

Minutes

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 18th March 2019, 7.00 p.m.

Councillors in attendance: Jenny Alder; Jo Angear; Ketill Game; Mick Goodsell; Heather Kenward; 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 – 1

Item Number	Minute	Action
1. 19.03.189	APOLOGIES FOR ABSENCE The meeting opened 7.00pm The Chair reminded all that the meeting is being recorded. Apologies were received from the following Councillors: Cllr Emma Goodsell Apologies accepted.	Apologies to be recorded
2. 19.03.190	TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i Minutes for Approval and Adoption , meeting date 18 th February 2019 The minutes of the Full Council (FCL) meeting held on the 18 th February 2019 had been circulated. It was RESOLVED to accept that the minutes be APPROVED , adopted and signed as a correct record. ii Any outstanding actions There were none reported. Cllr B Naish joined the meeting at 7.01pm.	Minutes to be filed and posted to the website
3. 19.03.191	DECLARATIONS OF MEMBERS' INTERESTS Members declared the same ongoing interests as at the beginning of the administration term. Declarations of Interest Specific to this Agenda: Cllr Stirling-Reed declared an interest in Agenda Item 10.2 planning application number WD/2019/0379/F	Interests to be recorded.

Cllr Stewart declared an interest in Agenda Item 10.2 planning application number WD/2019/0379/F

Cllr J Alder joined the meeting at 7.02pm.

The Chair delivered a reminder about the due start of the period of Purdah and verbally delivered the Wealden District Council guidance to all Councillors who were present.

4. **MEMBERS DISPENSATION REQUESTS**
19.03.192 There were none

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
19.03.193

Cllrs Ian Stewart and Catherine Stirling-Reed left the meeting room at 7.03pm.

Cllr Mick Goodsell joined the meeting at 7.04pm.

Standing Orders closed at 7.05pm.

The member of the public spoke in support of planning application number WD/2019/0379/F.

An overview of the application was provided as the conversion of a barn, that compliance with the policies of the WDC Emerging Local Plan has been ensured through the submission of additional evidence to the WDC Planning Officer, who has been met with.

Standing Orders re-opened 7.07pm.

Agenda Item 10.2 was brought forward to this stage of the proceedings.

6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**
19.03.194

- i Presentation of Payments and Receipts, March 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

The RFO presented receipts totalling £

The RFO presented this month's payments totalling £5,097.97. The RFO requested permission to process the payments of £5,097.97 as presented in these minutes.

The Finance Offer stated that vouchers 377 and 405 are duplicate entries.

With the omission of one of these, 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 £5,097.97, minus £593.26.

Herstmonceux Parish Council
Full Council (FCL)

The receipts list was also **APPROVED** by all.

It was **PROPOSED**, seconded and **AGREED** by all to reimburse the Clerk for her personal expenditure on necessary administration and office supplies that had been actioned whilst awaiting the new Parish Council PCard.

Receipts had been provided. It was **RESOLVED** to authorise reimbursement totalling £263.20

It was **PROPOSED**, seconded and **AGREED** by all that the RFO have delegated approval to process all payments up to 31.03.19 so these are met within the current financial year and so as not to carry any payments over to the new financial year. That the payments are authorised by Cllrs Kenward and Stewart and that that the detail of the payments be submitted to FCL retrospectively at the April Meeting. **RESOLVED**.

Mar-19

**Herstmonceux Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
375	AEMP Employers	22/02/2019		UNITY TRUST:	BPAYMENT	Tax underpayment	HMRC	Z	73.37	0.00	73.37
376	Office Telephone & Hwy Road /	22/03/2019		UNITY TRUST:	BPAYMENT	Reimbursement of	K Crowhurst	S	8.33	1.66	9.99
377	AEMP Finance Officer	22/03/2019		UNITY TRUST:	BPAYMENT	Recreation ground	East Sussex Highways	S	494.38	98.88	593.26
378	AEMP Clerk Tax	22/03/2019		UNITY TRUST:	BPAYMENT	RFO Tax	HMRC	X	117.40	0.00	117.40
379	AEMP Employers	22/03/2019		UNITY TRUST:	BPAYMENT	Clerk Tax	HMRC	X	161.20	0.00	161.20
381	AMA Members - Basic	22/03/2019		UNITY TRUST:	BPAYMENT	Clerk Employer NI	HMRC	X	63.57	0.00	63.57
382	AMA Members - Basic	22/03/2019		UNITY TRUST:	BPAYMENT	Members Allowance	HMRC	X	15.60	0.00	15.60
383	AMA Members - Basic	22/03/2019		UNITY TRUST:	BPAYMENT	Members Allowance	HMRC	X	15.60	0.00	15.60
384	Clerk Pension	22/03/2019		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	63.95	0.00	63.95
385	Employer Pension	23/03/2019		UNITY TRUST:	BPAYMENT	Clerk Pension	East Sussex Pension	X	256.95	0.00	256.95
386	AMA Members - Basic	25/03/2019		UNITY TRUST:	BPAYMENT	Members Allowance	Cllr H J B M Naish	X	62.19	0.00	62.19
387	AMA Members - Basic	25/03/2019		UNITY TRUST:	BPAYMENT	Members Allowance	Cllr H J Kenward	X	62.19	0.00	62.19
388	AMA Members - Basic	25/03/2019		UNITY TRUST:	BPAYMENT	Members Allowance	Cllr J Alder	X	77.79	0.00	77.79
389	AEMP Clerk Salary	25/03/2019		UNITY TRUST:	BPAYMENT	Clerk Salary	Clare Harrison	X	882.21	0.00	882.21
390	AEMP - Finance	25/03/2019		UNITY TRUST:	BPAYMENT	RFO Salary	K Crowhurst	X	469.73	0.00	469.73
391	Office IT Software	22/03/2019		UNITY TRUST:	BPAYMENT	IT Provision	Uniserve Southeast Ltd	S	60.60	12.12	72.72
392	GRec Litter Bin	28/02/2019		UNITY TRUST:	DDEBIT	Waste disposal	The Recycling	S	26.94	5.39	32.33
393	GRec Water Charges	28/02/2019		UNITY TRUST:	DDEBIT	Water supply	Castle Water	Z	33.57	0.00	33.57
394	Office Photocopy	28/02/2019		UNITY TRUST:	DDEBIT	Photocopier charges	Principal LTD	S	134.93	26.99	161.92
395	Agn Other	12/02/2019		UNITY TRUST:	DDEBIT	Land Register Search	The Land Registry	X	3.00	0.00	3.00
396	Office Telephone & Hwy Road /	26/02/2019		UNITY TRUST:	DDEBIT	Clerk Mobile Phone	O2	S	19.17	3.83	23.00
397	Stl Standing Charges	11/02/2019		UNITY TRUST:	DDEBIT	Electricity Charge	Kent County Council	Z	4.55	0.00	4.55
398	Stl Energy Charges	11/02/2019		UNITY TRUST:	DDEBIT	Electricity Supply	Kent County Council	Z	557.28	0.00	557.28
399	GRec Commercial	01/02/2019		UNITY TRUST:	DDEBIT	Waste disposal	The Recycling	S	40.41	8.08	48.49
400	Agn Postage	23/05/2018		Barclay Card		Postage	Barclay Card	Z	7.38	0.00	7.38
401	Agn Postage	25/07/2018		Barclay Card		Postage	Barclay Card	Z	10.80	0.00	10.80
402	Agn Stationery	21/05/2018		Barclay Card		Sundries/Stationary	Barclay Card	Z	22.67	0.00	22.67
403	Agn Stationery	23/07/2018		Barclay Card		Sundries/Stationary	Barclay Card	S	26.67	5.33	32.00
404	GRec Tennis Court /	22/03/2019		UNITY TRUST:	BPAYMENT	Weed Killing	Honeysett Groundcare	Z	120.00	0.00	120.00
405	Hwy Road /	22/03/2019		UNITY TRUST:	BPAYMENT	Recreation ground	East Sussex Highways	Z	593.26	0.00	593.26
406	GRec Dog Bin	22/03/2019		UNITY TRUST:	BPAYMENT	Dog Bin Emptying	Wealden District	S	375.00	75.00	450.00
Total									4,860.69	237.28	5,097.97

**Herstmonceux Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
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
72	Allo -Allotment Fees	24/01/2019		UNITY TRUST:		Allotment fee	03B	Z	25.00	0.00	25.00
73	Allo -Allotment Fees	15/01/2019		UNITY TRUST:		Allotment fee	19B	Z	25.00	0.00	25.00
74	Allo -Allotment Fees	18/02/2019		UNITY TRUST:		Allotment fee	04A	Z	25.00	0.00	25.00
75	Allo -Allotment Fees	18/02/2019		UNITY TRUST:		Allotment fee	20B	Z	25.00	0.00	25.00
76	Allo -Allotment Fees	07/02/2019		UNITY TRUST:		Allotment fee	23A	Z	25.00	0.00	25.00
77	Allo -Allotment Fees	07/02/2019		UNITY TRUST:		Allotment fee	24B	Z	25.00	0.00	25.00
78	Allo -Allotment Fees	13/02/2019		UNITY TRUST:		Allotment fee	05B	Z	25.00	0.00	25.00
79	Allo -Allotment Fees	22/02/2019		UNITY TRUST:		Allotment fee	25B	Z	25.00	0.00	25.00
80	Allo -Allotment Fees	22/02/2019		UNITY TRUST:		Allotment fee	11B	Z	25.00	0.00	25.00
81	Allo -Allotment Fees	22/02/2019		UNITY TRUST:		Allotment fee	9A	Z	25.00	0.00	25.00
82	Office Equipment -	28/10/2018		Barclay Card		Barclay Card Payment	Barclay Card	Z	42.80	0.00	42.80
83	Agm Stationery	22/06/2018		Barclay Card		Direct Debit Barclay Card	Barclay Card	Z	7.38	0.00	7.38
84	Office Equipment -	28/04/2018		Barclay Card		Barclay Card Payment	Barclay Card	Z	670.78	0.00	670.78
85	Other Income	03/12/2018		Barclay Card		BCARD Fee Refund	Barclay Card	Z	20.69	0.00	20.69
86	Office Equipment -	28/10/2018		Barclay Card		Barclay Card Payment	Barclay Card	Z	318.78	0.00	318.78
87	Office Equipment -	28/07/2018		Barclay Card		Barclay Card	Barclay Card	Z	117.40	0.00	117.40
88	Office Equipment -	21/06/2018		Barclay Card	Stationary Credit	Barclay Card	Simon Goacher	Z	27.12	0.00	27.12
89	Bank Interest	20/09/2018		7 UNITY TRUST:		Bank Interest	Unity Trust Instant	Z	74.18	0.00	74.18
90	Office Rent	07/02/2019		UNITY TRUST:		Refund of overpayment	Rural Community	Z	2,180.00	0.00	2,180.00
91	Allo -Allotment Fees	07/02/2019		UNITY TRUST:		Allotment fee	23A	Z	10.00	0.00	10.00
Total									8,820.92	0.00	8,820.92

7. FINANCE AND GENERAL PURPOSES COMMITTEE

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

It was **PROPOSED**, seconded and **AGREED** by all that for more efficient administration of Parish Council finance, that the officers of the council hold Direct Debit purchasing cards to enable the transactions to be monitored online and the relevant card automatically linked.

Additional hours of 28.40 for the Clerk were recommended for approval by Full Council. It was **PROPOSED**, seconded and **AGREED** by all to process payment for the Clerk's additional hours and noted that this was retrospective approval due to the deadline date for the submission of the PVN to the payroll company.

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

- ii **Approve** any Personnel Sub Committee Recommendations
There were none

- iii Minutes for **Approval and Adoption**, meeting date 12th March 2019

The minutes of the Finance and General Purposes Committee meeting 12th March 2019 had been circulated to all. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

8. PLANNING COMMITTEE

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

- ii Minutes for **Approval and Adoption**, meeting date 6th March 2019

It was **RESOLVED** to accept that the minutes of the Planning Committee meeting on the 6th March 2019 be **APPROVED**, adopted and signed as a correct record.

9. **TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**
19.03.197

- i Any report received after the publication of this agenda
There were none.

10. **PLANNING MATTERS**
19.03.198 Consideration of any received applications, Comments and Observations to WDC

- 10.1 **Application No. WD/2019/0374/F** Application
19.03.198.1 Type: Full
Expiry date for comments: 27 March 2019
Case Officer: Mr T Balcikonis Tel: 01892 602783
Location: COPSE COTTAGE, WINDMILL HILL, HAILSHAM, BN27 4RZ
Description: TWO STOREY REAR EXTENSION AND FIRST FLOOR SIDE EXTENSION. DEMOLITION OF EXISTING GARAGE AND RE-BUILD WITH NEW CLOAK ROOM AND UTILITY ROOM TO REAR OF GARAGE.

Comments and observations to be submitted to WDC

Comments and Observations

There are no objections. This application is supported, subject to the plans being compliant as per any regulations for re-siting of the oil tank.

However, the Parish Council expressed that there is a need for the windows that overlook the neighbouring boundary to be obscured glass.

- 10.2 **Application No. WD/2019/0379/F**
19.03.198.2 Application Type: Full
Expiry date for comments: 21 March 2019
Case Officer: Mr A Battams Tel: 01892 602487

Location: LAND ADJACENT TO SCRIPP FARM, STUNTS GREEN, BN27 4PR
Description: CONVERSION OF A REDUNDANT AGRICULTURAL BUILDING TO A SINGLE DWELLING AND CONVERSION OF TWO ANCILLARY REDUNDANT AGRICULTURAL BUILDINGS TO ASSOCIATED RESIDENTIAL USE WITH PARKING PROVISION AND SOFT LANDSCAPING.

Comments and observations to be submitted to WDC

**This agenda item had been brought forward to Agenda Item 5 of the proceedings.
(Cllrs Ian Stewart and Catherine Stirling-Reed had left the meeting room at 7.03pm).**

Comments and Observations

No objections, subject to this application being compliant with all emerging local plan policies for conversion of agricultural buildings, this application is supported. The Parish Council would like to see a condition attached that the out buildings remain tied to the main building.

The member of the public left the meeting at 7.09pm

Clrs SR and IS re-joined the meeting at 7.09pm

10.3 **Application No. WD/2019/0347/F**

19.03.198.3 Application Type: Full

Expiry date for comments: 2 April 2019

Case Officer: Sally Simpson Tel: 01892 602551

Location: 5 ROCKLANDS COTTAGES, VICTORIA ROAD, WINDMILL HILL,
BN27 4SZ

**Comments
and
observations
to be
submitted to
WDC**

Description: SINGLE STOREY FRONT EXTENSION

Comments and Observations

Council object to this application:

- The extension is excessively large.
- The proposed extension lies beyond the building line and would take light from neighbouring properties.
- The extension is not in keeping with the porches on other properties in the area and is therefore not in keeping with the street scene.

11. **PARISH VERGE CUTTING**

19.03.199 The amended map has been circulated to all. It was noted that there are some changes to the previous urban and rural responsibility areas.

The changes result in no financial impact on the Parish Council.

It was **PROPOSED** to **APPROVE** the amendments to the map. Seconded and **AGREED** by all.

Herstmonceux Parish Council wished to express their thanks to Cllr Bentley for his support with this piece of work.

12. **ACTION POINTS AND UPDATES**

19.03.200

i Recreation Ground Access Road

Quotes for resurfacing are being sourced by Cllr Nash.

Cllr Nash

ii Woolpack Closure

No further information is available at this time.

iii Horseshoe Inn

Representatives from HPC have met with Cordage who have shared their ideas for the site, should they complete a purchase on it.

13. **COUNTY AND DISTRICT COUNCILLORS REPORT**
19.03.201 The councillors were not present at the meeting.

14. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**

19.03.202 i Correspondence Folder
No correspondence to note.

ii Clerks Report (Feb/March)
To be amalgamated with April's correspondence and presented next month. **Clerk**

iii Other items of interest received after publication of this Agenda
There were none

15. **ITEMS FOR REFERRAL** **Clerk**
19.03.203 i Appropriate committee
Hedge cutting – AME
Lime Cross pathway – AME

ii Newsletter **Cllrs Kenward
and Stirling-
Reed**
No items but noted that the next publication is due this month.

16. **CLOSE OF MEETING**
19.03.204

The meeting closed at 7.36

Date of next meeting – Monday 15th April 2019, 7.30pm