

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 15th October, 2018, 7.30 p.m.

Councillors in attendance: Cllr Jenny Alder; Cllr Jo Angear ; Cllr Ketill Game; Cllr Emma Goodsell; Cllr Mick Goodsell; Cllr Heather Kenward; Cllr Graham Lee; Cllr Bryan Naish; Cllr Stephen Nash; Cllr Ian Stewart – **Ch.**

Clerk in attendance – Clare Harrison

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

Members of the Public – 0

Item Number	Minute	Action
1. 18.10.99	<p>APOLOGIES FOR ABSENCE</p> <p>The meeting opened at 7.30pm. The Chairman reminded all present that the meeting was being recorded.</p> <p>Apologies were received from the following Councillors: Cllr Catherine Stirling-Reed.</p>	<p>Apologies to be recorded</p>
2. 18.10.100	<p>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</p> <p>i Minutes for Approval and Adoption, meeting date 17th September 2018</p> <p>The minutes of the Full Council (FCL) meeting held on the 17th September 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</p> <p>There were no outstanding actions reported, although some are ongoing.</p>	<p>Minutes to be filed and posted to website</p>
3. 18.10.101	<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 to be recorded</p>

Declarations of Interest Specific to this Agenda:

Cllr M Goodsell declared his interest in Agenda Items 11.4 and 11.5, planning applications Application No. WD/2018/1923/F and Application No. WD/2018/1927/F as the applicants are friends of his and he also has undertaken recent work for them.

Cllr G Lee declared his interest in Agenda Items 11.2, 11.4 and 11.5, planning applications Application No. WD/2018/1334/MAJ; WD/2018/1923/F and Application No. WD/2018/1927/F as the applicants are friends of his.

4.
18.10.102

MEMBERS DISPENSATION REQUESTS

No dispensation requests had been received.

5.
18.10.103

PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes

There were no members of the public present.

6.
18.10.104

FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

- i Presentation of Payments and Receipts, October 2018, for **Approval and Ratification** including those that have been received after this agenda has been published and cannot be held over to the next meeting

RFO to process all approved payments

The RFO presented this month's payments totalling £6,316.23. The RFO requested permission to process the payments of £6,316.23 as presented below / overleaf (see page 4).

The RFO advised all that the Voucher Code 188 is to be deleted as is a duplicate.

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 £6,316.23.

The following items were **Proposed** by Cllr Kenward, seconded by Cllr Angear and **Agreed** by all:

The finance officer requested two additional payments be made which were **Agreed**. These will be **Ratified** next month.

- ii **Approve** of Bank Reconciliation

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

- iii **Approve** Clerk's additional hours

It was **PROPOSED** seconded and **AGREED** by all to approve the recommended 27.5 additional hours for the Clerk. A mileage

claim for July to September had also been submitted amounting to 245 miles. This was also **PROPOSED** seconded and **AGREED** by all.

iv **Approve** Responsible Finance Officer's additional hours
It was **PROPOSED**, seconded and **AGREED** by all to approve the recommended 5 additional hours for the RFO.

The additional payments

v **Approve** any payment of received Councillor expenses
There were no councillor expenses received for payment this month.

Grant Applications:

A declaration of interest on the grant application from the HATS was made by Cllr Stewart who left the room at 7.41pm;

HATS

An application was received requesting a grant of £200 towards the next production. A decision on the application was **Deferred** until formal accounts have been received, as per the application guidelines. The RFO is to provide guidance to the applicant as to the further detail needed.

RFO to contact HATS

Cllr Stewart re-joined the meeting at 7.44pm.

Football Club

An application was received requesting a grant of £500 towards the purchase of 20 track suits for the players. The grant application request was **Proposed** for acceptance, seconded and **Approved** by all. The RFO is to request that the football club acknowledge the Herstmonceux Parish Council grant somewhere within their publicity or marketing activities such as on their notice board / website or within a newsletter.

RFO to confirm / process award of grant, and HPC request, to Football Club

Herstmonceux Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
179	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Herbicide Tennis Courts	Honeysett Groundcare	Z	75.00	0.00	75.00
180	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Dog Bin Emptying	Wealden District Council	S	375.00	75.00	450.00
181	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Data Protection Service	LCPAS	Z	150.00	0.00	150.00
182	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Phoenix Seat	Gladson	S	416.69	83.34	500.03
183	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Allotment Grass cutting	Trevor Hood	Z	54.00	0.00	54.00
184	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Hall Hire	Herstmonceux Village Hall	Z	78.00	0.00	78.00
185	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	External Audit	pKF Littlejohn	S	400.00	80.00	480.00
186	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Website Provision	James Gallifant	Z	120.00	0.00	120.00
187	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Electricity Charge	Rural Community Support So	Z	11.34	0.00	11.34
188	22/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Office Electricity	Rural Community Support So	Z	11.34	0.00	11.34
189	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	RFO Salary	K Crowhurst	X	430.11	0.00	430.11
190	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	RFO Tax	HMRC	X	107.40	0.00	107.40
191	26/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Clerk Tax	HMRC	X	107.40	0.00	107.40
192	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Clerk NI	HMRC	X	53.75	0.00	53.75
193	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Clerk Pension	HMRC	X	53.75	0.00	53.75
194	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Clerk Salary	Claire Harrison	X	764.40	0.00	764.40
195	25/10/2018		UNITY TRUST: 60-83-	BPAYMENT	Clerk Pension	East Sussex Pension Funds	X	269.71	0.00	269.71
196	22/10/2018		UNITY TRUST: 60-83-	30002	Grant	Victim Support	Z	100.00	0.00	100.00
197	22/10/2018		UNITY TRUST: 60-83-	30003	Grant	Cuckmere Community Bus	Z	500.00	0.00	500.00
198	22/10/2018		UNITY TRUST: 60-83-	30004	Grant	1st Wardling Brownies	Z	500.00	0.00	500.00
199	22/10/2018		UNITY TRUST: 60-83-	30005	Grant	Vitality Villages	Z	500.00	0.00	500.00
200	22/10/2018		UNITY TRUST: 60-83-	30005	Grant	Herstmonceux Cricket Club	Z	1,000.00	0.00	1,000.00
Total								6,077.89	238.34	6,316.23

Herstmonceux Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	06/04/2018		UNITY TRUST: 60-83-		Allotment Rent	Mr P Morphy	Z	18.75	0.00	18.75
2	06/04/2018		UNITY TRUST: 60-83-		Rent	Herstmonceux Stoolball Club	Z	65.00	0.00	65.00
3	03/04/2018		UNITY TRUST: 60-83-		Ground rent	Herstmonceux Cricket Club	Z	537.00	0.00	537.00
4	09/04/2018		UNITY TRUST: 60-83-		Ground rent	Herstmonceux Bowls Club	Z	68.00	0.00	68.00
5	13/04/2018		UNITY TRUST: 60-83-		VAT repayment	HMRC	Z	5,532.95	0.00	5,532.95
6	04/04/2018		UNITY TRUST: 60-83-		CLL	Wealden District Council	Z	3,471.49	0.00	3,471.49
7	17/04/2018		UNITY TRUST: 60-83-		CLL	Wealden District Council	Z	0.26	0.00	0.26
8	23/04/2018		UNITY TRUST: 60-83-		Precept	Wealden District Council	Z	36,940.00	0.00	36,940.00
9	23/04/2018		UNITY TRUST: 60-83-		Support Grant	Wealden District Council	Z	828.00	0.00	828.00
11	21/06/2018		Barclay Card	BCARD	Stationary Credit	Simon Gocher	S	22.60	4.52	27.12
12	04/06/2018		BARCLAYS: 20-27-91		Bank Interest	Barclays Bank	Z	0.32	0.00	0.32
13	04/06/2018		BARCLAYS: 20-27-91		Bank Interest	Barclays Bank	Z	42.42	0.00	42.42
14	01/05/2018		UNITY TRUST: 60-83-		Repayment	Rural Community Support So	Z	4.03	0.00	4.03
15	24/08/2018		UNITY TRUST: 60-83-		Rent from Lease Terms	Herstmonceux Village Hall	Z	412.50	0.00	412.50
17	18/09/2018		UNITY TRUST: 60-83-		Support Grant	Wealden District Council	Z	828.00	0.00	828.00
18	18/09/2018		UNITY TRUST: 60-83-		Precept	Wealden District Council	Z	36,940.00	0.00	36,940.00
19	03/09/2018		BARCLAYS: 20-27-91		Bank Interest	Barclays Bank	Z	0.25	0.00	0.25
21	03/09/2018		BARCLAYS: 20-27-91		Bank Interest	Barclays Bank	Z	42.44	0.00	42.44
22	30/06/2018		7 UNITY TRUST: 60-8		Bank Interest	Unity Trust	Z	48.48	0.00	48.48
Total								85,802.49	4.52	85,807.01

7.
18.10.105

FINANCE AND GENERAL PURPOSES COMMITTEE

- i Minutes for **Approval and Adoption**, meeting date 9th October 2018

Minutes to be filed and posted to website

The minutes of the Finance and General Purposes (FGP) meeting held on the 9th October 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

- ii **Approve** any further FGP(Com) Recommendations

The Recommendations within the minutes of the Finance and General Purposes Committee Minutes (shown below), meeting date 9th October 2018 were **Proposed** by Cllr Kenward and seconded by Cllr Nash. The Recommendations were **AGREED** by all. **RATIFIED** .

RFO to action virements, MAS

	<ul style="list-style-type: none">• Highways Working Group requested virements• WC electrical testing additional cost of £60• Remedial work arising from electrical testing at a cost of £660.22• Purchase of a condolence book in anticipation of a Significant Event• Three-year small contracts quotations / tenders for a deadline of noon, 19th November• Verge Cutting contract with ESCC – that Herstmonceux Parish Council continue with the current arrangement for the provision of Urban Cutting.	<p>payment and works order for remedial electrical works</p> <p>Clerk to purchase condolence book</p> <p>Clerk to notify ESCC of Verge Cutting decision</p>
8. 18.10.106	<p>AMENITIES COMMITTEE</p> <p>i Minutes for Approval and Adoption – The minutes of the Amenities Committee (AME) meeting held on the 24th September 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 Allotments Working Group and Allotments Association Terms of Reference</p> <p>Approve Quicken Trust bollard quote of £525+VAT and ESCC installation and licence costs amount to £1,110</p> <p>Approve Highways Working Group requested virements (see Agenda Item 7; also approved by Finance and General Purposes Committee)</p> <p>Approve the services of SESurveying to undertake the Topographical Survey for the Access Road to the Recreation Ground</p> <p>SN prop, KG seconded, all in approval. Works orders, licences and payments to be processed by the RFO</p>	<p>Minutes to be filed and posted to website</p> <p>RFO to cascade final version</p> <p>CIlr Kenward to complete Quicken Trust bollards licence application. RFO to submit licence application and issue works orders.</p> <p>RFO to process any due payments</p>
9. 18.10.107	<p>PLANNING COMMITTEE</p> <p>i Minutes for Approval and Adoption, meeting date 2nd October 2018 The minutes of the Amenities Committee (AME) meeting held on the 2nd October 2018 had been circulated. It was RESOLVED to accept that the minutes be APPROVED, adopted and signed as a correct record.</p> <p>ii PLN(Com) Recommendations for Full Council ratification There were none</p>	
10. 18.10.108	<p>TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available): Any report received after the publication of this agenda</p>	

i A verbal report was provided by Cllr Alder who had attended the WDALC AGM. Cllr Alder Agreed to become a second Parish Council representative to WDALC.

Clerk to add to organisation representative list

ii Information had been received from Cllr Kenward regarding the H-Tag project (Herstmonceux Transport Group). A questionnaire and leaflet were circulated to all and noted.

iii Following an afternoon meeting with the Developer, Thakeham on the day of the Full Council Meeting, a verbal report was delivered by the Chair. Feedback from the meeting will be sent to the Planning Officer.

Comments to WDC Planning Officer

It was **Proposed** from the Chair, seconded by the Vice Chair and **Agreed** by all that for the duration of the construction period, temporary authorisation be given to the developer for the (necessary) temporary footpath diversion. To be located to run through the X boundary of the football ground on condition that an addition of 2 dog friendly stiles be instated, placement as agreed with the Parish Council and that the boundary hedges are to be reinstated at end of construction work.

Clerks letter confirming Council's authorisation of temporary footpath diversion to be forwarded to Thakeham

11.
18.10.109

PLANNING MATTERS

Consideration of any received applications, Comments and Observations to WDC

18.10.119.1

11.1 **Application No. WD/2018/1824/LB** Application
Type: Listed Building Consent
Expiry date for comments: 18 October
Case Officer: Mr T Balcikonis Tel: 01892 602783

Comments and observations to be submitted

Location: FLAT 6 HERSTMONCEUX PLACE, CHURCH LANE, FLOWERS GREEN, HERSTMONCEUX, BN27 1RL
Description: INTERNAL ALTERATIONS
Applicant: Mrs Carolina Lilley Agent: Mr Anthony Sherwin

Comments and Observations:

Herstmonceux parish council have no objections to this application, if plans are in compliance with listed building regulations and have the approval of the WDC Conservation Officer.

18.10.119.2

11.2 **Application No. WD/2018/1334/MAJ**

Comments and observations to be submitted

Cllr G Lee leaves the room 8.23pm
Application Type: Major Application - Full
Expiry date for comments: 11 October 2018; extension granted until 16th October
Case Officer: Mr A Battams Tel: 01892 602487
Location: GILDRIDGE FARM, NEW ROAD, MAGHAM DOWN, HAILSHAM BN27 1QB
Description: PROPOSED AGRICULTURAL BUILDING TO HOUSE CATTLE AND FOR STORAGE OF HAY AND STRAW.

Please see amended drawings dated 14/09/2018 showing the revised size of the agricultural building.

Applicant: Messrs D & E and Mrs M Wheeler

Agent: Pump House Designs

Comments and Observations:

This application is supported.

Cllr G Lee rejoined the meeting 8.24 pm

- | | | |
|-------------|---|---|
| 18.10.119.3 | <p>11.3 Application No. WD/2018/1935/F
Application Type: Full
Expiry date for comments: 25 October 2018
Case Officer: Laura Field Tel: 01892 602515
Location: OLD COURT FARM, COWBEECH HILL, HERSTMONCEUX, BN27 4JA</p> <p>Description: DEMOLITION OF AGRICULTURAL BUILDINGS AND ERECTION OF ONE NEW DWELLING AND GARAGE (SAME DEVELOPMENT AS APPROVED UNDER WD/2015/2406/F BUT WITH AMENDMENTS TO DESIGN AND APPEARANCE OF BUILDINGS).
Applicant: Mr & Mrs M Willis
Agent: MJB Architecture Ltd</p> <p>Comments and Observations:
This application is supported.</p> | <p>Comments and observations to be submitted</p> |
| 18.10.119.4 | <p>11.4 Application No. WD/2018/1923/F
Application Type: Full
Expiry date for comments: 29 October 2018
Case Officer: Ms A Choudhury Tel: 01892 602473</p> <p>Location: ORCHARD HOUSE, COWBEECH ROAD, COWBEECH, HERSTMONCEUX, BN27 4JQ
Description: GENERAL REFURBISHMENT AND ALTERATION WORKS TO THE EXISTING RESIDENTIAL PROPERTY INCLUDING A NEW WRAP-AROUND BALCONY AND SIDE EXTENSION WHICH WILL CONTAIN A SWIMMING POOL. DEMOLITION OF VARIOUS OUTBUILDINGS AND REPLACEMENT WITH A NEW BARN (INCLUDING INTERNAL STABLES), A WOOD STORE AND A STUDIO
Applicant: Mr Robert Smith
Agent: SG Architecture</p> <p>This item was deferred until after a site visit arranged for Monday 22nd October</p> | <p>Clerk to confirm time of site visit</p> |
| 18.10.119.5 | <p>11.5 Application No. WD/2018/1927/F
Application Type: Full
Expiry date for comments: 26 October 2018
Case Officer: Mr A Battams Tel: 01892 602487</p> <p>Location: ORCHARD HOUSE, COWBEECH ROAD, COWBEECH, HERSTMONCEUX, BN27 4JQ</p> | <p>Clerk to confirm time of site visit</p> |

Description: CONSTRUCTION OF TWO HOLIDAY LETS AND ASSOCIATED LANDSCAPING WORKS.
Applicant: Mr Robert Smith
Agent: SG Architecture

This item was **deferred** until after a site visit arranged for Monday 22nd October

12.
18.10.110

NEIGHBOURHOOD PLAN

Wealden District Council's Position Statement and any updates regarding HPNP

Continue to c/f this item on Full Council agenda

There were no updates known of as yet, however the clerk had written to Wealden District Council Planning Policy Manager request an update, once the department had assessed the responses from Statutory Consultees relating to both the Wealden Local Plan Habitats Regulations Assessment and also the Herstmonceux draft HRA screening report.

13.
18.10.111

GRANT OF EASEMENT WITH INTEGRATIVE HEALTH SURGERY

i Update

Receipt of the engrossed documents are awaited for signing.

ii Signing of Engrossed Documentation

Deferred until next Full Council meeting.

14.
18.10.112

RECREATION ACCESS ROAD

All available updates.

The Tree Surgeon has been contacted to request a further report, as advised by the Project Manager.

Clerk to cascade reports once received

Topographical Survey has been undertaken. Await report.

15.
18.10.113

ACTION POINTS UPDATES

i Southern Water

A verbal report was provided by the Chair of the successful meeting held with managers from Southern Water on Tuesday 18th September. The infrastructure pipework in Victoria Road is due to be upgraded in the Summer of 2019, ahead of any occupation of the residential developments at Lime Roughs or Lime Cross taking place.

A drop-in session for the parish residents had been held by Southern Water on the evening of Tuesday 25th September.

ii Public WC

The electrical testing results and next actions had been reported on under Agenda Item 7. A report had been circulated by the Clerk appertaining to research and costings for baby changing units and waste disposal. **Referred** to next Amenities Agenda.

Clerk

iii Defibrillator

It was **Proposed** from the Chair, seconded by the Vice-Chair and **Agreed** by all that due to the delay by BT in confirming the existence of electricity supply to the k6 kiosk and following talks with the Horseshoe Inn, that the Windmill Hill defibrillator be the sited outside the Inn, on the green, underneath the Inn sign. This location would be highly visible to all and more accessible to the public from a parking point of view.

Clerk to confirm arrangements with Horseshoe Inn, MAS and small contracts contact for the building of a wooden structure to hold the Cabinet.

iv Phone Kiosks

It was **Proposed** from the Chair, seconded and **Agreed** by all that the recently refurbished K6 Kiosk at Windmill Hill kiosk be relocated to the village hall for use as an information point.

Clerk to post consultation notice in kiosk and prepare haulage options report for FCL

v WWI Commemoration Activities and Events

It has been arranged that the Soldier at Lime Cross will be moved towards the end of October. It will join the Cowbeech Soldier at the entrance of the bonfire. Following this event that is dedicated to WWI Centenary Commemoration, the Tommy will be transported to the Village Hall.

Cllr M Goodsell

The Clerk was asked to invite the Scout and Cubs to the celebration at the Village Hall on 11.11.2018. Cllr Nash to extend the invitation to the brownies. Emma Goodsell to invite guides.

Clerk, Cllr Nash, Cllr E Goodsell

The planting of the Maple Tree will take place on Monday 29th October, 11am. Cllr M Goodsell to Mick to prepare the hole.

Cllr M Goodsell, All

Cllr Game left the meeting at 9.50pm

16.
18.10.114

COUNTY AND DISTRICT COUNCILLORS REPORT

Neither of the Councillors were in attendance. No reports had been submitted

17.
18.10.115

CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION

i Correspondence Folder

The correspondence folder containing publications from Carnegie UK Trust and the latest Wealden District Council Parish Bulletin had been circulated at the meeting. There were no questions.

ii Clerks Report (August to October)

The report had been circulated. There were no questions.

iii Other items of interest received after publication of this Agenda

A letter had been received by the tenants of the Old Surgery highlighting some maintenance issues. Referred to Amenities Committee.

Amenities agenda

18.
18.10.116

ITEMS FOR REFERRAL

i Appropriate committee
As stipulated in relevant agenda items.

Finance and General Purposes:
Estimates to be submitted to next
Initial discussions for drawing up of a 3-5 year business plan

Amenities Meeting:
Multi Agency Road Safety Group meeting feedback (Cllr E Goodsell)

ii Newsletter
As discussed earlier in the meeting

19.
18.10.117

CLOSE OF MEETING

There being no further business, this meeting closed at 9.11pm

Date of next meeting – 19th November 2018

**Clerk to refer items
to appropriate
meetings**