

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 18<sup>th</sup> February 2019, 7.30 p.m.**

**Councillors in attendance:** Jenny Alder; Jo Angear; Ketill Game; Emma Goodsell; Mick Goodsell; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed. ESCC Cllr Bill Bentley.

**Clerk in attendance** – Clare Harrison

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

**Members of the Public** – 0

Item Number	Minute	Action
1. 19.02.172	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>The meeting opened 7.31pm</b></p> <p>The Chair reminded all that the meeting is being recorded.</p> <p>Apologies were received from the following Councillors: Cllr Heather Kenward</p> <p><b>Apologies accepted.</b></p>	<p><b>Apologies to be recorded</b></p>
2. 19.02.173	<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 21<sup>st</sup> January 2019</p> <p>The minutes of the Full Council (FCL) meeting held on the 21<sup>st</sup> January 2019 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.</p>	<p><b>Minutes to be filed and posted to website</b></p>
3. 19.02.174	<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 Stewart Agenda Item 11.2- planning application WD/2018/2623/F</p>	<p><b>Declarations to be recorded</b></p>
4. 19.02.175	<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**

19.02.176

There were no members of the public present.

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

19.02.177

- i Presentation of Payments and Receipts, February 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

**RFO to process all due payments**

The RFO presented receipts totalling £15,663.36.

The RFO presented this month's payments totalling £7,459.91. The RFO requested permission to process the payments of £7,459.91 as presented below.

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 £7,459.91.

11 February 2019 (2018-2019)

**Herstmonceux Parish Council  
RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
39	HVH Ground Rental	02/02/2019		UNITY TRUST:	20190010	Rent from Lease Terms	Herstmonceux Village	Z	412.50	0.00	412.50
40	Allo -Allotment Fees	01/02/2019		UNITY TRUST:		Allotment fee	01B	Z	25.00	0.00	25.00
41	Allo -Allotment Fees	01/02/2019		UNITY TRUST:		Allotment fee	18B	Z	25.00	0.00	25.00
42	Allo -Allotment Fees	15/01/2019		UNITY TRUST:		Allotment fee	13B	Z	25.00	0.00	25.00
43	Allo -Allotment Fees	15/01/2019		UNITY TRUST:		Allotment fee	08A	Z	25.00	0.00	25.00
44	Allo -Allotment Fees	15/01/2019		UNITY TRUST:		Allotment fee	07B	Z	10.00	0.00	10.00
45	Allo -Allotment Fees	15/01/2019		UNITY TRUST:		Allotment fee	07A	Z	25.00	0.00	25.00
46	Allo -Allotment Fees	21/01/2019		UNITY TRUST:		Allotment fee	21B	Z	25.00	0.00	25.00
47	Allo -Allotment Fees	22/01/2019		UNITY TRUST:		Allotment fee	17B	Z	25.00	0.00	25.00
48	Allo -Allotment Fees	23/01/2019		UNITY TRUST:		Allotment fee	10B	Z	25.00	0.00	25.00
49	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	01A	Z	25.00	0.00	25.00
50	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	26A	Z	25.00	0.00	25.00
51	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	16A	Z	25.00	0.00	25.00
52	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	26A	Z	25.00	0.00	25.00
53	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	03A	Z	25.00	0.00	25.00
54	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	05A	Z	25.00	0.00	25.00
55	Allo -Allotment Fees	28/01/2019		UNITY TRUST:		Allotment fee	25A	Z	25.00	0.00	25.00
56	Allo -Allotment Fees	28/01/2019		UNITY TRUST:		Allotment fee	06A	Z	25.00	0.00	25.00
57	Allo -Allotment Fees	28/01/2019		UNITY TRUST:		Allotment fee	08B	Z	25.00	0.00	25.00
58	TOS Rental income	04/10/2018		UNITY TRUST:		Old Surgery Rent	APC Care	Z	2,500.00	0.00	2,500.00
59	VAT Repayment	24/10/2018		UNITY TRUST:		VAT repayment	HMRC	Z	1,430.81	0.00	1,430.81
60	AEMP Clerk Salary	23/11/2018		UNITY TRUST:		Tax adjustment	HMRC	Z	170.17	0.00	170.17
61	Other Income	19/12/2018		UNITY TRUST:	BPAYMENT	Misc	Not Known	Z	28.32	0.00	28.32
62	Contribution Cricket	30/01/2019		UNITY TRUST:		Grant Uplift	EW Cricket Club	Z	2,300.00	0.00	2,300.00
63	Other Income	05/02/2019		UNITY TRUST:		Bank Credit	Not Known	Z	512.50	0.00	512.50
64	Hwy Verge Cutting	02/10/2018		BARCLAYS: 20-	BPAYMENT	Highway Verges	East Sussex County	Z	2,597.27	0.00	2,597.27
65	Allo -Allotment Fees	08/02/2019		UNITY TRUST:		Allotment fee	14 A & 14 B	Z	50.00	0.00	50.00
66	Allo -Allotment Fees	08/02/2019		UNITY TRUST:		Allotment fee	16B	Z	25.00	0.00	25.00
67	Allo -Allotment Fees	08/02/2019		UNITY TRUST:		Allotment fee	12B	Z	25.00	0.00	25.00
68	Allo -Allotment Fees	08/02/2019		UNITY TRUST:		Allotment fee	11A	Z	25.00	0.00	25.00
69	Allo -Allotment Fees	08/02/2019		UNITY TRUST:		Allotment fee	18 A & 19 B	Z	50.00	0.00	50.00
70	VAT Repayment	11/01/2019		UNITY TRUST:	BBAYMENT	VAT repayment	HMRC	Z	2,601.79	0.00	2,601.79
71	TOS Rental income	09/01/2019		UNITY TRUST:	BPAYMENT	Old Surgery Rent	APC Care	Z	2,500.00	0.00	2,500.00
<b>Total</b>									<b>15,663.36</b>	<b>0.00</b>	<b>15,663.36</b>

**Herstmonceux Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
352	Christmas Lights	22/02/2019		UNITY TRUST:	BBPAYMENT	Provision of Christmas	M E Goodsell	S	121.50	24.30	145.80
353	GL Park Entrance	22/02/2019		UNITY TRUST:	BPAYMENT	Planning Consultancy	patrick Coffey Planning	Z	1,074.30	0.00	1,074.30
354	Agn Stationery	22/02/2019		UNITY TRUST:	BPAYMENT	Reimbursement of	Amazon	S	23.32	4.66	27.98
355	Agn Stationery	22/02/2019		UNITY TRUST:	BPAYMENT	Printer Ink	Amazon	S	21.37	4.27	25.64
356	AEMP Finance Officer	22/02/2019		UNITY TRUST:	BPAYMENT	RFO Tax	HMRC	X	107.40	0.00	107.40
357	AEMP Clerk Tax	22/02/2019		UNITY TRUST:	BPAYMENT	Clerk Tax	HMRC	X	158.40	0.00	158.40
358	AEMP Clerk NI	22/02/2019		UNITY TRUST:	BPAYMENT	Clerk NI	HMRC	X	53.59	0.00	53.59
359	AEMP Employers	22/02/2019		UNITY TRUST:	BPAYMENT	Clerk Employer NI	HMRC	X	61.62	0.00	61.62
360	AEMP Clerk Salary	25/02/2019		UNITY TRUST:	BPAYMENT	Clerk Salary	Clare Harrison	X	873.38	0.00	873.38
361	AEMP - Finance	25/02/2019		UNITY TRUST:	BPAYMENT	RFO Salary	K Crowhurst	X	430.11	0.00	430.11
362	Clerk Pension	22/02/2019		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	63.18	0.00	63.18
363	Employer Pension	22/02/2019		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	253.83	0.00	253.83
364	Agr Grants under	22/02/2019		UNITY TRUST:	BPAYMENT	Grant	Herstmonceux Village	Z	2,500.00	0.00	2,500.00
365	GRec Water Charges	28/01/2019		UNITY TRUST:	DDEBIT	Water supply	Castle Water	Z	33.57	0.00	33.57
366	Agr Grants under	05/02/2019		UNITY TRUST:	BPAYMENT	Grant	Herstmonceux Football	Z	500.00	0.00	500.00
367	Agn Hire of Hall	22/02/2019		UNITY TRUST:	BPAYMENT	Hall Hire	Herstmonceux Village	Z	78.00	0.00	78.00
368	Office IT Software	22/02/2019		UNITY TRUST:	BPAYMENT	IT Provision	Uniserve Southeast Ltd	S	42.60	8.52	51.12
369	StL Standing Charges	04/01/2019		UNITY TRUST:	DDEBIT	Electricity Charge	Kent County Council	Z	4.40	0.00	4.40
370	StL Energy Charges	04/01/2019		UNITY TRUST:	DDEBIT	Electricity Charge	Kent County Council	Z	545.05	0.00	545.05
371	GRec Commercial	02/01/2019		UNITY TRUST:	DDEBIT	Waste disposal	The Recycling	S	26.94	5.39	32.33
372	Office Equipment -	24/01/2019		UNITY TRUST:	DDEBIT	Photocopier charges	BNP Paribas Leasing	S	335.20	67.04	402.24
373	AEMP Employers	24/01/2019		UNITY TRUST:	BPAYMENT	Clerk Pension	HMRC	X	37.97	0.00	37.97
<b>Total</b>									<b>7,345.73</b>	<b>114.18</b>	<b>7,459.91</b>

7.  
19.02.178

**FINANCE AND GENERAL PURPOSES COMMITTEE**

- i **Approve** any Finance and General Purposes Committee Recommendations

It was **RESOLVED** that the recommendations of the Finance and General Purpose Committee be **APPROVED**. Decision **RATIFIED**.

- ii **Additional hours RFO and Clerk**

Additional hours of 16.45 for the Clerk and 4 for the RFO were recommended for approval by Full Council. It was **PROPOSED**, seconded and **AGREED** by all to process payment for the Officers' additional hours.

- iii **Approve** any Personnel Sub Committee Recommendations  
There were none.

- iv Minutes for **Approval and Adoption**, meeting date 8<sup>th</sup> January 2019

The minutes of the Finance and General Purposes Committee meeting 8<sup>th</sup> January 2019 had been circulated to all.  
It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

- v Minutes for **Approval and Adoption**, meeting date 21<sup>st</sup> January 2019

The minutes of the Finance and General Purposes Committee meeting 8<sup>th</sup> January 2019 had been circulated to all for formal adoption.  
It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

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

**All minutes to  
be filed and  
posted to the  
website**

- vi Minutes for **Approval and Adoption**, meeting date 12<sup>th</sup>  
February 2019

The minutes of the Finance and General Purposes Committee meeting 12<sup>th</sup> February 2019 had been circulated to all.

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

The RFO left the meeting at 19.35

8.  
19.02.179

**AMENITIES COMMITTEE**

- i **Approve** any Amenities Committee Recommendations  
There were no recommendations for consideration.

- ii Minutes for **Approval and Adoption**, meeting date 28<sup>th</sup>  
January 2019

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

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

9.  
19.02.180

**PLANNING COMMITTEE**

- i **Approve** any Planning Committee Recommendations  
There were no recommendations for consideration.

- ii Minutes for **Approval and Adoption**, meeting date 28<sup>th</sup>  
January 2019

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

**All minutes to  
be filed and  
posted to the  
website**

10.  
19.02.181

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

- i Any report received after the publication of this agenda  
The report of the Recreation Ground Access Road meeting between the Grounds Working Group and the land owner was tabled, Meeting Report (1). This was for information only.

The meeting report of the Parish Council and their Recreation Ground Access Road Project Planning Consultant was tabled, Meeting Report (2)

**Recommendations:**

- That due to the changes in circumstances as presented by the landowner in the meeting report (1), that Option 4 (as presented in meeting report (2)) that proposes a simplified solution of road clearance and any necessary road repairs be

**Photos taken  
by the Planning  
Consultant to  
be requested  
for HPC files.**

**RECOMMENDED** for approval as the chosen strategy for improvements to the Recreation Ground Access Road. Road repair details and any other amended project detail to be agreed in due course.

It was **RESOLVED** that the recommendations appertaining to the project to improve the Recreation Ground Access Road be **APPROVED**. Decision **RATIFIED**.

Following Full Council approval of this recommendation:

- That Patrick Coffey, Planning Consultant is stood down from the project.
- That JMLA are stood down from the project.
- That PJC are stood down from the project.

It was **RESOLVED** that the recommendations appertaining to the project to improve the Recreation Ground Access Road be **APPROVED**. Decision **RATIFIED**.

ii. The report of the Grass Verge Cutting meeting between Herstmonceux Parish Council and East Sussex Highways was tabled.

**Standing Orders were closed at 7.56pm**  
**Standing Orders were resumed at 7.56pm**

It was **RECOMMENDED** that the changes within the report be **APPROVED** and that the maps and contracts for the grass verge cutting in the Parish be amended to reflect this, including any cost implications.

It was **RESOLVED** that the changes/recommendations within the report be **APPROVED**. Decision **RATIFIED**.

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

11.1  
19.02.182.1 **Application No. WD/2019/0100/F**  
Application Type: Full  
**Expiry date for comments: 27 February 2019**  
Case Officer: Ralph Forder Tel: 01892 602496

**Comments and Observations to be submitted**

Location: WHIPPLETREE FARM, COWBEECH HILL, HERSTMONCEUX, BN27 4HZ

Description: PROPOSED DEMOLITION OF TWO REDUNDANT BARNES AND ERECTION OF TWO RESIDENTIAL DWELLINGS.

**Comments and Observations:**

Herstmonceux Parish Council offer no objections to this application, as long as development complies with all current regulations and are in adherence of relevant local policies.

11.2 Cllr Stewart left the room at 8.09pm  
19.02.182.2

**Comments and  
Observations  
to be  
submitted**

**Application No. WD/2018/2623/F Application**

Type: Full

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

Case Officer: Laura Field Tel: 01892 602515

Location: LAND ADJOINING 2 THE FIRS, WEST END, HERSTMONCEUX, BN27 4NY

Description: ERECTION OF A DETACHED HOUSE WITH ASSOCIATED PARKING FOLLOWING THE DEMOLITION OF EXISTING GARAGE  
Amended plans received 8 & 11 February 2019 showing the revised design.

**Comments and Observations:**

Herstmonceux Parish Council **strongly** object to this application for a 4 bedroomed property. The Council's previously raised issues, concerning development on this site, still stand and are now exacerbated by increasing the number of bedrooms, as per this application:

- The plan for a 4 bedroomed house is considered overdevelopment of this site.
- This application sets an inappropriate precedence to increase the building density of the area.
- A new dwelling would further 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 and parking proposals are considered inappropriate, exacerbating the parking concerns on West End and urbanising the local street scene.
- 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 condition are revised and re-attached to this new application, where appropriate.

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

12.  
19.02.183

**NEIGHBOURHOOD PLAN**

Any updates regarding HPNP.

Wealden District Council have given assurance that the Habitats Regulations Assessment will be completed on the Herstmonceux Parish Neighbourhood Plan by the end of the first week of March. A five-week consultation period with Natural England will then ensue. Once this stage has completed, if all is in order, Wealden District Council will seek to adopt the plan through a Portfolio Holder decision which is subject to a five-day call in period.

In conclusion, it is hoped that the Herstmonceux Parish Neighbourhood Plan will be adopted by the end of April 2019.

13.  
19.02.184

#### **ACTION POINTS AND UPDATES**

i Recreation Ground Access Road  
As per Agenda Item 10.

ii Arrangements for Annual Parish Meeting  
Various actions and responsibilities were agreed to.

iii Woolpack Closure  
The Clerk was asked to re-send letter of enquiry as the recipient had mislaid it.

iv Horseshoe Inn  
Following an email from The Cordage Group, a meeting date was proposed for Tuesday 12<sup>th</sup> March 2.30pm. Clerk to organise admin requirements.

v Social Media Campaign / Consultation – Dogs mess in Recreation Ground  
It was agreed that the Annual Parish Meeting provides an opportunity for consultation on this issue. The clerk was asked to invite representation from the **Paws on watch** scheme at Wealden to the Annual Parish Meeting. This would be advertised on the Community Facebook page to encourage parishioners to come along and offer their services in the form of a 'community watch group'.

14.  
19.02.185

#### **COUNTY AND DISTRICT COUNCILLORS REPORT**

A summary of the following items of interest was given by Cllr Bill Bentley:

- Budgets – as reported in the press, plus council tax increase info
- Sussex Police - Community and roads policing and communication updates
- Polegate traffic lights works due to finish asap
- EAL service is being maintained in schools
- Disingenuous media reporting re. meals on wheels.
- Fake Xanax (anxiety prescription drug) pills are being sold in ESx schools Robertsbridge, Ringmer, Hailsham. The dangers of

this include encouragement of drug dependency in young people.

- WDC has responsibility for roadside litter.

15. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**  
19.02.186 i Correspondence Folder  
General publications and other correspondence items were circulated for information.
- ii Clerks Report (January/February)  
Circulated at the meeting.
- iii Other items of interest received after publication of this Agenda  
Great British Spring Clean – Parish Council to promote community involvement.

**Clerk to make  
contact with  
WDC Cllr  
Doodes**

16. **ITEMS FOR REFERRAL**  
19.02.187 **Cllr Game left the meeting at 8.59pm**
- i Appropriate committee  
None
- ii Newsletter  
Cllr Stirling-Reed is to become lead councillor for the Parish Council Newsletter

17. **CLOSE OF MEETING**  
19.02.188 **The meeting closed at 9.05pm**

**Date of next meeting – Monday 18<sup>th</sup> March 2019, 7.00pm  
(Parish Council meeting will run immediately prior to the Parish Meeting)**