

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 16<sup>th</sup> July 2018, 7.30 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. WDC Councillor Andy Long.

**Clerk in attendance** – Clare Harrison

**Responsible Finance Officer (RFO) in attendance** - Karen Crowhurst;

**Members of the Public** – 11

| <b>Item Number</b> | <b>Minute</b>   | <b>Action</b>   |
|--------------------|---|---|
| 1.<br>18.07.42     | <p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>The meeting opened at 7.30pm. The Chairman reminded all present that the meeting was being recorded.</b></p> <p>The chair advised all those present that the meeting was being recorded.</p> <p>Apologies were received from the following Councillors:<br/>Jenny Alder;<br/>ESCC Cllr Bill Bentley</p> <p>Cllr Angear and Cllr E Goodsell had reported that they would be late to the meeting.</p>   | <p><b>Apologies to be recorded</b></p>                  |
| 2.<br>18.07.43     | <p><b>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b></p> <p>i Minutes for <b>Approval and Adoption</b>, meeting date 18<sup>th</sup> June 2018<br/>Prop seconded and approved by all.</p> <p>ii Any outstanding actions<br/>There were no outstanding actions reported, although some are ongoing.</p>   | <p><b>Minutes to be filed and posted to website</b></p> |
| 3.<br>18.07.44     | <p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>i. Cllr Stewart declared an interest in any Village Hall matters, as an elected member of the Village Hall Management Committee.</p> <p>iii. Cllr Naish declared an interest in any Village Hall matters, as an elected member of the Village Hall Management Committee.</p> <p>iv. Cllr Nash declared an interest in any Village Information Centre matters, as an elected member of the Village Information Centre Committee.</p> <p>Declarations of Interest Specific to this Agenda:<br/>There were none.</p> | <p><b>Declarations of Interest to be recorded</b></p>   |
| 4.<br>18.07.45     | <p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>No dispensation requests had been received.</p>  |   |
| 5.<br>18.07.46     | <p><b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b></p> <p>Members of the public were informed that no more than 15 minutes would be</p>  |   |

allocated to this Agenda Item, or at Chairman's discretion, and no individual contribution would last more than 3 minutes

The members of the public had expressed an interest in Agenda Item 10.i. For the convenience of the Members of The Public, this item was brought forward to this stage of the proceedings.

The Clerk had produced and circulated a report following the meeting with Monson Homes, on site at Lime Roughs on the 11<sup>th</sup> July 2018. The Clerk advised that copies of the report would be available from the Parish Office.

The Chair gave an overview of the key discussions that had taken place at the meeting with the Site Manager, summarising information gained on the construction management and discussions about the potential breaches in approved plans i.e the queries over the pilings and permitted hours. Further queries had been directed about the proximity of the ancient woodland, both to the East of the site and on the boundary of the Collins' land, to which additional answers would still be required by the Parish Council. Meantime, Enforcement are aware, and an application is to be submitted for any necessary amendments.

**All - Await amendment to application**

HPC reminded all they had limited powers but supported residents' concerns and would continue to represent these in their discussions with the developer and WDC. The Chair added that ideas for ecological improvements and requests for making good of damage to verges were also being raised. A response to Southern Water scheme plans and a meeting request to their managers are still being awaited.

**Standing orders closed at 7.36pm to allow Members of the Public to speak.  
Cllr Long was at hand to assist with any queries.  
Cllr Angear joined the meeting at 7.37pm**

Residents difficulties included trying to cope with the dust, noise and vibrations. Large plant traffic waiting in the slip road for entrance onto the site from 7.30am onwards, their entry speed onto the slip road at as much as 40mph. The Chair advised that the dust had been discussed and South East Water were overdue by 2 weeks plus in connection of the site water, hence exacerbating the dust issue.

**Refer slip road concerns to ES Highways**

Future concerns still regarding the question of whether commercial vehicles would be allowed on the estate. The Chair advised that many of the garages are now car ports, but the Council would request an update about the parking of commercial vehicles.

**Clerk's letter to Monson Homes**

Further questions were raised about Sewage arrangements. The Chair advised that the Parish Council were trying to set up meeting with Southern Water managers, but it was proving difficult to get a response.

**Clerk to continue to contact Southern Water**

Further questions were raised about the metal pilings which the Chair responded to with information that had been gleaned at the meeting with the developer. This included anomalies in the original site land survey and subsequent findings which identified a slip plane which needs strengthening.

The Chair had used his discretion to allow all members of the public who wanted to speak to have the opportunity to do so. **Standing Orders re-opened at 7.53pm.**

**Standing Orders closed again at 7.54pm** to allow for one further comment as to whether the kerb on the main road by the site could be raised to discourage parking there, the Chair advised the Council would contact ESHighways to investigate what plans are in place with Section 106 funding.

**Standing Orders resumed at 7.56**

**Clerk to contact  
ES Highways**

The Chair thanked everyone for their input and reassured all that their comments had been taken on board by the Parish Council and encouraged residents to continue to raise any concerns.

**The eleven members of the public left the meeting.**

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

18.07.47 i **Presentation of Payments and Receipts, July 2018, for Approval and Ratification**

The RFO presented payments totalling £10,856.42.

An expenses claim of £21.59 had been submitted and a request for approval of this payment was made to the Finance and General Purposes Committee (FGP(Com)). Members agreed to ensure this payment is made (**Agenda Item FGP\_18.07.06**). Additional payment recommended for payment.

The RFO requested permission to process payments presented of £10,856.42, plus the £21.59.

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 £10,856.42 plus £21.59.

**RFO to process  
payments**

Please see full details overleaf, pages 4&5.

ii **Approve** of Bank Reconciliation

It was **PROPOSED**, seconded and **AGREED** by all to **APPROVE** the Bank Reconciliation.

iii **Approve** Clerk's additional hours and Locum RFO hours for payment

It was **PROPOSED**, seconded and **AGREED** by all that presented additional hours from the Clerk and the Locum Responsible Finance Officer (RFO) be accepted for payment, as recommended by the Finance and General Purposes Committee.

iv **Approve** recommendation to cancel scheduled August Finance and General Purposes Committee meeting

It was **PROPOSED**, seconded and **AGREED** by all that there would be no Finance and General Purposes Committee in August this year.

v **Approve** for the RFO to use her discretion to make payments during the month of August and for the payments and receipts list be presented at Full Council.

**RFO to process**

Herstmonceux Parish Council  
Full Council (FCL)

It was **PROPOSED**, seconded and **AGREED** by all that the RFO use her discretion for processing payments during the month of August and that the Payments of Accounts detail be presented at Full Council on the 20<sup>th</sup> August.

- vi **Approve** payment of £25 towards the cost of producing the WW1 commemoration memorial board, once invoice received.

**RFO to process payment**

It was **PROPOSED**, seconded and **AGREED** by all to pay the printing costs as requested.

| Payments   |           | 3 July 2018 (2018-2019)       |                                       |        |          |
|------------|-----------|-------------------------------|---------------------------------------|--------|----------|
| Date       | Cheque No | Description                   | Supplier                              | VAT    | Total    |
| 25/05/2018 | DPAYMENT  | Clerk NI                      | HMRC                                  | 0.00   | -133.52  |
| 25/05/2018 | DPAYMENT  | Pension Contribution          | East Sussex Pension Funds             | 0.00   | 250.72   |
| 25/05/2018 | DPAYMENT  | Pension Contribution          | East Sussex Pension Funds             | 0.00   | 62.40    |
| 25/05/2018 | DPAYMENT  | RFO Salary                    | Karen Crowhurst                       | 0.00   | 801.27   |
| 25/05/2018 | BPAYMENT  | RFO Tax                       | HMRC                                  | 0.00   | 210.80   |
| 25/05/2018 | BPAYMENT  | RFO NI                        | HMRC                                  | 0.00   | 42.28    |
| 25/05/2018 | BPAYMENT  | Clerk Salary                  | Clare Harrison                        | 0.00   | 864.36   |
| 25/05/2018 | BPAYMENT  | Clerk Tax                     | HMRC                                  | 0.00   | 155.80   |
| 25/05/2018 | BPAYMENT  | Clerk NI                      | HMRC                                  | 0.00   | 51.89    |
| 25/05/2018 | BPAYMENT  | Locum RFO Salary              | Simon Goacher                         | 0.00   | 984.00   |
| 25/05/2018 | BPAYMENT  | RFO Tax                       | HMRC                                  | 0.00   | 246.00   |
| 25/05/2018 |           | N/Plan Clerk Salary           | J McInnes                             | 0.00   | 36.00    |
| 25/05/2018 | DPAYMENT  | Employer pension contribution | Herstmonceux Parish Council           | 0.00   | -401.05  |
| 31/05/2018 | DDEBIT    | Broadband Services            | BT                                    | 16.46  | 98.76    |
| 01/06/2018 | DDEBIT    | Litter Bin emptying           | Wealden District Council              | 12.50  | 75.00    |
| 25/06/2018 | BPAYMENT  | Verge Cutting                 | Honeysett Groundcare                  | 0.00   | 802.85   |
| 21/05/2018 | BCARD     | Stationary                    | Simon Goacher                         | 5.76   | 34.58    |
| 04/06/2018 | BCARD     | Stationary                    | Clare Harrison                        | 18.74  | 112.44   |
| 22/06/2018 | DPAYMENT  | WW1 Figures                   | Kevin Wells Welding & Fabrication Ltd | 120.00 | 720.00   |
| 22/06/2018 | DPAYMENT  | Waste disposal                | The Recycling Partnership             | 8.08   | 48.49    |
| 22/06/2018 | BPAYMENT  | Weed Killing                  | SRL Services                          | 12.00  | 72.00    |
| 22/06/2018 | BPAYMENT  | Combination Padlock           | Curtis & Shaw                         | 6.93   | 41.56    |
| 22/06/2018 | BPAYMENT  | Allotment Grass cutting       | Trevor Hoad                           | 0.00   | 81.00    |
| 22/06/2018 | BPAYMENT  | Verge Cutting                 | Honeysett Groundcare                  | 0.00   | 802.85   |
| 25/06/2018 | BPAYMENT  | RFO Salary                    | Karen Crowhurst                       | 0.00   | 537.51   |
| 25/06/2018 | BPAYMENT  | Clerk Salary                  | Clare Harrison                        | 0.00   | 977.17   |
| 22/06/2018 | BPAYMENT  | Clerk Pension                 | East Sussex Pension Funds             | 0.00   | -53.75   |
| 22/06/2018 | BPAYMENT  | Employer pension contribution | East Sussex Pension Funds             | 0.00   | -269.71  |
| 22/06/2018 | BPAYMENT  | Clerk NI                      | HMRC                                  | 0.00   | 33.02    |
| 22/06/2018 | BPAYMENT  | Employer NI                   | HMRC                                  | 0.00   | -37.97   |
| 22/06/2018 | BPAYMENT  | Clerk Tax                     | HMRC                                  | 0.00   | -126.00  |
| 22/06/2018 | BPAYMENT  | RFO Tax                       | HMRC                                  | 0.00   | -107.40  |
| 21/06/2018 | BPAYMENT  | Insurance                     | Zurich                                | 0.00   | 1,275.12 |
| 23/05/2018 | BPAYMENT  | Barclay Card                  | Barclay Card                          | 0.00   | 670.78   |

Herstmonceux Parish Council  
Full Council (FCL)

|              |          |                           |                           |               |                  |
|--------------|----------|---------------------------|---------------------------|---------------|------------------|
| 20/07/2018   | BPAYMENT | Public Toilet             | Angears Quality Builders  | 50.00         | 300.00           |
| 20/07/2018   | BPAYMENT | Bus shelter cleaning      | Extreme Clean             | 0.00          | 310.00           |
| 20/07/2018   | BPAYMENT | Computer programmes       | Uniserve Southeast Ltd    | 12.12         | 72.72            |
| 20/07/2018   | BPAYMENT | Allotment Lease Variation | Invitca Law               | 34.67         | 208.02           |
| 20/07/2018   | BPAYMENT | Allotment Lease           | Invitca Law               | 5.40          | 32.40            |
| 20/07/2018   | BPAYMENT | Annual Play inspection    | ROSPA Play Safety         | 28.70         | 172.20           |
| 20/07/2018   | BPAYMENT | Pension Contribution      | East Sussex Pension Funds | 0.00          | 317.83           |
| 18/07/2018   | BPAYMENT | Locum RFO Salary          | Simon Goacher             | 0.00          | 484.00           |
| <b>Total</b> |          |                           |                           | <b>331.36</b> | <b>10,856.42</b> |

| Receipts     |            |                   |               | Prepared 3 July 2018 (2018-2019) |             |              |
|--------------|------------|-------------------|---------------|----------------------------------|-------------|--------------|
| Date         | Receipt No | Description       | Customer      | Net                              | VAT         | Total        |
| 21/06/18     | BCARD      | Stationary Credit | Simon Goacher | 22.60                            | 4.52        | 27.12        |
| 04/06/18     |            | Bank Interest     | Barclays Bank | 0.32                             | 0.00        | 0.32         |
| 04/06/18     |            | Bank Interest     | Barclays Bank | 42.42                            | 0.00        | 42.42        |
| <b>Total</b> |            |                   |               | <b>65.34</b>                     | <b>4.52</b> | <b>69.86</b> |

7. **FINANCE AND GENERAL PURPOSES COMMITTEE**

18.07.48 i Minutes for Approval and Adoption, meeting date 10th July 2018

**Minutes to be filed and posted to website**

The minutes of the Finance and General Purposes Committee (FGP(Com)) meeting held on the 10<sup>th</sup> July 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

ii Approve Village Hall Access Road road safety markings  
The proposed drawing that had been received by the Integrative Health Surgery was tabled at the meeting. This was NOT APPROVED by Council. It was **PROPOSED**, seconded and **AGREED** by all that the previously agreed road-marking drawing be re-forwarded to the surgery for passing to the contractor. Additionally, it was specified that the safety markings be in yellow paint, not red (as alluded to in the rejected proposed sketch)

**Clerk to liaise with Surgery contact**

iii Approve any further FGP(Com) Recommendations  
All other recommendations from the FGP(Com) were **APPROVED** within the minutes.

**The RFO left the meeting at 8.06pm**

8. **AMENITIES COMMITTEE**

18.07.49 i Minutes for **Approval and Adoption – there were none outstanding**

ii AME(Com) Recommendations for Full Council ratification including–  
**there were none outstanding**

iii Bin Emptying at the Recreation Ground – discussion item

**Clerk – to Agenda**

This item was referred to the Amenities Committee.

iv Defibrillator Cabinet at Windmill Hill – A request to remove the cabinet was made by the clerk, as until BT have finalised the necessary actions to re-connect the electricity supply in the Kiosk. It was felt by all to be misleading to members of the general public to have the empty case in situ. Councillors were also reminded of the need to purchase an alternative cabinet for the Kiosk due to safety regulations. **AGREED** by all. Cllr Nash to assist with removal of casing.

**Cllr Nash – to remove**

9.  
18.07.50

**PLANNING COMMITTEE**

i Minutes for **Approval and Adoption**, meeting date 3<sup>rd</sup> July 2018  
The minutes of the Planning Committee (PLN(Com)) meeting held on the 3<sup>rd</sup> July 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

**Minutes to be filed and posted to website**

ii PLN(Com) Recommendations for Full Council ratification  
There were none.

10.  
18.07.51

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

i Report from meeting with Monson Homes – Lime Roughs, 11<sup>th</sup> July 2018  
Please see Agenda Item 5 for details of this discussion.

ii Any other report received after the publication of this agenda  
The SSALC Chairs networkingA SSALC planning protocol had been adopted on 15<sup>th</sup> April 18 and was available for all to have for reference. Circulate document to all Cllrs. Other agenda items of interest were shared and referred to relevant committees.

**Clerk to circulate to Councillors.**

Verbal feedback was provided by the Chair, following the meeting with Wealden District Council (WDC) earlier in the day regarding the delays to WDC formal approval of the Herstmonceux Parish Neighbourhood Plan (HPNP). The delays had occurred due to an European Court Judgment which dictated further steps in the HPNP process that need addressing prior to adoption. Due to this, WDC adoption of HPNP could be delayed until September. WDC are due to meet with Natural England regarding the assessment need.

**Await feedback from WDC meeting with Natural England**

WDC confirmed that the HPNP still planning polices hold 75% weighting however the CIL payment duty currently sit at 12.5%. CIL duty will only be increased to the 25% once the plan has final approval.

11.  
18.07.52

**PLANNING MATTERS**

Consideration of any received applications after publication of this agenda, for Comments and Observations to WDC

**Comments and observations to be submitted to WDC**

**Application No. WD/2018/1314/F**

Application Type: Full

**Expiry date for comments: 2 August 2018**

Location: LITTLEWOOD FARM, COWBEECH HILL, HERSTMONCEUX, BN27 4HZ

Description: PROPOSED SINGLE STOREY SIDE/FRONT EXTENSION WITH ROOM IN ROOF AND CHANGE OF USE OF LAND FROM AGRICULTURAL TO RESIDENTIAL

**Comments and Observations**

This application is supported. It is requested that materials are to be in keeping with the current building.

12. **COUNCILLOR VACANCY**

18.07.53 i Receive expression of interest

One expression of interest had been received into the Parish Council office and circulated to Councillors.

ii Voting for Co-option of Parish Councillor vacancy

A proposal was received and seconded in favour of accepting the application. Due to four of the 9 councillors who were present not knowing the applicant, a Counter Proposal was made requesting more information from the applicant, who had been unable to attend this meeting. Voting deferred to next Full Council meeting.

**Clerk to thank applicant and request further information**

13. **STANDING ORDERS**

18.07.54 i Receive update on reviewed Standing Orders

Following a meeting by the Standing Orders Working Group, the Herstmonceux Parish Council Standing Orders are being updated. Approval for this item was deferred to the next Full Council meeting, following the proposed revised Standing Orders perusal by the Clerk.

**Clerk to include on next FCL Agenda**

14. **ACTION POINTS UPDATES**

18.07.55 i Recreation Ground Access Road

The Ecology Report is awaited following last week's site visit.

ii Public WC Licence Engrossment

The licence has yet to be received into the office.

iii HPC Website

It was **PROPOSED**, seconded and **AGREED** by all that presented project brief for the website re-design be **APPROVED** for approaching web designers.

**Clerk to provide report on viable options**

iv GDPR Journey

Councillors were reminded that any correspondence appertaining to Parish Council work needed to be kept factual and that a FOI request can include correspondence from both Council and personal email.

The Clerk advised that the Herstmonceux Parish Council DPO had been registered with the Information Commissioners Office, as per new regulation requirements.

v Grant of Easement with Integrated Health Surgery

The Parish Council legal representative is awaiting a response from Dr Simmons' legal team.

vi WWI Commemoration Activities and Events

Many positive comments have been shared about the commemorative metal soldiers. A list of planned events will be submitted for inclusion in the Parish

News. One further final meeting is expected to be held to finalise any loose ends. The theme of the Parish Christmas events is to be 'Peace' to end the commemoration year.

15. **COUNTY AND DISTRICT COUNCILLORS REPORT**  
18.07.56 Cllr Andy Long reported on his visit to the Lime Roughs development site and meeting with the Project Manager following contact from a number of residents with varying concerns. Cllr Long was reassured that best endeavours are being taken to manage construction needs and limit impact on the challenges presented due to the ecology of the site.

Residents should be encouraged to speak up and to ascertain who is responsible for the issues raised, i.e. water companies etc and to contact these organisations as necessary.

Cllr Long spoke of the issues with rubbish collection and the troubles that the contractor are experiencing nationally. Discussions are taking place to support a return to scheduled collections.

The WDC New Chief Executive is Trevor Scott.

16. **CORRESPONDENCE – FOR NOTING OR ACTION**  
18.07.57 i Correspondence Folder  
There was no additional correspondence for circulation.

ii Clerks Report (June to July)  
No queries were raised

iii Other items of interest received after publication of this Agenda

17. **ITEMS FOR REFERRAL**  
18.07.58 i Appropriate committee  
Co-option of Councillor Vacancy, Standing Orders approval

ii Newsletter

18. **CLOSE OF MEETING**  
18.07.59 **The meeting closed at 9.12pm**

**Date of next meeting – 20<sup>th</sup> August 2018**