

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 20th August 2018, 7.30 p.m.

Councillors in attendance: Jenny Alder; Jo Angear; Mick Goodsell; Heather Kenward; Bryan Naish; Ian Stewart - **Ch**; Catherine Stirling-Reed.

Clerk in attendance – Clare Harrison

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

Members of the Public – 1

Item Number	Minute	Action
1. 18.08.60	<p>APOLOGIES FOR ABSENCE</p> <p>The meeting opened at 7.30pm. The Chairman reminded all present that the meeting was being recorded. The member of the public was welcomed.</p> <p>Apologies were received from the following Councillors: Graham Lee; (on holiday) Stephen Nash; ESCC Cllr Bill Bentley (on leave)</p> <p>Cllr Emma Goodsell had indicated that should be late to the meeting. Full apologies for the meeting were later submitted.</p>	<p>Apologies to be recorded</p>
2. 18.08.61	<p>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</p> <p>i Minutes for Approval and Adoption, meeting date 16th July 2018 The minutes of the Full Council (FCL) meeting held on the 16th July 2018 had been circulated. It was RESOLVED to accept that the minutes be APPROVED, adopted and signed as a correct record.</p> <p>i Any outstanding actions There were no outstanding actions reported, although some are ongoing.</p>	<p>Minutes to be filed and posted to website</p>
3. 18.08.62	<p>DECLARATIONS OF MEMBERS' INTERESTS</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>ii. Cllr Angear 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: There were none at this point in the proceedings.</p>	<p>Declarations of Interest to be recorded</p>

<p>4. 18.08.63</p>	<p>MEMBERS DISPENSATION REQUESTS No dispensation requests had been received.</p>	
<p>5. 18.08.64</p>	<p>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</p> <p>Standing Orders were closed 7.34 to allow the member of the public to speak.</p> <p>Kettill Game introduced himself to members of the Council and expressed his interest in the vacancy of Councillor. Mr Game mentioned his previous 8 years' experience as a councillor and his interests.</p> <p>Standing Orders were resumed at 7.35pm.</p> <p>The Chair thanked Mr Game for his contribution to the meeting.</p>	
<p>6. 18.08.65</p>	<p>COUNCILLOR VACANCY</p> <p>i Receive expression of interest A detailed expression of interest in the current Councillor vacancy had been received in writing and circulated to all. This was in addition to the information from the member of the public at Agenda Item 5.</p> <p>ii Voting for Co-option of Parish Councillor vacancy Members proceeded with a vote by signed ballot whilst the candidate, Mr Ketill Game, remained present. The ballot was counted. The vote fell unanimously in favour of the applicant, Mr Ketill Game, being co-opted to the Parish Council.</p> <p>Mr Ketill Game was declared to be co-opted as Councillor of Herstmonceux Parish Council.</p> <p>Mr Ketill Game completed and signed his Declaration of Acceptance of Office to Herstmonceux Parish Council at this Full Council Meeting.</p> <p>Cllr Ketill Game will complete and sign his Register of Members Interest and return to the Parish Office.</p> <p>Cllr Ketill Game was welcomed onto the council and joined the Councillors at the table.</p>	<p>Ballot papers to be destroyed</p> <p>Records to be updated</p> <p>Completed forms to be copied and submitted to WDC Democratic Services and filed with Parish Council records</p>
<p>7. 18.08.66</p>	<p>STANDING ORDERS Receive, AGREE and ADOPT revised Standing Orders</p> <p>This item was DEFERRED.</p> <p>A meeting to finalise the draft document was arranged. The Standing Orders are expected for adoption at no later than the Full Council meeting in September.</p>	<p>Councillors and Clerk to attend the meeting on 30th August to finalise the Standing Orders, prior to adoption.</p>

8. 18.08.67	<p>FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS</p> <p>i Presentation of Payments and Receipts, August 2018, for APPROVAL AND RATIFICATION</p> <p>The Responsible Finance Officer (RFO) presented payments totalling £ 5,542.48. The RFO requested permission to process payments presented of £5,542.48.</p> <p>It was PROPOSED, seconded and AGREED by all that presented additional 8.25 hours from the Clerk and any hours claimed from the Locum Responsible Finance Officer be accepted for payment.</p> <p>The payment of the recently received invoice from Barcombe Landscapes is to be paid, as per the terms of the agreement, and is to be ratified at next month's Full Council meeting.</p> <p>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 £5,542.48. It was PROPOSED, seconded and AGREED by all that the Barcombe Landscapes invoice would also be paid, to be noted on the Payments of Accounts at the September 2018 Full Council.</p> <p>Please see full details overleaf, page 4.</p> <p>The Responsible Finance Officer reported the officers' mobile phones are to be ordered this week.</p>	RFO to process all agreed payments
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Herstmonceux Parish Council
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14 August 2018 (2018-2019)

Date	Cheque No	Description	Supplier	VAT	Total
30/06/2018	DDEBIT	Phone Bill	BT	22.86	137.18
23/07/2018	DDEBIT	Water supply	Water Choice	0.00	43.11
24/07/2018	DDEBIT	Photocopier charges	BNP Paribas	67.04	402.24
22/08/2018	BPAYMENT	Website Provision	James Gallifant	0.00	120.00
22/08/2018	BPAYMENT	Clerk Pension	East Sussex	0.00	57.69
22/08/2018	BPAYMENT	Clerk Pension	East Sussex	0.00	231.78
22/08/2018	BPAYMENT	Waste disposal	The Recycling	10.78	64.66
22/08/2018	BPAYMENT	Grass Cutting	Trevor Hoad	0.00	54.00
22/08/2018	BPAYMENT	Office Electricity	Rural Community	0.00	16.56
22/08/2018	BPAYMENT	Photocopier charges	Principal LTD	12.23	73.40
22/08/2018	BPAYMENT	Digital Mapping	parish online	9.00	54.00
22/08/2018	BPAYMENT	Photocopier charges	Principal LTD	15.53	93.20
22/08/2018	BPAYMENT	Grass Cutting	Honeysett	0.00	802.85
22/08/2018	BPAYMENT	Subscription	Action in Rural	0.00	50.00
22/08/2018	BPAYMENT	Planning Consultancy	pjc Consultancy	166.07	996.42
22/08/2018	BPAYMENT	Cllr Training IT	Uniserve Southeast	22.40	134.40
22/08/2018	BPAYMENT	IT Provision	Uniserve Southeast	50.40	302.40
25/08/2018	BPAYMENT	RFO Salary	Karen Crowhurst	0.00	430.11
25/08/2018	BPAYMENT	RFO Tax	HMRC	0.00	107.40
25/08/2018	BPAYMENT	Locum RFO Salary	Simon Goacher	0.00	304.00
25/08/2018	BPAYMENT	Locum RFO Tax	HMRC	0.00	76.00
25/08/2018	BPAYMENT	Clerk Salary	Clare Harrison	0.00	809.87
25/08/2018	BPAYMENT	Clerk Tax	HMRC	0.00	139.60
25/08/2018	BPAYMENR	Clerk NI	HMRC	0.00	41.61
Tot				376.31	5,542.48

9.
18.08.68

**FINANCE AND GENERAL PURPOSES COMMITTEE
(There was no meeting of the FGP(Com) in August)**

Personnel Sub-Committee – Recommended Policies for Approval and Adoption

- i Confidential Reporting (Whistleblowing)
- ii Health and Safety
- iii Lone Worker
- iv Child Protection and Vulnerable Persons
- v Sickness and Absence

Adoption of these policies were **DEFERRED** to next Full Council Meeting. Personnel Sub-Committee to finalise changes.

Personnel Sub-Committee and Clerk to finalise for presentation at next FCL.

<p>10. 18.08.69</p>	<p>AMENITIES COMMITTEE</p> <p>i Minutes for Approval and Adoption – 23rd July 2018 The minutes of the Amenities Committee (AME(Com)) meeting held on the 23rd July 2018 had been circulated. It was RESOLVED to accept that the minutes be APPROVED, adopted and signed as a correct record.</p> <p>ii AME(Com) Recommendations for Full Council ratification – Approve AME(Com), via GRD(WG) report, chosen contractor for minor necessary repair works, as highlighted by ROSPA report.</p> <p>The awaited second quote had not yet been received. As a result, this item was DEFERRED. It was AGREED that this would be treated as a priority outstanding action.</p> <p>Approve Amenities Committee recommended quote for Bus Shelter refurbishments, subject to satisfactory clarification on certain items.</p> <p>The revised quotes, as requested by the Amenities Committee had been circulated. The Highways Working Group recommended approval of the quotes for the refurbishment of the two Bus Shelters in Hailsham Road at £1,895 plus VAT and £1,595 plus VAT.</p> <p>After careful considerations, the recommendation to approve the quotes for £1,895 and £1,595 were PROPOSED, seconded and AGREED by all. Decision RATIFIED.</p> <p>Approve AME(Com) recommendation for a replacement street bench at Coopers Croft.</p> <p>Two quotes were circulated. The Highways Working Group recommended approval of the quote for £416.69 plus VAT. After careful considerations, the recommendation to approve the quote for £416.69 was PROPOSED, seconded and AGREED by all. Decision RATIFIED.</p> <p>It was considered and proposed that a replacement post be installed. The post would enable the replacement of the bus time table and Request Stop sign. The proposal was seconded and AGREED by all.</p> <p>iii Other AME(Com) Recommendations for Full Council ratification All other matters were supported through the approval of the minutes.</p>	<p>Minutes to be filed and posted to website.</p> <p>Frequency of dog bin emptying to next Amenities Committee Agenda.</p> <p>Clerk and Grounds WG</p> <p>RFO to issue works order for the Bus Shelter refurbishment</p> <p>RFO to issue works order for the replacement street bench</p> <p>RFO to await post installation invoice from Cllr Goodsell for the works undertaken</p>
<p>11. 18.08.70</p>	<p>PLANNING COMMITTEE – this item was brought forward to Agenda Item 9 to enable the RFO to answer any questions prior to her departure from the meeting.</p> <p>i Minutes for Approval and Adoption, meeting date 7th August 2018 The minutes of the Planning Committee (PLN(Com)) meeting held on the 23rd July 2018 had been circulated. It was RESOLVED to accept that the minutes be APPROVED, adopted and signed as a correct record.</p>	<p>Minutes to be filed and posted to website</p>

	<p>ii PLN(Com) Recommendations for Full Council ratification A draft Representation was presented as per the Planning Committee recommendation at Agenda Number 6.3 of the minutes of the Planning Committee meeting 7th August 2018.</p> <p>Minor amendments were suggested and agreed. It was RESOLVED to accept that the written Representation be APPROVED for submission to the Planning Inspectorate.</p>	<p>Clerk to submit approved Representation to the Planning Inspectorate Portal</p>
<p>12. 18.08.71</p>	<p>TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):</p> <p>i Cuckmere Community Bus Stakeholders Meeting Notes 30.07.18 Noted</p> <p>ii Other reports received after publication of this agenda There were none.</p>	
<p>13. 18.08.72</p>	<p>PLANNING MATTERS</p> <p>Consideration of received applications, after agenda issue, that will exceed Wealden District Council's expiry date for comments prior to next Planning Committee meeting.</p> <p>A retrospective Declaration of Interest was received by Cllr Angear, who had not realised this application was for discussion when Declarations of Interest were requested at Agenda Item 3.</p> <p>Cllr Angear left room at 8.20pm</p> <p>WD/2018/1528/F - Comments and Observations Despite Council's approval of the original application WD/2016/1980/F, the Parish Council strongly object to this application for the following reasons:</p> <p>The proposed size of the garage is excessive in relation to the residential property. An application for a garage on this site has already been approved and although not yet built could still be.</p> <p>Additionally, the council raised concerns that due the duality of the garage applications for this site. Whilst noting that currently the concerns are to be considered as speculation only, the design and use of materials for this latest application may open future possibilities for applying for a change of use to residential accommodation. The site lies in a rural area outside of the development boundary, thus in opposition to Policy 13 of the Herstmonceux Parish Neighbourhood Plan and any such conversion would also potentially contribute towards additional nitrogen deposition.</p> <p>Cllr Kenward voted against the proposed objection.</p> <p>Cllr Angear re-joined the meeting 8.34pm</p>	
<p>14. 18.08.73</p>	<p>RECREATION GROUND ACCESS ROAD</p> <p>i Consider Herstmonceux Recreation Ground survey quotes</p>	<p>Clerk to organise</p>

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	<ul style="list-style-type: none"> ii Discuss and Agree next actions iii Consider Preliminary Ecological Appraisal iv Discuss and Agree next actions <p>The quotation and detail for the suggested Topographical Survey and the Preliminary Ecological Appraisal had been circulated. After consideration of both reports, it was PROPOSED, seconded and AGREED by all that a meeting with the Project Manager be arranged.</p>	
15. 18.08.74	<p>WW1 COMMEMORATION</p> <ul style="list-style-type: none"> i WW1 Commemoration update <p>A verbal update provided by the Chair. Some events have already, successfully taken place. Some are still being finalised.</p>	
16. 18.08.75	<p>ACTION POINTS AND UPDATES</p> <ul style="list-style-type: none"> i Public Conveniences <p>The Licence to Occupy, granted by Wealden District Council to Herstmonceux Parish Council dated 07.08.18 has been received into the Parish Office.</p> <p>An electrical contractor will now need to be sought plus the booking of the chosen contractor to undertake the refurbishment for opening. Other actions will be consideration of signs, Community Toilet Scheme funding discussions with WDC and parish venues.</p> <ul style="list-style-type: none"> ii Windmill Hill Telephone Kiosk Defibrillator <p>BT action deadline of today. Clerk to chase if no update received in next couple of days. Cllr Alder to remove the defibrillator metal casing. Signage and public awareness of any new defibrillator location to be considered.</p> <ul style="list-style-type: none"> iii Grant of Easement with Integrated Health <p>Updates are awaited from the legal teams. The road markings are now in situ.</p>	<p>Works Order to Angears to be issued by the RFO. Discussion needed regards electrical contractor.</p>
17. 18.08.76	<p>COUNTY AND DISTRICT COUNCILLORS REPORT</p> <p>Neither Councillors were present. No written reports had been submitted to the clerk.</p> <p>East Sussex County Council education infrastructure queries are to be raised by Herstmonceux Parish Council to Cllr Bentley at his next Parish Council meeting attendance. Items to be raised by Councillors to be submitted to the Clerk for collating.</p> <p>Wealden District Council Proposed Submission Document publication for consultation information was circulated to all. It was requested that this matter be added as an Agenda item at next Full Council Meeting for the agreeing of Representations. It was noted that improvement to the A271 are not featured in the Plan.</p>	
18. 18.08.77	<p>CORRESPONDENCE – FOR NOTING OR ACTION</p> <ul style="list-style-type: none"> i Herstmonceux Castle Student Community Involvement 	<p>Clerk’s administrative actions</p>

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	<p>It was requested that a generic email to local clubs and health centre regards this communication</p> <p>ii UK Older Peoples Day, Monday 1st October Information to be signposted to relevant local organisations.</p> <p>iii Correspondence Folder and Clerks Report No comments.</p> <p>iv Other items of interest received after publication of this Agenda General information had been received from the Parish Council's chosen Data Protection Officer which served to remind all about the need to remain vigilant to the General Data Protection Regulations whilst communication as a Parish Councillor. Due consideration was given to the Wealden District Council's letter regarding Certificate of Lawful Development for Existing Use at Lower Stunts Green Farm, WD/2018/1445/LDE. The Parish Council AGREED to a no comment response due to no offers of evidence or local knowledge of the history and uses of the application site.</p>	
19. 18.08.78	<p>ITEMS FOR REFERRAL</p> <p>i Appropriate committee – Wealden Local Plan – Full Council. Comments by councillors to be forwarded to the Clerk by September Full Council meeting. Other items as per minutes.</p> <p>ii Newsletter Any items for the next newsletter should continue to be emailed to Cllr Kenward.</p>	All
20. 18.08.79	<p>CLOSE OF MEETING</p> <p>The meeting closed 9.09pm</p>	

Date of next meeting – 17th September 2018