER REVIEW: That the offer of a new machine from Principal be accepted.

The above items were **APPROVED**. Recommendations **RATIFIED**.

8.
18.02.275

AMENITIES COMMITTEE MINUTES

i Minutes for **Approval and Adoption**– meeting date 22nd January 2018
The minutes of the AME(Com) meeting, held on the 22nd January 2018 had been circulated. The Clerk had made a minor adjustment to Minute AME18.01.05, removing an incorrect plot number at the reference point for a plot transfer application. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

(Cllr Goodsell reported as an update to the last AME minutes, that he had viewed the tree at the Twitten (at item 11) and reported that it isn't safe. The tree hangs over the footpath and does need attention).

ii AME(Com) Recommendations for Full Council ratification –
RFO prepared changes to the tenancy agreement, as agreed in minute item AME18.01.05 for recommendation to FCL, which read as below were **AGREED** and **RATIFIED**:

The tenancy may only be transferred between partners living together at the same address, upon written application to and with the written agreement of the Parish Council, otherwise the tenancy of the garden is **NOT TRANSFERABLE**.

Clerk to write letter of instruction to Mr Coffey

RFO / Clerk / Webmaster

Clerk to file and distribute to all

Cllr Kenward to organise.

RFO and Clerk to liaise with Dr Simmons to implement the work

Clerk & RFO to contact Principal

Minutes to be loaded to website and filed

Clerk/RFO – updated document to be loaded to website and filed

A further thought was voiced regarding other scenarios, such as in the case of friends who do not live together and share a plot both should be on the

agreement as a joint tenant, therefore if one tenant withdraws from the plot then the other joint tenant would become sole tenant. This might cause difficulty for some plot holders who may need assistance with their plot. Additionally, if two friends work on a plot but only one was a legal tenant and the HPC recorded tenant were to withdraw then the other individual would lose the right to continue to work on this plot, it was felt this needed further clarification for allotment holders. It was suggested that these latter points would need further thought and discussion at a future AME meeting.

- iii Update on any lighting proposals changes following site meeting with Eric Ware

A brief summary of research and investigations in the last 3 months was provided. ESCC original quote for 2 new lamps between centre of village and Village Hall had been accepted and works order agreed to by HPC. Further information from ESCC had subsequently been received, advising new lamps could not be placed UKPN poles, therefore, 2 new poles would be needed. Due to need for new poles and increased costs this incurred, it had been discussed at a further AME and FGP meeting, that as HPC would be paying for a new pole, that one of these poles could be placed at the junction opposite the village hall approach road to eradicate the dark area that fell there for pedestrians. ESCC officer recommended one new lamp opposite Village Hall approach road opposite speed sign as electricity could be connected to speed sign, eliminating any additional cost for a power connection to UKPN. The cost would be less than original recommendation. The lamp would be below the level of the houses and the lumiere shielded. These recommendations would save HPC finances on both proposed lamp village hall lamp to a cost of £1100 reduced from £1700. It was noted, that as the power supply would be linked to the speed sign owned by ESCC, HPC may need to take on responsibility for the power box should ESCC rescind the supply of this electronic sign.

UKPN had been spoken to at a recent UKPN roadshow. Cllr Bradshaw had highlighted that current policy resulted in local tax payers footing the bill for connection of new lamps. The UKPN Commercial Director agreed that this was not best practice and would speak to the necessary department regarding HPC being granted permission to install a lamp to the existing pole outside the Fire Station. HPC to await further information from UKPN prior to taking any further action on the pole placement for the Fire Station.

It was **PROPOSED** and **AGREED** by all that a new pole and lamp are installed in Hailsham Road, Herstmonceux, opposite to the entrance to the Village Hall.
Decision **RATIFIED**.

It was **PROPOSED** from the Chair that a works order be issued for the installation of a light and column in Hailsham Road, Herstmonceux, opposite to the entrance to the Village Hall, in the sum of £1,143.29. Seconded, all in favour.
Decision **RATIFIED**.

Additional information was tabled that the village lamp metal columns are listed. UKPN are looking to improve the appearance of the poles without breaching listed rules and regulations.

9. **PLANNING COMMITTEE MINUTES** **Minutes to be loaded to website and filed**
18.02.276
- i Minutes for **Approval and Adoption** - meeting date 6th February 2018
The minutes of the PLN(Com) meeting, held on the 6TH February 2018 had been circulated. 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 13th February 2018
The minutes of the PLN(Com) meeting, held on the 13TH February 2018 had been circulated. Two minor typing errors were adjusted. It was RESOLVED to accept that the minutes be **APPROVED**, adopted and signed as a correct record. **Minutes to be loaded to website and filed**
- iii Any Recommendations for Full Council ratification – none outstanding
10. **TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**
18.02.277
- i Herstmonceux Parish Neighbourhood Plan – HPNP
HPNP was approved by Mr Slater, the Independent Examiner on 6 February 2018 and he recommended that it could proceed to referendum after a number of changes were implemented.
WDC expect that the decision to approve the Plan will be made on 21 February 2018 which will mean that the referendum must take place before 18 April 2018.
The revisions required by the Independent Examiner have been made to the Submission Plan.
WDC will check the formatting and arrange for the document to be printed.
WDC will notify the Parish Council of the progress of the Plan after 21 February 2018.
- ii Councillor Surgeries
Last month there were two visitors. One suggested that the siding works undertaken at Lime Cross was not sufficient and that further clearance was needed. The Highways Steward had inspected and reported that further work was needed. HPC to feed back information to the parishioner.
- A further visitor had enquired about the attention needed at the recycling point in Herstmonceux village car park. WDC had informed the Clerk that they were awaiting delivery of new recycling wheelie bins and that once they had taken delivery of these, they would be distributed to area recycling points. As to the blown down fences, a Councillor reported that these had been removed. The Councillors agreed that they would potentially like to visit the Hailsham recycling centre to understand more about it's operation and what is recycled where and how, to be able to better inform residents who go to the trouble of preparing their household waste for recycling in consideration of the environment.
- Standing Orders closed at 20.16hrs** to allow questions to Councillor Long. Cllr Long advised all to continue with their recycling efforts but informed HPC that recycling practices may change according to external circumstances and financial implications.
- Standing Orders were resumed at 20.20hrs**
- iii Village Information Centre Committee Meeting

At the recent VIC meeting, it had been suggested, and volunteers agreed to, providing a 'reception' type of service to the Parish Council. The Clerk is to make up communication sheets for any member of the public to leave a message for HPC through the VIC. Consideration of how the Volunteers can be included in the Open Office offer was also discussed.

The VIC trustees have not agreed to HPC having their own sign above the Parish Centre door as they felt it would make the outside of the building look too crowded. However, they suggested a combined sign might work. HPC will give this some thought.

Other discussion points that were of interest to HPC through sharing the building were that of accessibility and lone working. A risk assessment has been undertaken and will be followed up for suggested actions by the Personnel Sub-Committee.

iv Sussex ALC and Sussex Police meeting (November 2017)

A question and answers report had been circulated with the minutes of this meeting. Some matters were of interest to HPC and would be raised at the upcoming SLR meeting.

11. **PLANNING MATTERS**
18.02.278 Consideration of received applications for Comments and Observations to WDC

11.1 **Application No. WD/2018/0175/F & WD/2018/0176/LB**

18.02.278.1 Application Type: Full

Expiry date for comments: 5 March 2018

Case Officer: Laura Field Tel: 01892 602515

Location: THE CART BARN, OLD ROAD, MAGHAM DOWN, HERSTMONCEUX, BN27 1PU

Description: PROPOSED EXTENSION.

Comments and observations to be submitted to WDC

Comments and Observations:

Herstmonceux Parish Council offer no objections to this planning application, subject to Listed Building requirement approval.

11.2 **Application No. WD/2018/0106/F**

18.02.278.2 Application Type: Full

Expiry date for comments: 5 March 2018

Case Officer: Laura Field Tel: 01892 602515

Location: LAND AT UNDER ROAD, MAGHAM DOWN, HERSTMONCEUX, BN27 1QA

Description: CONSTRUCT A REPLACEMENT BARN AT EXISTING EQUINE PROPERTY.

Comments and observations to be submitted to WDC

Comments and Observations:

Herstmonceux Parish Council consider this application to be an improvement to the site. The Council, therefore, support this application, subject to the replacement barn continuing to be for private use only and remaining non-residential.

Agenda Item 14 was brought forward at this point. Please see Agenda Item 14 for full minutes of this item.

12. 18.02.279	<p>FORMER PUBLIC CONVENIENCE</p> <p>i Update on cleaning and refurbishment proceedings It was reported that the initial clean had been completed. The RFO may now instruct the chosen contractor, Angears Builders, to undertake their initial assessment for the production of a report to HPC for necessary refurbishment works to be able to re-open the amenities to the general public.</p> <p>ii Licence for perusal, comments and suggested AMMENDMENTS, INCLUSIONS or APPROVAL Suggested amendments to the issued draft were AGREED by all. An additional request was to be added to these, reflecting the discussions with Estates and approved at November FCL that “During the agreed licence period, the Parish Council propose a Memorandum of Understanding with Wealden District Council to enter further, formal discussions on the future lease / purchase of the Herstmonceux Public Conveniences”.</p>	<p>RFO to issue works order of instruction to Angears.</p> <p>Clerk to forward amendments within the revised version to WDC for their comments</p>
13. 18.02.280	<p>LIME CROSS – TRANSFER OF LAND</p> <p>i Approval of associated documents prior to engrossment The documents were approved by all.</p> <p>ii Engrossment of transfer documentation Two copies of the TP1 for the transfer of the land from Gleasons XX to HPC were signed by the Chair and Vice Chair - Cllrs Stewart and Nash, and witnessed by the Clerk at the Full Council meeting.</p>	<p>TP1 to be returned to Hart Reade</p>
14. 18.02.281	<p>COUNCILLOR VACANCY – CO-OPTION PROCESS FOR ANY APPLICATIONS</p> <p>i Receiving of any received applications and any presentations The member of the public had spoken earlier in support of her application for the vacancy of Councillor</p> <p>Councillor Mick Goodsell declared a prejudicial interest in this agenda item and left the room at 20.36hrs as the candidate is his daughter.</p> <p>ii Voting for Co-option of Parish Councillor vacancy Members proceeded with a vote by signed ballot whilst the candidate remained present. The ballot was counted. The vote fell unanimously in favour of the applicant being co-opted to the Parish Council.</p> <p>Emma Goodsell was declared to be co-opted as Councillor of Herstmonceux Parish Council.</p> <p>Emma Goodsell will complete and sign her Declaration of Acceptance of Office to Herstmonceux Parish Council in the Parish Office on Thursday 22nd Feb 2018</p> <p>Emma Goodsell will complete and sign a Register of Members Interest in the Parish Office on Thursday 22nd Feb 2018 as a co-opted member of Herstmonceux Parish Council.</p> <p>Councillor Mick Goodsell was called back into the meeting at 20.38hrs</p> <p>Emma Goodsell took no part in any debate or voting in this meeting after her co-option.</p>	<p>Ballot papers to be destroyed</p> <p>Records to be updated</p> <p>EG and Clerk. Completed forms to be copied and submitted to WDC Democratic Services and filed with Parish Council records</p>

15. **RFO VACANCY**
18.02.282 i Recruitment actions update
The vacancy is being advertised on HPC, WDC and SSALC websites.
 ii Retirement from post arrangements
A schedule for handover and any necessary training of the new RFO would be agreed once a replacement RFO was in situ.
16. **POLICIES FOR RATIFICATION**
18.02.283 Policies **RECOMMENDED for APPROVAL** from Personnel Sub-Committee / FGP
 i Grievance Policy
 ii Email and Internet Usage Policy
 17. These policies had been **AGREED** and **RATIFIED** within the FGP recommendations at Agenda Item 7, minute number 18.02.274
18. **PLANNING FOR ANNUAL PARISH MEETING**
18.02.284 It was confirmed that representatives from Community First Responders, Community Land Trust, Community Speed Watch, the Village Information Centre Vitality Villages and potentially the developers at Lime Roughs had confirmed their attendance at next month's Annual Parish Meeting.
- Local Historian also to be invited.
- The Clerk has been requested to issue an invitation to Herstmonceux Transport Action Group. **AGREED** by all.
- Cllr M Goodsell to arrange for display of roadside signs.
19. **ACTION POINTS AND UPDATES**
18.02.285 i Recreation Ground Access Road
No further updates other than that reported at FGP recommendations; Agenda Item 7, minute number 18.02.274
- ii Woolpack
The new owners were now recruiting for staff
- iii Cricket Club nets and practice area
Work is now complete
- iv Emergency Plan
Cllr Lee provided an update of the research and updating work he had put into the review of the Emergency Plan so far. A separate meeting will be called for presentation of the final version to enable all Councillors to familiarise themselves with it and make any recommendations for changes, prior to its launch to other involved parties and the parish.
20. **COUNTY AND DISTRICT COUNCILLORS REPORTS**
18.02.286 Cllr Bentley provided an update on:
- i Broadband roll out postcodes but warned that not all properties within the listed postcodes may receive signal.
- ii ESCC budget setting and gaps in budget still to find

Clerk to also advertise vacancy on HPC and Herstmonceux Community FB sites

Clerk to issue invites

Cllr M Goodsell

Herstmonceux Parish Council
Full Council (FCL)

- iii An increase in the ESCC percentage of the population aged 65-85 years in proportion to other counties.
- iv The impact of Government funded range of services tapering off prompting a proposal for ASC, CS and NHS amalgamation, which would elicit further financial complications.
- v Expected Public Consultation with regard to any of the changes
- vi Recycling point closures and expansions
- vii Sussex Police additional precept acceptance for re-creation of Community Policing, police recruitment being opened for the first time in several years.

The above was met with some amazement following the cuts and severe changes in recent years to community policing.

- viii Grass cutting changes

Cllr Bentley was advised of HPC dissatisfaction to the most recent verge cut which, due to its late cut had destroyed the growing bank of daffodils. Cllr Bentley was asked to pass HPC's comments back to the contractor.

WDC Cllr Long spoke of:

- ix The rejection of the pay and display proposals
- x The pressure that would fall on community policing duty to police inappropriate parking
- xi HPC planning application objections that had been given his full consideration but that Cllr Long could not substantiate his own objection to due to planning policy and planning officers response.

21. **CORRESPONDENCE – FOR NOTING OR ACTION**
18.02.287 Letter from Windmill Hill Resident for discussion and response
A reply letter had been drafted by HWY(WG) but further research was necessary prior to a formal response being issued by the Clerk.

22. **ITEMS FOR REFERRAL**
18.02.288
 - i Next FCL agenda – Emergency Plan
 - ii Appropriate committee
 - iii Newsletter
 - iv Annual Parish Meeting

There were no further items for referral

23. **CLOSE OF MEETING**
18.02.289

The Chair closed the meeting at 21.35hrs

Next Full Council Meeting:

Monday 19th March 2018; Herstmonceux Village Hall, 7.00 – 8.00pm

Annual Parish Meeting

Monday 19th March 2018; Herstmonceux Village Hall, 8.00 – 9.30pm