

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 21<sup>th</sup> January, 2019, 7.00 p.m.**

**Councillors in attendance:** Jenny Alder; Jo Angear; Ketill Game; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; 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** – 1

Item Number	Minute	Action
19.01.154	<p><b>1. APOLOGIES FOR ABSENCE</b></p> <p><b>The meeting opened 7.32pm</b></p> <p>The Chair reminded all that the meeting is being recorded.</p> <p>Apologies were received from the following Councillors: Cllr Emma Goodsell who could not attend due to family circumstances.</p> <p>The apologies were accepted.</p>	<p><b>Apologies to be recorded</b></p>
19.01.155	<p><b>2. TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b></p> <p>i Minutes for <b>Approval and Adoption</b>, meeting date 17<sup>th</sup> December 2018</p> <p>The minutes of the Full Council (FCL) meeting held on the 17<sup>th</sup> December 2018 had been circulated.</p> <p>It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b>, 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><b>Minutes to be filed and posted to website</b></p>
19.01.156	<p><b>3. 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 M Goodsell - Agenda Item 7 <b>Work Contracts</b> Cllr H Kenward – Agenda Item 12.1 <b>Application No. WD/2018/2623/F</b> Ian Stewart – Agenda Item 12.1 <b>Application No. WD/2018/2623/F</b> Cllr C Stirling-Reed – Agenda Item 12.1 <b>Application No. WD/2018/2623/F</b></p>	<p><b>Declarations to be recorded</b></p>

4. **MEMBERS DISPENSATION REQUESTS**

19.01.157 No dispensation requests had been received.

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

19.01.158

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

**Standing Orders were suspended at 7.34pm**

A member of the public spoke regarding review of the Vitality Villages booklet and asked that any known amendments or additions be forwarded to Clerk to pass on. The updated publication will be available for circulation by mid-March 2019.

It was advised that the new booklet could be shared onto new Parish Council website if Council agree.

**Standing Orders re-opened 7.38pm.**

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

19.01.159

- i Presentation of Payments and Receipts, January 2019, 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 (please see overleaf)

The RFO presented this month's payments totalling £15,217.13. The RFO requested permission to process the payments of £15,217.13 as presented below / overleaf.

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 £15,217.13.

Additional payments of £46.63 were requested to be approved. **PROPOSED**, seconded and **AGREED** by all.

The RFO confirmed that she had completed and submitted the VAT return.

- ii **Retrospective Approval and Ratification** of repairs to Football Ground Stile

It was **PROPOSED**, seconded and **AGREED** by all to retrospectively authorise the repair works. The Finance Officer reported that no invoice had yet been received.

**RFO to process all due payments**

**Cllr Nash to organise repairs**

**Herstmonceux Parish Council  
PAYMENTS LIST**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT	Net	VAT	Total
247	Agn Hire of Hall	21/12/201		UNITY TRUST:	BPAYMENT	Hall Hire	Herstmonceux Village	Z	26.00	0.00	26.00
248	Hwy Footpaths	21/12/201		UNITY TRUST:	BPAYMENT	General Maintenance	M E Goodsell	S	150.00	30.00	180.00
249	Hwy Footpath	21/01/201		UNITY TRUST:	BPAYMENT	General Maintenance	M E Goodsell	S	200.00	40.00	240.00
250	Hwy Footpath	21/12/201		UNITY TRUST:	BPAYMENT	General Maintenance	M E Goodsell	S	375.00	75.00	450.00
251	GRec Other	21/12/201		UNITY TRUST:	BPAYMENT	General Maintenance	M E Goodsell	S	1,520.00	304.00	1,824.00
252	Hwy Footpaths	21/12/201		UNITY TRUST:	BPAYMENT	General Maintenance	M E Goodsell	S	642.00	128.40	770.40
253	WW1 Figures	22/01/201		UNITY TRUST:	BPAYMENT	Reimbursement of	MAry Gordon	Z	22.00	0.00	22.00
254	Office Website costs	22/01/201		UNITY TRUST:	BPAYMENT	New Website Provision	2Commune	S	1,100.00	220.00	1,320.00
255	Agn Courses /	22/01/201		UNITY TRUST:	BPAYMENT	Clerk Training	SSALC	S	60.00	12.00	72.00
256	Christmas Lights	22/01/201		UNITY TRUST:	BPAYMENT	Reimbursement of	Cllr S Nash	Z	23.13	0.00	23.13
257	GRec Car Park	22/01/201		UNITY TRUST:	BPAYMENT	Professional Services	JMLA	S	642.00	128.40	770.40
258	Office Electricity	22/01/201		UNITY TRUST:	BPAYMENT	Electricity Charge	Rural Community	Z	190.08	0.00	190.08
259	Office Rent	22/01/201		UNITY TRUST:	SORDER	Office Rent	Rural Community	Z	2,180.00	0.00	2,180.00
260	PC General	22/01/201		UNITY TRUST:	BPAYMENT	Replacement Light	MAS Systems LTD	S	70.00	14.00	84.00
261	GRec Grounds	22/01/201		UNITY TRUST:	BPAYMENT	Grass Cutting	Barcombe	S	385.00	77.00	462.00
262	GVG Grounds	22/01/201		UNITY TRUST:	BPAYMENT	Grass Cutting	Barcombe	S	165.00	33.00	198.00
263	GRec Grounds	22/01/201		UNITY TRUST:	BPAYMENT	Grass Cutting	Barcombe	S	666.20	133.24	799.44
264	GLPk unds	22/01/201		UNITY TRUST:	BPAYMENT	Grass Cutting	Barcombe	S	264.36	52.87	317.23
265	GLPk unds	22/01/201		UNITY TRUST:	BPAYMENT	Grass Cutting	Barcombe	S	231.42	46.28	277.70
266	GLPk unds	22/01/201		UNITY TRUST:	BPAYMENT	Mark out	Barcombe	S	135.00	27.00	162.00
267	Office IT Software	23/01/201		UNITY TRUST:	BPAYMENT	Office 365	Uniserve Southeast	S	60.00	12.00	72.00
268	Office Equipment -	22/01/201		UNITY TRUST:	BPAYMENT	Laptop Maintenance	Uniserve Southeast	S	112.00	22.40	134.40
269	Agr Grants Other	22/01/201		UNITY TRUST:		Annual Membership	CPRE	Z	36.00	0.00	36.00
270	StL Energy Charges	06/08/201		UNITY TRUST:	DDEBIT	Energy Supply	Kent County Council	Z	489.77	0.00	489.77
271	StL Standing Charges	10/09/201		UNITY TRUST:	DDEBIT	Electricity Supply	Kent County Council	Z	4.55	0.00	4.55
272	StL Energy Charges	10/09/201		UNITY TRUST:	DDEBIT	Electricity Supply	Kent County Council	Z	506.09	0.00	506.09
273	Office Telephone &	03/10/201		UNITY TRUST:	DDEBIT	Phone Bill	BT	S	208.58	41.72	250.30
274	Office Equipment -	12/10/201		UNITY TRUST:	DDEBIT	Photocopier charges	Principal LTD	S	166.96	33.39	200.35
275	GRec Water Charges	20/11/201		UNITY TRUST:	DDEBIT	Water supply	Castle Water	Z	18.24	0.00	18.24
276	Office Equipment -	24/10/201		UNITY TRUST:	DDEBIT	Photocopier charges	BNP Paribas Leasing	S	335.20	67.04	402.24
277	StL Energy Charges	07/11/201		UNITY TRUST:	DDEBIT	Electricity Charge	Kent County Council	Z	489.77	0.00	489.77
278	StL Standing Charges	07/11/201		UNITY TRUST:	DDEBIT	Electricity Charge	Kent County Council	Z	4.40	0.00	4.40
279	GRec Dog Bin	22/01/201		UNITY TRUST:	BPAYMENT	Dog Bin Emptying	Wealden District	S	375.00	75.00	450.00
280	Agn Courses /	22/01/201		UNITY TRUST:	BPAYMENT	Parish Conference	Wealden District	Z	60.00	0.00	60.00
281	AEMP - Finance	24/01/201		UNITY TRUST:	BPAYMENT	RFO Salary	K Crowhurst	X	430.11	0.00	430.11
282	AEMP Clerk Salary	24/01/201		UNITY TRUST:	BPAYMENT	Clerk Salary	Clare Harrison	X	764.40	0.00	764.40
283	AEMP Locum RFO	24/01/201		UNITY TRUST:	BPAYMENT	RFO Tax	HMRC	X	107.40	0.00	107.40
284	NP Clerk Tax	24/01/201		UNITY TRUST:	BPAYMENT	Clerk Tax	HMRC	X	126.00	0.00	126.00
285	AEMP RFO NI	24/01/201		UNITY TRUST:	BPAYMENT	Clerk NI	HMRC	X	33.02	0.00	33.02
286	Clerk Pension	24/01/201		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	53.75	0.00	53.75
287	Employer Pension	24/01/201		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	215.96	0.00	215.96
<b>Total</b>									<b>13,644.39</b>	<b>1,572.74</b>	<b>15,217.13</b>

7. **FINANCE AND GENERAL PURPOSES COMMITTEE**  
19.01.160 **TO CONSIDER RECOMMENDATIONS OF THE FGP COMMITTEE, FOR TENDERS / QUOTATIONS FOR CONTRACTORS TO APPOINT TO CARRY OUT VARIOUS WORK ON BEHALF OF HERSTMONCEUX PARISH COUNCIL**

**Finance Officer to process contracts paperwork and any further necessary financial administration appertaining to Full Council resolutions**

To consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

It was **Resolved** to exclude any members of the public due to the confidential nature of the business to be transacted.

After considering best value for money, it was **PROPOSED**, seconded and **AGREED** by all to agree to the recommendations of the FGP Committee, meeting date 21<sup>st</sup> January 2019).

Full Council **Resolved** to approve the to award the following contractors for quoted works:

- 1) Allotments – To contractor A for the amount of £861. This will need to be checked by the RFO for finalising.
- 2) Highway Verges to Contractor B, Tim Honeysett for the amount of £5,740.
- 3) Grass Cutting and grounds maintenance to Contractor B, Barcombe Landscapes for the amount of £5,699.
- 4) Small Works to Contractor B, M Goodsell for the amount of £936 year 1 £972 year 2 and £1,10.40 year 3

It was acknowledged that variations may apply through the year, as and when the work arises.

8. **Approve any Finance and General Purposes Committee Recommendations**  
19.01.161

**Finance Officer to action any payments or financial administration appertaining to Full Council resolutions**

The minutes of the Finance and General Purposes Committee meeting 21<sup>st</sup> January 2019 had been circulated to all.

**Cllr Stewart left the meeting.**

The Recommendation to grant Village Hall grant of £2,500 towards cost of a new cooker was **Proposed**, seconded and **Approved** by all.

All other recommendations within the minutes were **Proposed**, seconded and **Approved** by all.

Full Council **Resolved** to approve the recommendations of the FGP Committee, meeting date 21<sup>st</sup> January 2019.

**Cllr Stewart re-joined the meeting.**

- i Approve any further Personnel Sub-Committee Recommendations

It was noted that a report is forthcoming.

- ii Minutes for Approval and Adoption, meeting date 11th December 2018

These minutes had previously been approved and adopted at the Full Council meeting, 17th December 2018.

**The Responsible Finance Officer took her leave from the meeting.**

**Personnel Sub-Committee to submit to Clerk**

**Clerk to c/f adoption of FGP meeting, 08.01.19 to next FCL**

9. **AMENITIES COMMITTEE**  
19.01.162  
Verge cutting maps update from the Highways Working Group  
Discussions were held regarding information and requirement inconsistencies between East Sussex Highways and Herstmonceux Parish Council for 3 grass verge cutting areas in the Parish.

**Clerk to arrange a further meeting with**

officer from  
ESHIGHWAYS

**Standing Orders closed 8.04pm**  
**Standing Orders re-opened at 8.05pm.**

It was **Proposed**, seconded and **Approved** by all to request further discussions, via a meeting, with East Sussex Highways.

10. **PLANNING COMMITTEE**

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

- 19.01.163 i **Approve** any Planning Committee Recommendations  
ii Minutes for **Approval and Adoption**, meeting date 20<sup>th</sup>  
December 2018

The minutes of the Planning Committee meeting held on the 20<sup>th</sup> December 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

- iii Minutes for **Approval and Adoption**, meeting date 7<sup>th</sup> January 2019

The minutes of the Planning Committee meeting held on the 7<sup>th</sup> January 2019 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

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

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

12. **PLANNING MATTERS**

- 19.01.165 Consideration of any received applications, Comments and Observations to WDC

12.1 **Application No. WD/2018/2623/F**  
Application Type: Full

19.01.165.1

Location: LAND ADJOINING 2 THE FIRS, WEST END, BN27 4NY  
Description: ERECTION OF A DETACHED HOUSE WITH ASSOCIATED PARKING FOLLOWING THE DEMOLITION OF EXISTING GARAGE  
Applicant: Smallacre Developments Agent: Kember Loudon Williams

**Submission of  
comments  
and  
observations**

**Councillors Kenward, Stewart and Stirling Reed left the meeting at 8.19pm**

**Comments and Observations:**

Herstmonceux Parish Council **object** to this application.

- The plans for a 4 bedroomed house is considered an overdevelopment of this site.

- The division of the garden of 2 The Firs to create two separate dwellings would result with very small gardens that would have a negative impact on both dwellings.
- A new dwelling would add to the traffic issues in West End which has been brought to the attention of ESCC Highways on numerous occasions.
- The removal of the garage of the adjoining property plus front of property parking proposals for this new build, family property exacerbate the parking concerns on West End and urbanise the local street scene and are, therefore, considered inappropriate.
- The proposed design is not in keeping with the adjacent properties.
- Submitted objections from West End residents are noted.

Should this subsequent planning application be approved, the Parish Council are minded to request that previous Notice of Decision conditions are revised and re-attached to this new application, where appropriate. **Councillors Kenward, Stewart and Stirling Reed re-joined the meeting at 8.24pm**

12.2 **Application No. WD/2018/2691/F**

19.01.165.2 Application Type: Full

**Expiry date for comments: 25 January 2019**

Case Officer: Mr T Balcikonis Tel: 01892 602783

Location: HARDHAM COTTAGE, STUNTS GREEN, HERSTMONCEUX, BN27 4PP

Description: SINGLE STOREY REAR EXTENSION AND REPLACEMENT OF EXISTING TILE HANGING WITH CHARCOAL GREY/BLACK CLADDING.

Applicant: Mr & Mrs Hobden

Agent: Mr Lusted

**Comments and Observations:**

No objection.

**Submission of  
comments  
and  
observations**

12.3 **Application No. WD/2018/2562/F**

19.01.165.3 Application Type: Full

**Expiry date for comments: 4 February 2019**

Case Officer: Laura Field Tel: 01892 602515

Location: THE GRANARY, STUNTS GREEN, HERSTMONCEUX, BN27 4PP

Description: PROVISION FOR 60M X 20M EQUESTRIAN MANEGE WITH NO FENCING, FOR PRIVATE USE

Applicant: Miss Katie Sanders

Agent: Foord Equestrian Services

**Submission of  
comments  
and  
observations**

**Comments and Observations:**

No objections are offered to this application, subject to a condition being imposed of no installation of flood lighting, and the manege to remain for private use only.

12.4 **Application No. WD/2018/2695/F**

19.01.135.4 Application Type: Full

**Expiry date for comments: 1 February**

Case Officer: Laura Field Tel: 01892 602515

**Submission of  
comments  
and  
observations**

Location: HALF ACRE BARN, NEW ROAD, HERSTMONCEUX BN27 1PX

Description: ERECTION OF PROPOSED 4-BAY OAK FRAME GARAGE

Applicant: Mr & Mrs Chris Woollett Agent: Ghawkins

Designs

**Comments and Observations:**

Herstmonceux Parish Council object to this application.

- The garage is oversized.
- The ridgeline is too high and should be dropped, so as to be in keeping with the property.

12.5 **Application No. WD/2018/1584/MRM**

19.01.165.5 Application Type: Major Application – Reserved Matters

**Expiry date for comments: 29 January 2019**

Case Officer: Mrs C Turner Tel: 01892 602541

**Additional  
planning  
meeting  
agenda item**

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 12th November 2018.

Applicant: Thakeham Client Ltd Agent: Thakeham Homes Ltd

**Comments and Observations:**

This item is deferred to the extra Planning Committee Meeting on the  
28.01.19

13. **NEIGHBOURHOOD PLAN**

19.01.166 Any updates regarding HPNP

It was reported that the Wealden Local Plan has been submitted  
(18.01.19). The Council were reminded that the Herstmonceux Parish  
Neighbourhood Plan Habitats Regulations Assessment can now be  
undertaken by the District Council.

14. **WOOLPACK CLOSURE** **Clerks letter**  
19.01.167 The Clerk was requested to write a letter to the owners to request further information in relation to the closure.

15. **COUNTY AND DISTRICT COUNCILLORS REPORT** **Clerks letter  
to ES  
Highways**  
19.01.168 Cllr Bentley had no further information to follow his December report until after a meeting tomorrow, however he was hopeful for the direction of travel of the policing discussions.

A new crowd funding initiative has been introduced, details can be found at Crowd Funding website/East Sussex. The intention is to raise funding for projects that demonstrate inclusion and community participation of those previously excluded from community activity. Deadline of 25.01.19.

The two additional proposed schools in Hailsham are for an academy and special needs school.

Cllr Bentley offered information, support and his intervention for some of the ongoing highways / road issues in the parish.

**Cllr Game left the meeting at 8.59pm**

16. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**  
19.01.169 i Correspondence Folder  
Cllr Jo Angear declared a late interest in this item as it was announced that a Notice Requiring Planting of Hedgerow had been issued to Thorndean Farm, Cowbeech. Cllr Angear did not leave the room as there was no discussion or decision making needed for this item. The item was presented as information only.

Council were reminded of the Wealden District Council Draft Corporate Plan Consultation and 19/20 Budget and Medium-Term Financial Strategy Consultation. Any comments to be forwarded to the Clerk by end of the following day.

ii Clerks Report (November/December/January)  
Communications appertaining to changes to polling stations had been received regarding residents having to go to inappropriate locations to vote. It was acknowledged that these are now unlikely to change for the upcoming 2019 , however comments of accessibility of polling stations and effectiveness of arrangements will be kept by the Parish Council to feed into any future polling arrangement consultation. **Clerk to  
arrange  
meeting with  
Elections  
Officer**



The Council wish to request a meeting with the Elections Team to ascertain how voting will work in practice on polling day. Council acknowledged the benefits of applying for a postal vote for those who have been affected by the change.

iii Other items of interest received after publication of this  
Agenda  
Nothing further.

**17. ITEMS FOR REFERRAL**

19.01.170 i Appropriate committee

It was reported that the volunteers of the 2018 Christmas Committee were keen to continue and build on last year's activities.

ii Newsletter  
None.

**18. CLOSE OF MEETING**

19.01.171

**The meeting closed at 9.16pm**

**Date of next meeting – Monday 18<sup>th</sup> February 2019**