

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 17<sup>th</sup> December, 2018, 7.00 p.m.**

**Councillors in attendance:** Jenny Alder; Jo Angear; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed.  
ESCC Cllr Bill Bentley; WDC Cllr Pam Doodes

**Clerk in attendance** – Clare Harrison

**Responsible Finance Officer (RFO)** – Apologies submitted

**Members of the Public** – One

Item Number	Minute	Action
1. 18.12.137	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>The meeting opened 7.04pm.</b> The Chair reminded all that the meeting was being recorded</p> <p>Apologies were received from the following Councillors: Ketill Game; Emma Goodsell;</p>	<p><b>Apologies and attendances to be recorded</b></p>
2. 18.12.138	<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 13<sup>th</sup> November 2018 The minutes of the Extraordinary Full Council (FCL) meeting held on the 13th November 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.</p> <p>ii Minutes for <b>Approval and Adoption</b>, meeting date 19<sup>th</sup> November 2018 The minutes of the Full Council (FCL) meeting held on the 19<sup>th</sup> November 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.</p> <p>iii Any outstanding actions There were no outstanding actions reported.</p>	<p><b>Minutes to be filed and posted to website</b></p>
3. 18.12.139	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>Members declared the same ongoing interests as at the beginning of the administration term.</p> <p><b>Declarations of Interest Specific to this Agenda:</b> Cllr Nash declared an interest in any matters that may arise appertaining to the Village Information Centre.</p>	<p><b>Interests to be recorded</b></p>
4. 18.12.140	<p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>No dispensation requests had been received.</p>	

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

- 18.12.141 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 none at this stage.

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

- 18.12.142 i Presentation of Payments and Receipts, December 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 £8,486.32. The RFO requested permission to process the payments of £8,486.32 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 £8,486.32.

Additional payments seeking approval, to be ratified at January Full Council

- i i Laser (Npower Electricity) Direct Debit @ £545.05
- i ii 2Commune @ £1,320
- i iii Curtis and Shaw (Sussex Ltd) @ £29.40
- i iv Wealden District Council Conference Attendance @ £60.00
- i v SSALC Training @£72.00
- i vi Reimbursement of events costs @ £22.00
- i vii Further invoices presented at the Finance and General Purposes meeting on the 11<sup>th</sup> December 2018 totalling £3,490.40, had been **AGREED to RECOMMEND** to Full Council for payment authorisation. These payments had not been included in the December 2018 payment list (below) having been submitted after the publication of the agenda and payments of accounts.

It was **RESOLVED** to **APPROVE** authorisation for these additional payments, to be ratified in January 2019.

December 18 Payments						
Payee	Payment date	Invoice	Amount Net VAT		Total	Purpose
The Recycling Partnershi	21-12-18	111057	26.94	5.39	32.33	Waste Disposal
ClIr Ian Stewart	21-12-18	1526544	349.00	70.00	419.97	Christmas Lights
R E Batkin	21-12-28	702	1,595.00	319.00	1,914.00	Bus Shelter Roof Hailsham Road
R E Batkin	21-12-28	703	1,895.00	379.00	2,274.00	Bus Shelter Roof Hailsham Road (2)
Just Call the Handyman	21-12-18	816	495.00	0.00	495.00	Painting of Jubilee Sign
HATS	21-12-18		1,500.00	0.00	1,500.00	Grant
K A Crowhurst	21-12-18		430.11	0.00	430.11	RFO Salary
Clare Harrison	21-12-18		832.37	0.00	832.37	Clerk Salary
HMRC	21-12-18		107.40	0.00	107.40	RFO Tax
HMRC	21-12-18		146.40	0.00	106.40	Clerk Tax
HMRC	21-12-18		45.87	0.00	45.87	Clerk NI
E Sx Pension fund	21-12-18		59.64	0.00	59.64	Clerk cont Pension
E Sx Pension fund	21-12-18		269.63	0.00	269.23	Employer cont Pension
			7,752.36	773.39	8,486.32	

7. 18.12.143	<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b> i <b>Approve</b> any Finance and General Purposes Committee Recommendations	<b>Minutes to be filed and posted to website</b>
	<p>It was <b>PROPOSED</b>, seconded and <b>AGREED</b> by all that the presented budget and precept calculation be <b>APPROVED</b> for the Precept amount of £71,109 for the financial year 2019 – 2020. Decision <b>RATIFIED</b>.</p>	
	ii <b>Approve</b> any Personnel Sub Committee Recommendations The Clerk's annual leave request was <b>AGREED</b> .	
	iii <b>Signing</b> of Precept Form for the amount of £71,109 for 2019/20 Financial Year The form was duly signed by the Clerk and the Chair of Herstmonceux Parish Council.	<b>Form to be submitted</b>
	iv Minutes for <b>Approval and Adoption</b> , meeting date 11 <sup>th</sup> November 2018 The minutes of the Finance and General Purposes (FGP) Committee meeting held on the 11 <sup>th</sup> December 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. 6.7 amended to add 'and now in next year's budget'.	<b>Minutes to be filed and posted to website</b>
	<b>Clr Bentley joined the meeting at 7.18pm.</b>	
8. 18.12.144	<b>AMENITIES COMMITTEE</b> i <b>Approve</b> any Amenities Committee Recommendations The recommendations from the Highways Working Group to Full Council for the quoted work and costs on the Parish Fingerposts were <b>PROPOSED by</b> , seconded by and <b>AGREED</b> by all.  The recommendations from the Trees and Landscaping Working group to Full Council to remove the falling down fence around Lime Cross Sports field was <b>PROPOSED</b> and <b>AGREED</b> by all.  The recommendation to Full Council for the Parish Council to introduce an Events Budget for the next Financial Year onwards was <b>PROPOSED by</b> , seconded by and <b>AGREED</b> by all.	<b>RFO to issue works orders</b>  <b>Trees and Landscaping working group to submit quotes to FGP</b>  <b>FGP Committee</b>
	ii Minutes for <b>Approval and Adoption</b> – meeting date 26 <sup>th</sup> November 2018 The minutes of the Amenities (AME) Committee meeting held on the 26 <sup>th</sup> November 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.	<b>Minutes to be filed and posted to website</b>
9. 18.12.145	<b>PLANNING COMMITTEE</b> i <b>Approve</b> any Planning Committee Recommendations There were none outstanding.	
	ii Minutes for <b>Approval and Adoption</b> , the scheduled planning meeting on the 4 <sup>th</sup> December 2018 had been cancelled due to a lack of applications, however, an extra Planning Committee meeting has had to be scheduled for Thursday 20 <sup>th</sup> December, 9.30am at the Village Information Centre.	

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

18.12.146

- i Any report received after the publication of this agenda  
None had been received

11. **PLANNING MATTERS**

18.12.147 Consideration of any received applications, Comments and Observations to WDC

11.1 **Application No. WD/2018/2458/F**

18.12.147.1

Application Type: Full

**Expiry date for comments: 13 December 2018; Extension until 18<sup>th</sup> December 2018**

Case Officer: Sally Simpson Tel: 01892 602551

Location: COOPERS CROFT COTTAGE, CRICKETING LANE, HERSTMONCEUX, BN27 1QL

Description: REMOVE EXISTING DETACHED GARAGE AND REPLACE WITH A NEW DETACHED GARAGE.

**Comments and Observations:**

This application is supported.

**Councillor Naish joined the meeting at 7.25pm**

11.2 **Application No. WD/2018/2374/F**

18.12.147.2

Application Type: Full Expiry date for comments: 25 December 2018

Case Officer: Ms A Choudhury Tel: 01892 602473

Location: PHYSICS BUILDING, BADER INTERNATIONAL STUDY CENTRE, HERSTMONCEUX CASTLE, WARTLING ROAD BN27 1RN Description: MINOR ELEVATION CHANGES TO EXISTING TEACHING AND RESEARCH BUILDING WITHIN THE CAMPUS, COMPRISING OF REPLACEMENT OF EXISTING WINDOWS AND EXTERNAL DOORS WITH NEW IN EXISTING OPENINGS; AND INCLUDING FORMING 1 PAIR OF NEW EXTERNAL DOORS AND MODIFYING SOME EXISTING OPENINGS FROM WINDOWS TO DOORS. NEW VENTILATION AND BOILER FLUES THROUGH EXISTING ROOF

**Comments and Observations:**

This application is supported as per Policy 3 of the Herstmonceux Parish Neighbourhood Plan, 'Proposals for development that will support the use of Herstmonceux Castle and Grounds for the purposes of ....education.'

11.3 **Application No. WD/2018/2096/F**

18.12.147.3

Application Type: Full

Expiry date for comments: 19 December 2018

Case Officer: Ralph Forder Tel: 01892 602496

Location: BRICK FARM LAKES, THE FISHING LODGE, BRICK FARM, WINDMILL HILL BN27 4RS Description: THE SITING OF 4 GLAMPING PODS FOR TOURISM USE WHICH WILL BE RELATED TO EXISTING USE AS A FISHERY. ACCESS SPUR, PARKING AND LANDSCAPING AND OTHER ASSOCIATED WORK. Amended plan received 26 November 2018 to show the resting of the holiday pods.

**Comments and observations to be submitted**

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**Comments and Observations:**

This application is supported subject to the Environment Agency approval of proposals for sewage treatment. The application supports Policy 4 of the Herstmonceux Neighbourhood Plan as an expansion and enhancement of an existing local business, through the provision of moveable, non-permanent structures.

11.4 **Application No. WD/2018/2408/F**

18.12.147.4 Application Type: Full  
Expiry date for comments: 26 December 2018  
Case Officer: Mr T Balcikonis Tel: 01892 602783

**Comments and  
Observations to  
be Submitted**

Location: SWANMORE, CHURCH ROAD, FLOWERS GREEN, HERSTMONCEUX,  
BN27 1RJ Description: REPLACEMENT DWELLING.

**Comments and Observations:**

Whilst council offered no objections to the principle of the building, they do however do object to the use of the suggested materials which are not in keeping with the adjoining listed buildings or the Herstmonceux Parish Council Neighbourhood Plan Design Guide.

11.5 **Application No. WD/2018/2475/F**

18.12.147.5 Application Type: Full  
Expiry date for comments: 25 December 2018  
Case Officer: Mr A Battams Tel: 01892 602487

**Comments and  
Observations to  
be Submitted**

Location: THE OLD BAKERY, GARDNER STREET, HERSTMONCEUX BN27 4LE  
Description: CHANGE OF USE TO RESIDENTIAL (C3) TO CREATE THREE FLATS,  
AND ASSOCIATED EXTENSIONS AND ALTERATIONS.

**Comments and Observations:**

Herstmonceux Parish Council Object to this planning application.

- The plans present an over development of this site.
- The parking proposals are un-satisfactory. It is unrealistic to expect residents to use a public car park which is not licenced for 24 hour parking. The drawn plans are disingenuous as they show parking on land that is not part of the site.
- The change of use of the building from an industrial to residential is in conflict of Policy 4 of the Herstmonceux Parish Council Neighbourhood Plan, Resisting the loss of Employment Locations, specifically that it has not been demonstrated that there is no longer a market for ... an alternative type of employment use, as proven by independent evidence. This plan reduces future employment site potential in the Parish.

12. **NEIGHBOURHOOD PLAN**  
18.12.148 Any updates regarding HPNP

There was a request for the Clerk to contact WDC for an update.

**Clerk to contact  
WDC**

13. **RECREATION ACCESS ROAD**  
18.12.149 All available updates

**Clerks follow up  
actions**

Council gave due consideration to the drafted plans but felt that the drawings were over engineered and not what was requested and needed, which was a simple low-cost solution.

**Standing orders were suspended at 7.59pm to allow the member of the public to speak.**

The Land Owner agreed with the Council that a backfill solution was all that was necessary, and the cost would be minimal. The drafted drawings designs that included bollards and the paving would cause issues for farm traffic. In summary, the improvements to the access road that are needed are an upgrade to a farm track needed, not an urban construction project.

**Standing orders were resumed at 8.01pm.**

Patrick Coffey to be written to and invited to a meeting with the Grounds Committee and a representative from the Ford Family.

14. **COUNTY AND DISTRICT COUNCILLORS REPORT**  
18.12.150 Cllr Bentley provided a verbal report.

Information was presented regarding Local Government funding, giving an overview of East Sussex budget structures and changes including some small gains and new challenges. The expected Green Paper on Adult Social Care funding has unfortunately been postponed to the New Year.

Cllr Bentley also provided an update regarding Policing, including the still open consultation on the police precept and how the additionally raised funds would be spent to increase the community policing teams should the increase be accepted. All are encouraged to respond to the consultation. It was also acknowledged that communication needs improvements and that this is a vital aspect to the success of the police force. Investment is needed.

15. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**  
18.12.151

- i Correspondence Folder
- ii Clerks Report (November/December)
- iii Other items of interest received after publication of this Agenda

All relevant correspondence had been shared prior to the meeting.

16. **ITEMS FOR REFERRAL**  
18.12.152

- i Appropriate committee

To FGP - Recreation Ground sign to FGP – needs capital G  
To FGP and AME Committees – Section 106 and CIL project planning  
To ES Highways – Notification of gradual reappearance of the sink hole in main road and Victoria Road / Windmill. HW(WG) via Clerk to write to Karl Taylor about this ongoing issue.  
To WDC – NHP update request.

- ii Newsletter

No specific items referred.

Herstmonceux Parish Council  
Full Council (FCL)

17. **CLOSE OF MEETING**  
18.12.153 The Chair reminded all that the next Full Council meeting would be held on the 21.01.19.

**The meeting closed at 8.30pm**

**Date of next meeting – Monday 21<sup>st</sup> January 2019**