

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 19th November 2018, 7.30 p.m.

Councillors in attendance: Cllr Jenny Alder; Cllr Jo Angear; Cllr Mick Goodsell; Cllr Heather Kenward; Cllr Graham Lee; Cllr Bryan Naish; Cllr Stephen Nash; Cllr Catherine Stirling-Reed
ESCC Cllr Bill Bentley; WDC Cllr Andy Long

Clerk in attendance – Clare Harrison

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

Members of the Public – 5

Item Number	Minute	Action
1. 18.11.122	<p>APOLOGIES FOR ABSENCE</p> <p>The meeting opened 7.30pm</p> <p>The Chair reminded all that the meeting is being recorded</p> <p>The meeting was chaired by the Vice Chair, Cllr Stephen Nash</p> <p>Apologies were received from the following Councillors: Cllr Ketill Game; Cllr Emma Goodsell; Cllr Ian Stewart – Ch; Cllr Bill Bentley</p>	<p>Apologies to be recorded</p>
2. 18.11.123	<p>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</p> <p>i Minutes for Approval and Adoption, meeting date 15th October 2018</p> <p>The minutes of the Full Council (FCL) meeting held on the 15th October 2018 had been circulated.</p> <p>It was RESOLVED to accept that the minutes be APPROVED, adopted and signed as a correct record.</p> <p>ii 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. 18.11.124	<p>DECLARATIONS OF MEMBERS' INTERESTS</p> <p>Members declared the same ongoing interests as at the beginning of the administration term.</p> <p>Declarations of Interest Specific to this Agenda: Cllr M Goodsell declared an interest in agenda item 11.3</p>	<p>Declarations of Interest to be recorded</p>
4. 18.11.125	<p>MEMBERS DISPENSATION REQUESTS</p> <p>No dispensation requests had been received.</p> <p>Cllr Alder arrived at 7.32pm</p>	

Agenda Items 6&7 were brought forward to this point of the proceedings to allow the Responsible Finance Officer to leave the meeting early.

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

Cllr Jo Angear took the chair for this Agenda Item as all members of the public were attending in relation to Agenda Item 11.4

Standing Orders suspended 7.39pm

A member of the public who was representing the developer, Thakeham, spoke in support of agenda item 11.4.

The Council were advised that the submitted Reserved Matters were as per design changes in accordance with guidance from Wealden District Council Planning Officer and, as far as possible, previous comments from the Herstmonceux Parish Council. A list of changes was read, detailing alterations to design factors, directly in response to HPC's previous feedback.

A second member of the public spoke, also representing the developer Thakeham. Matters of foul water drainage and sewage arrangements were spoken of. These are detailed in the documentation supporting the application and agreed in principle.

Standing orders were resumed at 7.43pm

A number of questions were raised and put to the developer representatives.

Standing Orders suspended 7.45pm

All questions received an answer.

Standing orders were resumed at 7.43pm

The Chair expressed the appreciation of the Council to the developer for taking the Council's previous comments taken on board.

Some comments were added by councillors about the issues with speeding in the area where the main entrance to the development will be and the potential need for traffic calming measures. The challenges were acknowledged by all with the acceptance that this was an East Sussex County Council responsibility but that any efforts to raise concerns as they arise in the future could be approached by both Thakeham and the Parish Council.

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

- i Presentation of Payments and Receipts, November 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

The RFO presented this month's payments totalling £ 11,171.22. The RFO requested permission to process the payments of £11,171.22 as presented below / overleaf (see page 4).

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 £11,171.22.

Additional payments seeking approval, to be Ratified at December Full Council

1. The purchase of a PowerRoller @ £996.00

It was **RESOLVED to APPROVE** the purchase of the PowerRoller at the cost of £996. This cost will be claimed back under the uplift of the grant to the Parish Council from England and Wales Cricketing Board.

2. The services of Durasport @ £1,500 for remedial works needed to the practice nets area of the Recreation Ground.

It was **RESOLVED to APPROVE** the services of Durasport at the cost of £1,500. This cost will be claimed back under the uplift of the grant to the Parish Council from England and Wales Cricketing Board.

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

It was **PROPOSED** seconded and **AGREED** by all to approve the recommended 9.30 additional hours for the Clerk. This was also **PROPOSED** seconded and **AGREED** by all.

- iii **Approve** any payment of received Councillor expenses

There were no councillor expenses received for payment this month.

7.
18.11.126

FINANCE AND GENERAL PURPOSES COMMITTEE

- i Minutes for **Approval and Adoption**, meeting date 13th November 2018

The minutes of the Finance and General Purposes (FGP) meeting held on the 13th November 2018 had been circulated.

It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

- ii **Approve** any 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** and seconded. The Recommendations were **AGREED** by all. **RATIFIED**.

It was **RESOLVED** to **APPROVE** a retrospective grant application to HATS for £1,500.

- iii **Personnel Sub Committee** recommended Approval of Equality of Opportunity Policy

Proposed and seconded. Recommendation **AGREED** by all. **RATIFIED**.

Minutes to be filed and posted to website

Clerk to move these items as recommendations auto approved by approving the minutes

Herstmonceux Parish Council
Full Council (FCL)

Minutes to be filed
and posted to
website

8. **AMENITIES COMMITTEE**
- 18.11.127 i Minutes for **Approval and Adoption** – None outstanding
- ii AME(Com) Recommendations for Full Council ratification – None outstanding

15 November 2018 (2018-2019)

Herstmonceux Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
200	22/10/2018		UNITY TRUST: 60-83	30005	Grant	Herstmonceux Cricket Club	Z	1,000.00	0.00	1,000.00
201	22/06/2018		UNITY TRUST: 60-83	BPAYMENT	Barclay Card	Barclay Card	Z	7.38	0.00	7.38
202	30/06/2018		UNITY TRUST: 60-83	BPAYMENT	Bank Service Charge	Unity Trust	Z	18.00	0.00	18.00
203	02/07/2018		UNITY TRUST: 60-83	BPAYMENT	Service Charge	Unity Trust	Z	5.87	0.00	5.87
204	05/06/2018		UNITY TRUST: 60-83	BPAYMENT	ICO Renewal	Rural Community Support So	Z	35.00	0.00	35.00
205	25/06/2018		UNITY TRUST: 60-83	BPAYMENT	Standing Order Rural C S Sodi	Rural Community Support So	Z	95.00	0.00	95.00
206	25/06/2018		UNITY TRUST: 60-83	BPAYMENT	Standing Order Rural C S Sodi	Rural Community Support So	Z	450.00	0.00	450.00
207	08/06/2018		UNITY TRUST: 60-83	BPAYMENT	Electricity Supply	Kent County Council	Z	489.77	0.00	489.77
208	08/06/2018		UNITY TRUST: 60-83	BPAYMENT	Standing Charge - Street Light	Kent County Council	Z	4.40	0.00	4.40
209	25/06/2018		UNITY TRUST: 60-83	BPAYMENT	Staff Tax	HMRC	Z	256.86	0.00	256.86
210	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Allotment Lease Variation	Invitta Law	S	72.00	14.40	86.40
211	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	New LED Lantern	East Sussex Highways	S	1,143.29	228.66	1,371.95
212	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Hall Hire	Herstmonceux Village Hall	Z	52.00	0.00	52.00
213	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	IT Support	Uniserve Southeast Ltd	S	60.60	12.12	72.72
214	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	IT Support	Uniserve Southeast Ltd	S	28.00	5.60	33.60
215	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Verge Cutting	Honeysett Groundcare	Z	802.85	0.00	802.85
216	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Remedial Works	MAS Systems LTD	S	840.22	168.04	1,008.26
217	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Subscription	WDALC	Z	32.00	0.00	32.00
218	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Chairman Networking Day	SSALC	S	160.00	32.00	192.00
219	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	RFO Salary	Karen Crowhurst	X	479.73	0.00	479.73
220	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk Salary	Clare Harrison	X	959.41	0.00	959.41
221	25/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk Mileage	Clare Harrison	X	110.25	0.00	110.25
222	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk Pension	East Sussex Pension Funds	X	283.74	0.00	283.74
223	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	RFO Tax	HMRC	X	119.80	0.00	119.80
224	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk Tax	HMRC	X	184.00	0.00	184.00
225	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk NI	HMRC	X	69.82	0.00	69.82
226	23/11/2018		UNITY TRUST: 60-83	BPAYMENT	Clerk Pension	Clare Harrison	X	70.62	0.00	70.62
227	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Specialist advice for access rt	JMLA	S	748.50	149.70	898.20
228	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Hall Hire	Herstmonceux Village Hall	Z	52.00	0.00	52.00
229	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Allotment Grass cutting	Trevor Hood	Z	54.00	0.00	54.00
230	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Dog Bin Emptying	Wealden District Council	S	375.00	75.00	450.00
231	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Ground Entrance Survey REC	SeSurveying	S	1,125.00	225.00	1,350.00
232	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Allotment Grass cutting	Trevor Hood	Z	54.00	0.00	54.00
233	22/11/2018		UNITY TRUST: 60-83	BPAYMENT	Refuse sacks - Rec	Stephen Nash	Z	21.59	0.00	21.59
Total								10,260.70	910.52	11,171.22

9. **PLANNING COMMITTEE**
- 18.11.128 i Minutes for **Approval and Adoption**, meeting date 22nd October 2018
- The minutes of the Planning Committee meeting held on the 22nd October 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 November 2018
- The minutes of the Planning Committee meeting held on the 13th November 2018 had been circulated.
- It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.
- iii PLN(Com) Recommendations for Full Council ratification
- There were none

Minutes to be filed
and posted to
website

10. **TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**
- 18.11.129 iv Cuckmere Community Bus
Acknowledged
- v Communication Working Group

Clerk to devise new
councillor surgery
schedule

The Communication Working Group had proposed to FCL that Surgeries are to be held on bank holiday weekends where possible for purposes of consistency.

It was proposed to move the surgeries to the first of the month as from January 2019. Motion carried.

vi Any report received after the publication of this agenda
There were none

11. **PLANNING MATTERS**
18.11.130 Consideration of any received applications, Comments and Observations to WDC

11.1 **Application No. WD/2018/1654/F**

Application Type: Full

Expiry date for comments: 30 November 2018

Case Officer: Laura Field Tel: 01892 602515

Location: LIME END FARM, CHURCH ROAD, FLOWERS GREEN,
HERSTMONCEUX, BN27 1RG

Description: PROPOSED RAISING OF BANK LEVELS ON SLURRY LAGOON
AND CLEAN WATER STORAGE TO STOP SLURRY POLLUTION TO THE CLEAN
WATER STORAGE AND THE WATERCOURSE DOWNSTREAM.

Applicant: Ford Partners

Agent: Baker Architectural Ltd

Comments and Observations

Herstmonceux Parish Council support this application

**Observations and
comments to WDC**

11.2 **Application No. WD/2018/2115/F**

Application Type: Full

Expiry date for comments: 30 November

Case Officer: Mr T Balcikonis Tel: 01892 602783

Location: WISTERIA PLACE, COWBEECH HILL, HERSTMONCEUX, BN27 4JA

Description: TWO NEW HOLIDAY LET UNITS

Applicant: Mr Tim & Mrs Anne Davies

Agent: Baker Architectural Ltd

Ltd

Comments and Observations

Herstmonceux Parish Council support this application. However, Herstmonceux Parish Council would like to see an increase in the parking provision to reflect the increased accommodation from 2 bedrooms to three.

Additionally, Parish Council approval is offered on the understanding that the conditions of the previously approved application (WD/2015/2181/F) are retained. Specifically:

- Condition 4 – Before first use of the holiday let units hereby approved, the car parking spaces and turning area shall be provided, and thereafter shall be retained for such purposes to the satisfaction of the Local Planning Authority.

**Observations and
comments to WDC**

- Condition 7 - The development hereby permitted shall be used for holiday accommodation only and shall be used for no other purpose (including any other purpose within Class C3 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or any Order revoking and re-enacting that order with or without modification.)

11.3 Application No. WD/2017/2850/F

Application Type: Full

Expiry date for comments: 27 November 2018

Case Officer: Laura Field Tel: 01892 602515

Location: LAND AT OAK HOUSE, BAGHAM LANE, HERSTMONCEUX, BN27 4NA

Description: ERECTION OF NO.2 DWELLINGS, ACCESS, LANDSCAPING AND OTHER ASSOCIATED INFRASTRUCTURE. Plots 3 and 4 deleted from scheme. Revised design.

Applicant: Telstar Ltd

Agent: Parker Dann

Cllr M Goodsell left the meeting at 08.12pm

Comments and Observations

HPC still strongly objects to this application, despite the reduction from 4 to 2 houses.

- The development fronts the High Weald Area of Outstanding Natural Beauty where sporadic development is resisted. A precedence for expanding into the AONB must NOT be set.
- The site lies outside of any designated development boundary (whether under the existing Core Strategy, the emerging Wealden Local Plan or the Herstmonceux Parish Council Neighbourhood Plan) and is in an area where the restrictive countryside policies of WDC resist the provision of new housing without special justification. WLP Para 26.69, 26.70. Paras 26.71 & 26.72 also applying relevant comments about prevention of encroachment towards and into the AONB,
- This application would be intrusive backland development WLP Para 26.73
- Two new large houses would still increase the amount of vehicular traffic down Bagham Lane – a single track. The access via the single track in Bagham Lane is already dangerous, increased use will exacerbate the problem despite the plans for widening.
- Use of the alternative access of West End, James Avenue and Fairfield will increase pollution and traffic safety issues for residents of these areas.

Cllr Goodsell re-joined the meeting 08.30pm

11.4 Application No. WD/2018/1584/MRM

Application Type: Major Application – Reserved Matters

Expiry date for comments: 27 November 2018

Case Officer: Mrs C Turner Tel: 01892 602541

**Observations and
comments to WDC**

Location: LAND ADJACENT TO LIME CROSS RECREATION GROUND,
HERSTMONCEUX

Description: RESERVED MATTERS PURSUANT TO OUTLINE PERMISSION
WD/2015/0090/MAO (ERECTION OF UP TO 70 RESIDENTIAL DWELLINGS
(INCLUDING AFFORDABLE HOUSING), VEHICULAR ACCESS FROM GARDNER
STREET, OPEN SPACE, LANDSCAPING INCLUDING SUSTAINABLE URBAN
DRAINAGE SYSTEMS AND ALL
NECESSARY GROUND WORKS).

Please see amended plans date stamped 12th November 2018.

Applicant: Thakeham Client Ltd. Agent: Thakeham Homes Ltd

Comments and Observations:

Herstmonceux Parish Council support this application.

The Parish Council are pleased to see many of their previous comments taken on board and provide further comments below. The council look forward to a continued strong working relationship between the Parish and the developer.

- i The Parish Council would like to more dense planting in the area where the development backs onto Chapel Row. The houses in Chapel Row are an established hamlet and in wanting to preserve this aspect of rural living in our parish, it is felt that additional landscaping between the new development and the hamlet would assist with this. The Parish Council would welcome further discussions about this.
- ii The accommodation design materials offer variety in accordance with the Herstmonceux Parish Neighbourhood Plan Design Guide and the revised layout helps to support a rural feel. The Parish Council would to see this standard maintained. If any changes are proposed in the future, the Parish Council seek assurance that any further proposals will not compromise the current presented design considerations and standards.
- iii Foul Water Drainage – the Parish Council acknowledges the involvement of the relevant Water Boards. The Parish Council support the reserved matters recommendations if plans are in accordance with the recommendations of the Boards, and have the approval of the relevant water authorities.
- iv The Parish Council would like confirmation that where possible, the trees that currently lie in the centre of the development land and seem to be shown on the landscaping master plan, are protected against damage through the building process.
- v An area of disappointment from the Parish Council in the Reserved Matters are that the few chimney stacks that have been included appear to be for cosmetic purposes only. Former comments from the Parish Council expressed a desire to see more houses with chimneys not only for the purposes of a varied landscape, but to offer more variety to families for heating their homes, such as for the provision of log burners. This request has not been met.

13. **RECREATION ACCESS ROAD**
18.11.132 All available updates
 See item 14
14. **ACTION POINTS UPDATES**
18.11.133
 - i Recreation Ground Access Road – The Council are awaiting options drawings following JMLA site visit.
 - ii Public WC – Electrical testing and ensuing works completed. Replacement light fitting to be actioned. Await confirmation of diarised work dates from the builders.
 - iii Defibrillator – Cllr Goodsell has visited 3 times but has been unable to speak to the manager. Clerk to liaise.
 - iv Phone Kiosks – No further recent action
 - v WWI Commemoration Activities and Events – it was reported that the final events of the Remembrance Day Service at the Church, the evening event at the Village Hall and the lighting of the Windmill had been a huge success, as indeed had all other activities that had been organised by so many members of our parish to commemorate this poignant year.
 - vi Grant of Easement with Integrative Health Surgery – The engrossed document has now been received into the office. This piece of work is now concluded.
15. **COUNTY AND DISTRICT COUNCILLORS REPORT**
18.11.134 Cllr Bentley had submitted his apologies for this meeting.
16. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**
18.11.135
 - i Correspondence Folder
Acknowledged
 - ii Clerks Report (October/November)
Acknowledged
 - iii Chairman's Community Volunteer Awards
Acknowledged
 - iv Other items of interest received after publication of this Agenda
None
17. **ITEMS FOR REFERRAL**
18.11.136
 - i Appropriate committee
None
 - ii Newsletter
Thank you to all members of the community for their efforts in the commemoration of WW1 events.
Christmas events.
18. **CLOSE OF MEETING**
18.11.136 The meeting closed at 8.56pm

Date of next meeting – 17th December 2018