

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 19<sup>th</sup> March, 2018, 7.00 p.m.**

**Councillors in attendance:** Jenny Alder; Jo Angear ; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed. ESCC Cllr Andy Long

**Clerk** – Clare Harrison

**RFO** – Simon Goacher

**Members of the Public** - One

No	Agenda Item	Action
1. 18.03.303	<b>APOLOGIES FOR ABSENCE</b> The Chair opened the meeting at 7.03pm and reminded all that the meeting was being recorded.  There were no apologies to record. All Councillors were present	<b>Attendances to be recorded</b>
2. 18.03.304	<b>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b> i Minutes for <b>Approval and Adoption</b> , meeting date 19th February 2018 The minutes of the FCL meeting, held on the 19 <sup>th</sup> February 2018 had been circulated. It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b> , adopted and signed as a correct record.  ii Any outstanding actions There were none  iii Minutes for <b>Approval and Adoption</b> , Extraordinary meeting date 26th February 2018 The minutes of the Extraordinary meeting of the FCL, held on the 26 <sup>th</sup> February 2018 had been circulated. It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b> , adopted and signed as a correct record.  iv Any outstanding actions There are some ongoing matters.	<b>Minutes to be filed and posted to website</b>      <b>Minutes to be filed and posted to website</b>
3. 18.03.305	<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. iv. Cllr Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.  Declarations of interest, <b>specific to the Agenda:</b> v. Cllr M Goodsell declared an interest in Agenda Items 10.i and 16.ii	<b>Declarations recorded</b>

4. **MEMBERS DISPENSATION REQUESTS**  
18.03.306 No Dispensation requests had been received

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**  
18.03.307

**The meeting closed at 7.09pm**

HPC were informed, by the member of the public, that the Water Board had recruited a full time Planning Officer to consider received planning applications and work with ESCC Flood Defence department. The Council were invited to liaise with Bill Gower to raise any issues.

**Standing Orders re-opened at 7.10pm.**

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**  
18.03.308 Presentation of Payments and Receipts, March 2018, for **Approval and Ratification**

**RFO to action payments**

The RFO presented payments totalling £9,649.64. The RFO requested permission to process payments presented of £9,649.64. Please see overleaf (page 3) for full details.

**The RFO highlighted:**

- the Street Lighting Maintenance Bill from ESCC @ £2850.
- 16/17 outstanding accounts from M Goodsell now received for payment
- Members allowances payments 01<sup>st</sup> Oct 17 – 31<sup>st</sup> March 18
- NHP Clerk final hours claim of 36.25hrs for the period 17<sup>th</sup> Jan 18 – 15<sup>th</sup> March 18
- Lease and maintenance agreement of new photocopier in accordance with received quotation received and agreed at FGP.  
The Clerk was **AUTHORISED** to sign the new agreement.

**Clerk**

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 £9,649.64

Herstmonceux Parish Council  
Full Council (FCL)

Herstmonceux Parish Council				
Meeting: <b>19 March 2018</b>		Agenda Item: <b>06 - Payments of Account</b>		
<b>Payment of Accounts</b>				
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 19 March 2018:</b>				
None				
<b>Direct Credit Payments - Scheduled for payment on Friday 23 March 2018</b>				
	Bitof This, Bit of That (Wilks, D.J.)	AME: Refurbishment of Telephone Box, Windmill Hill		876.00
	East Sussex County Council	STLTG: Street Lighting Maintenance for Street Lighting 01/04/2017 to 31/03/2018		2,850.00
	East Sussex Pension Fund	ADMIN: Pension deductions - March 2018		259.62
	Goodsell, Michael T.	AME: HPC/Highways/2017-0033 - The Bank, Hailsham Road	932.40	
	Goodsell, Michael T.	AME: HPC/Ground/Hedges/2017-0012 - hedge-cutting Recreation Ground/Lime Cross	186.00	
	Goodsell, Michael T.	AME: HPC/Footpaths/2016-0018 - Hedgerow, The Twitten, Old Post Office	120.00	
	Goodsell, Michael T.	AME: HPC/Fground/2016-0005 - Hedge-cutting Lime Cross	180.00	
	Goodsell, Michael T.	AME: HPC/Ground/ 2016-0004 - Balnce of Hedge-cutting Recreation Ground	409.00	
	Goodsell, Michael T.	AME: HPC/Footpath/2016-0003 - Hedge-cutting footpaths	372.00	2,199.40
	Hellingly Parish Council	ADMIN: GPDR Training 01/02/2018 - 8 places @ £17.41		143.28
	Herstmonceux Village Hall	Admin: Hire of Hall - February 2018		78.00
	Herstmonceux & Wartling PCC	ADMIN: Printing Parish Council Bulletins & Newsletters 2017-18		50.00
	Inland Revenue	IREV: Salary deductions (Tax & NI) for the quarter ending 31 March 2018		1,063.94
	MAS Systems	ADMIN: Supply and install 1 Kw electric radiator in the Parish Office		364.32
	(The) Recycling Partnership Ltd	AME: Commercial Waste Collection - February 2018		32.33
	SSALC Ltd	ADMIN: 3x Delegates to the Spring Conference - 08 March 2018	162.00	
	SSALC Ltd	ADMIN: Clerks networking Day - 15 March 2018 1x Delegate	96.00	258.00
<b>Direct Credit Payments - Salary &amp; Expenses scheduled for payment on 23 March 2018 [PayDay]</b>				
	Goacher, S. P.	ADMIN: Finance Officer's Salary - March 2018		436.44
	Harrison, Mrs C. J.	ADMIN: Clerk's Salary - March 2018		750.76
	McInnes, Mrs J. E.	ADMIN: NPlan Clerk Salary		0.00
<b>Direct Credit Payments - Members Allowances and expenses scheduled for payment on 23 March 2018 [PayDay]</b>				
	Alder, Mrs J. C.	MALLCE: Members Allowances - 01 October 2017 to 31 March 2018		77.19
	Bradshaw, M. J.	MALLCE: Members Allowances - 01 October 2017 to 31 March 2018	62.19	
	Bradshaw, M. J.	MALLCE: Members Expenses - 34.20 miles @ 45p per mile	15.39	
	Bradshaw, M. J.	MALLCE: Rail Fare Battle/Hastings - UKPN Roadshow	9.40	86.98
	Kenward, Mrs H. J.	MALLCE: Members Allowances - 01 October 2017 to 31 March 2018		62.19
	Naish, B. M.	MALLCE: Members Allowances - 01 October 2017 to 31 March 2018		62.19
<b>Total of Accounts for Approval</b>				<b>9,649.64</b>
<b>Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments</b>				
Bank Transaction	Payee:	Description of Income / Payment:	Amount:	
<b>Income:</b>				
D/Credit				
D/Credit				
<b>Total Income Received via D/Credits</b>				<b>0.00</b>
<b>Expenditure:</b>				
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases		203.19
D/Debit	British Telecom	Admin: Broadband / Internet Services		98.75
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) - 01/01/2018 to 31/01/2018		480.02
D/Debit	Laser Energy Buying Group	AME: Standing Charges etc (Monthly) - 01/01/2018 to 31/01/2018		30.08
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		360.00
D/Debit	Wealden DC	AME: Litter Bin Emptying Services		72.00
D/Debit	Wealden DC	Old Surgery: Ground Rent		18.75
<b>Total Expenditure paid via D/Debits</b>				<b>1,874.80</b>
<i>BarclayCard Expenditure since last Payments of Account Report - to be paid</i>				
01/03/2018			CJH	0.00
01/03/2018			SPG	0.00
<b>Total Expenditure paid via BarclayCard</b>				<b>0.00</b>
<b>Net Expenditure (-) / Income (+) expected:</b>				<b>-1,874.80</b>
<i>Simon P. Goacher</i>				
Responsible Finance Officer				<b>15 March 2018</b>

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7. FINANCE AND GENERAL PURPOSES COMMITTEE  
18.03.309
- i Minutes for Approval and Adoption, meeting date 13th March 2018  
The minutes of the Finance and General Purposes Committee, held on the 13<sup>th</sup> March 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. CiLCA QUALIFICATION: Proposed that it be RECOMMENDED to FULL COUNCIL that the required Registration Fees and Course fees, together with any out of pocket expenses for the Parish Clerk to continue with the CiLCA qualification be authorised. Proposed: Councillor Stewart; Seconded; Councillor Mrs Angear; All in Favour.
  2. RECREATION GROUND ACCESS ROAD: The meeting RECOMMEND to FULL COUNCIL that Mr Coffey be advised that he should seek any professional help as required in the preparation of any pre-construction reports, that the requirement for such reports and engagement of Professionals to undertake these be reported to the Parish Council, and the engagement for all such reports and works on the project be issued direct from the Parish Council. That the overall time for the Access Road project be set for three years with the intention of its completion by 31 March 2021. Proposed: Councillor Stewart; Seconded: Councillor Mrs Kenward; All in Favour.
  3. LIME CROSS SPORTS GROUND: The meeting RECOMMENDS to FULL COUNCIL that the transfer of land be noted and added to the Parish Council's Assets Register, and that authorisation for a Works Order now be issued for the erection of the stock proof fencing, and payment of any Land Registry Fees be authorised. Proposed; Councillor Stewart; Seconded; Councillor Bradshaw; All in Favour.
  4. GENERAL DATA PROTECTION REGULATIONS (GDPR): The meeting RECOMMENDS to FULL COUNCIL that a meeting of the Communications Committee be convened and that a representative from the IT firm be invited to speak at the Committee meeting. Proposed; Councillor Stewart; Seconded; Councillor Bradshaw; All in Favour.
  5. END OF YEAR RESERVES – LIME CROSS SPORTS GROUND: The meeting RECOMMENDS to FULL COUNCIL that £3,000 for the renewal of planning application/permission and associated reports, be authorised under VIREMENT procedures from the provision of stock proof fencing at Lime Cross (£1,000) and from the provision of any Legal Fees arising from the Sports Ground development (£2,000). Proposed; Councillor Bradshaw; Seconded; Councillor Stewart; All in Favour.
  6. PUBLIC CONVENIENCES: The meeting RECOMMENDS to FULL COUNCIL that once scrutinised by Councillor Stewart, and that a suitable Letter of Intent and Schedule of Photographs are received, the Licence be accepted and signed on behalf of the Parish Council.

**Clerk to register**

**Clerks letter**

**RFO**

**Cllr Kenward**

**RFO**

It was **RESOLVED** to accept the above **RECOMMENDATIONS** from the FGP(Com). Recommendations **APPROVED**.

Council **APPROVED** the suggested revised 'no parking' box junction markings for the Village Hall access road. Drawing to be forwarded to Bea Simmons

**Clerk / RFO**

8.  
18.03.310

**AMENITIES COMMITTEE UPDATES**

i Allotments Building Provision (FCL18.02.294)

Feedback awaited from Allotments Association meeting that was held tonight at the VIC. RFO to write to the applicant in the meantime to explain decision process and the ensuing outcome.

**RFO**

ii Grass Verge cutting further communication received

The email dated 28.02.18 from Rupert Clubb, Director of Communities, Economy and Transport was acknowledged. The communication confirmed that ESCC will fund HPC grass cutting contract for 18/19, as per 17/18, as the contract had been awarded by HPC prior to the funding cut decision. Funding for 19/20 will be reduced in line with ESCC budget requirements.

9.  
18.03.311

**TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**

i Herstmonceux Parish Neighbourhood Plan – HPNP

The referendum is confirmed for the 3<sup>rd</sup> May 2018. Copies of the documents are available on the parish website or the Wealden website.

ii Councillor Surgeries

The first surgery at Cowbeech went well with 2 visitors. A report of discussions and queries was handed to the clerk.

iii SLR

A verbal update was provided by Cllr Alder. The meeting had been productive with several actions being taken forward.

10.  
18.03.312

**PLANNING MATTERS**

Consideration of received applications for Comments and Observations to WDC

10.i

Parish LDE consultation WD/2018/0360/LDE  
BLACKFORD FARM, CINDERFORD LANE, HELLINGLY BN27 4HL  
USE OF THE GAMES ROOM AS C3 RESIDENTIAL ACCOMMODATION  
ANCILLARY TO  
BLACKFORD FARMHOUSE

**Cllr M Goodsell left the meeting at 7.36pm**

**Comments and Observations:**

HPC noted this was a request for information for an Established Use Certificate.

The Council had no information to offer

**Cllr M Goodsell re-joined the meeting at 7.38pm**

**Cllr A Long joined the meeting at 7.38pm**

10.ii

**Application No. WD/2018/0511/F**

Application Type: Full

**Expiry date for comments: 3 April 2018**

Case Officer: Mr T Balcikonis Tel: 01892 602783  
Location: SWANMORE, CHURCH ROAD, FLOWERS GREEN, BN27 1RJ  
Description: EXTENSIONS AND ALTERATIONS

**Comments and Observations:**

Council offered no objections to the principle of the alterations and extension however noted that the suggested materials were not in keeping with the adjoining listed buildings, and therefore, would like to see this application refused for this reason.

11. **FORMER PUBLIC CONVENIENCE**  
18.03.313 i Update regarding stage of proceedings with Angears initial report  
As the Initial report had not yet been received there was no discussion on this item.  
ii WDC re-issued draft Licence in response to HPC comments  
Please see comments at 18.03.309  
ii Agreement to redraft or request of further amendments  
Please see comments at 18.03.309
12. **LIME CROSS – TRANSFER OF LAND**  
18.03.314 Confirmation of Transfer - communication from Gowling WLG had been received. The TP1 – Land to Parish Council, had completed on the 1<sup>st</sup> March 2018. The documents are awaited.
- It was requested that the football club be let known of the erection of the fence. **Clerk**
13. **RFO VACANCY**  
18.03.315 Applications are processed. Interview date is set for this Thursday 22<sup>nd</sup> March
14. **GRANT OF EASEMENT WITH INTEGRATIVE HEALTH SURGERY**  
18.03.316 ENGROSSMENT of Deed of Grant (FCL18.02.295)  
Documents awaited. Unable to engross as not yet received
15. **ACTION POINTS AND UPDATES**  
18.03.317 Recreation Ground Access Road  
Please see comments at 18.03.309
16. **CORRESPONDENCE – FOR NOTING OR ACTION**  
18.03.318 i Clerks Report (Feb and March)  
The resignation of Cllr Bradshaw was acknowledged by all.  
There were no questions about any communication on the Clerks Report.
- ii BOAT 59  
A letter had been received into the Parish Office, from ESCC Rights of Way, informing HPC of the refusal for the application for the diversion of BOAT59b.
- iii East Sussex Libraries – Strategic Commissioning Strategy (info circulated 26.02) – report for Cabinet consideration following 12wk public consultation. Available at [eastsussex.gov.uk/librarystrategy](http://eastsussex.gov.uk/librarystrategy).

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- iv Confirmation of Registration of the Allotment Lease with HM Land Registry

The Official Copy of the Register Title number ESX386485, dated 31.10.2017 had been received regarding the lease of the land for the Allotment Site, Stunts Green, Herstmonceux.

Short Particulars of the lease under which the land is held is as follows:

Date: 23<sup>rd</sup> October 2017

Term: 10 years from and including 1 January 2019

Parties: 1. Graham David Love

2. Herstmonceux Parish Council

(original lease reference is ESX322622)

17.  
18.03.319

**ITEMS FOR REFERRAL**

- i Appropriate committee

BOAT59b to AME(com) regarding future maintenance of FGP items are now requested to be forwarded to the Clerk

- ii Newsletter

Any items for the newsletter are to be forwarded to the Clerk and Cllr Kenward

NHP referendum reminder to be sent to the Clerk to forward for inclusion in the next Parish News

18.  
18.03.320

**CLOSE OF MEETING**

The Chair voiced his thanks on behalf of the parish, and gratitude from past and present Parish Councils, to the RFO for his most efficient operations over the last 15 years in keeping the Parish Funds in excellent order.

**The meeting closed at 7.52pm**

**Date of next meeting – April 16<sup>th</sup> 2018**