

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 15th April 2019, 7.30 p.m.

Councillors in attendance: Jenny Alder; Jo Angear; Ketill Game; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed.

Clerk in attendance – Clare Harrison

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

Members of the Public – 0

| Item Number | Minute | Action |
|-----------------|---|--|
| 1. 19.03.205 | <p>All /councillors were reminded to complete their election return form.</p> <p>APOLOGIES FOR ABSENCE The meeting opened at 7.35pm. The Chair reminded all that the meeting is being recorded.</p> <p>Apologies had been received from Cllrs: Cllr Brian Naish ESCC Cllr Bill Bentley Cllr Bryan Naish Cllr Goodsell had advised the clerk that she would be late to the meeting due to a prior work commitment.</p> <p>Apologies were accepted.</p> | <p>Apologies to be recorded</p> |
| 2. 19.03.206 | <p>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</p> <p>i Minutes for Approval and Adoption, meeting date 18th March 2019 The minutes of the Full Council (FCL) meeting held on the 18th March 2019 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 There were none reported.</p> | <p>Minutes to be filed and published on the website</p> |
| 3. 19.03.207 | <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 Kenward declared an interest in Agenda Items: 11.1 – Planning Application No. WD/2018/1989/F 11.3 – Planning Application No. WD/2019/0414/F</p> | |

4. **MEMBERS DISPENSATION REQUESTS**
19.03.208 There were none.
5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
19.03.209 There were no members of the public present
6. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**
19.03.210 i Presentation of Payments and Receipts, April 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 this month's payments totalling £6,044.14
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 £6,044.14.

9 April 2019 (2019-2020)

**Herstmonceux Parish Council
PAYMENTS LIST**

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-----------------------|------------|--------|-------------|-----------|--------------------------|---------------------|----------|-----------------|---------------|-----------------|
| 1 | Courses and | 01/01/2019 | | Unity Trust | BPAYMENT | Clerk Networking Day | SSALC | S | 90.00 | 18.00 | 108.00 |
| 2 | IT Software | 22/01/2019 | | Unity Trust | BPAYMENT | IT software | Uniserve Southeast | S | 60.60 | 12.12 | 72.72 |
| 3 | Subscriptions | 22/01/2019 | | Unity Trust | BPAYMENT | Subscriptions | SSALC/NALC | Z | 801.53 | 0.00 | 801.53 |
| 4 | Website Provision | 01/01/2019 | | Unity Trust | BPAYMENT | Website Provision | James Gallifant | Z | 120.00 | 0.00 | 120.00 |
| 5 | Maintenance Charges | 01/01/2019 | | Unity Trust | BPAYMENT | Street Light Maintenance | East Sussex County | S | 2,375.00 | 475.00 | 2,850.00 |
| 6 | Rnance Officer Salary | 25/01/2019 | | Unity Trust | BPAYMENT | RFO Salary | Karen Crowhurst | O | 446.97 | 0.00 | 446.97 |
| 7 | Clerk Salary | 25/01/2019 | | Unity Trust | BPAYMENT | Clerk Salary | Clare Harrison | O | 935.30 | 0.00 | 935.30 |
| 8 | Rnance Officer Tax | 22/01/2019 | | Unity Trust | BPAYMENT | RFO Tax | HMRC | O | 111.60 | 0.00 | 111.60 |
| 9 | Clerk Tax | 22/01/2019 | | Unity Trust | BPAYMENT | Clerk Tax | HMRC | O | 138.40 | 0.00 | 138.40 |
| 10 | Clerk NI | 22/01/2019 | | Unity Trust | BPAYMENT | Clerk NI | HMRC | O | 57.34 | 0.00 | 57.34 |
| 11 | Employers Overheads | 22/01/2019 | | Unity Trust | BPAYMENT | Clerk NI Employer | HMRC | O | 65.95 | 0.00 | 65.95 |
| 12 | Clerk Pension | 22/01/2019 | | Unity Trust | BPAYMENT | Clerk Pension | East Sussex Pension | O | 65.83 | 0.00 | 65.83 |
| 13 | Employers Pension | 22/01/2019 | | Unity Trust | BPAYMENT | Clerk Employer Pension | East Sussex Pension | O | 270.50 | 0.00 | 270.50 |
| Total | | | | | | | | | 5,539.02 | 505.12 | 6,044.14 |

7. **FINANCE AND GENERAL PURPOSES COMMITTEE**
19.03.211 i **Approve** any Finance and General Purposes Committee Recommendations

The recommendations of the Finance and General Purposes Committee were set out as per detailed in the minutes of the meeting on the 9th April 2019.

The Responsible Finance Officer offered some updated information appertaining to the re-availability of small contractual works for general maintenance and cutting in the parish. This was due to the previously chosen contractors response to raised queries following highlighted concerns that had arisen from recent activity and pre contract hedge cutting and the subsequent relinquishing of the small contracts. In agreement with the Parish Council, Barcombe will continue to undertake the grass cutting contract in the parish only.

A recommendation from the Responsible Finance Officer was made: that in light of the relinquished Barcombe small contract for cuts and maintenance in the parish and for the purposes of Health and Safety and to the

Minutes to be filed and published on the website

benefit to the community, the former tender for these works from Cllr Michael Goodsell for the same should be accepted'

Following careful consideration, it was **PROPOSED**, seconded and **AGREED** by all to accept the recommendations of the Responsible Finance Officer.
Approval of the award of the small contracts to Cllr M Goodsell was **RESOLVED**.

ii **Approve** any Personnel Sub Committee Recommendations

It was **PROPOSED**, seconded and **AGREED** by all to accept the recommendations of the Finance and General Purposes Committee and the Personnel Committee as per the minutes of the meeting on 9th April 2019.
Approval of recommendations were **RESOLVED**.

iii Minutes for **Approval and Adoption**, meeting date 9th April 2019

The minutes of the Finance and General Purposes Committee meeting held on the 9th April 2019 had been circulated.

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

8.
19.03.212

AMENITIES COMMITTEE

i **Approve** any Amenities Committee Recommendations

It was **PROPOSED**, seconded and **AGREED** by all to accept the recommendations of the AME Committee, as per the minutes of the meeting on 25th March 2019. **RESOLVED**.

ii Minutes for **Approval and Adoption**, meeting date 25th March 2019

The minutes of the Amenities Committee meeting held on the 25th March 2019 had been circulated.

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

9.
19.03.213

PLANNING COMMITTEE

i **Approve** any Planning Committee Recommendations

There were none.

ii Minutes for **Approval and Adoption**, meeting date 2nd April 2019

The minutes of the Full Council (FCL) meeting held on the 2nd April 2019 had been circulated. An amendment was approved by all.

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

10.
19.03.214

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

i Herstmonceux Transport Action Group meeting notes – 21st March 2019

The written report was acknowledged.

Minutes to be filed and published on the website

Minutes to be filed and published on the website

No action necessary

ii Community Land Trust

A verbal report was provided from the Chair regarding a recent meeting of the Community Land Trust. The council await more detailed proposals. A further public drop in session to be held on the 29th Ma 2019.

iii Any report received after the publication of this agenda
None.

11. **PLANNING MATTERS**

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

11.1 **Application No. WD/2018/1989/F**

19.03.215.1 Application Type: Full

Location: MILLERS COTE, WINDMILL HILL, BN27 4RS

Description: DEMOLITION OF EXISTING DWELLING AND ERECTION OF NEW HOUSE AND GARAGE

Comments and observations to be submitted to WDC

Comments and observations:

No comment.

11.2 **Application No. WD/2019/0624/F**

19.03.215.2 Application Type: Full

Location: 23 FAIRFIELD, HERSTMONCEUX, BN27 4NE

Description: PROPOSED LOFT CONVERSION WITH REAR DORMER & HIP TO GABLE ROOF EXTENSION ALONG WITH NEW FRONT ENTRANCE PORCH

Comments and observations to be submitted to WDC

Comments and observations:

Whilst the Parish Council raise have no objection to the conversion of the loft, rear dormer and porch, concerns are raised with the plans for the provision of the French door glass balustrade which is seen to potentially impinge on privacy of neighbouring properties, which is in conflict with Wealden District Council policy. Therefore, the application is not supported in its present form.

11.3 **Application No. WD/2019/0414/F**

19.03.215.3 Application Type: Full

Location: STUDDENS FARM, STUDDENS LANE, TROLILOES, HERSTMONCEUX, BN27 4QS

Description: PROPOSED HOLIDAY LET OF PART OF STUDDENS FARM

Comments and observations to be submitted to WDC

Comments and observations:

As a conversion of the existing annex, this application for the development of a holiday let is supported under the vision and objectives of the Herstmonceux Neighbourhood Plan. The Parish Council wish to see the conversion tied to the main property.

11.4 **Application No. WD/2019/0605/F**

19.03.215.4 Application Type: Full

Location: SILVER BIRCHES, VICTORIA ROAD, WINDMILL HILL, BN27 4TF

Comments and observations

Description: ERECT CONSERVATORY AT REAR

to be
submitted to
WDC

Comments and observations:

No objection.

11.5
19.03.215.5

WD/2019/0608/LDP

No action
necessary

PROPOSED LOFT CONVERSION WITH REAR FACING FLAT ROOF DORMERS TO FORM ADDITIONAL BEDROOM & BATHROOM
3 PARK VIEW, HAILSHAM ROAD, HERSTMONCEUX, BN27 4JP

This application has been approved by the Local Planning Authority on the 11th April 2019.

12.
19.03.216

NEIGHBOURHOOD PLAN

Any updates regarding HPNP
There were none.

13.
19.03.217

RECEIPT OF COMMUNITY CLEAN UP GRANT

Actions and timescales to be AGREED
A community litter pick up event for Herstmonceux Area was agreed for Sunday 19th May, 9.30am. Meet at the Parish Office.

14.
19.03.218

ACTION POINTS AND UPDATES

- i Wealden Local Plan
Information regarding examiner activity had been circulated
- ii Social Media Campaign / Consultation – Dogs mess in Recreation Ground
Refer to amenities Committee
- iii Parish Council Nominations and Notices of Uncontested Elections
Information circulated
- iv Parish Council Website and Accessibility Regulations
Information about the recent training session that had been delivered at the SSALC Clerks event was shared. It was **PROPOSED**, seconded and **AGREED** by all to accept the recommendations of the Clerk to upgrade the new website to the modern template. Decision to use 2Commune modern template and the financial cost incurred as a result of this was **RESOLVED**.
- v D-Day Commemoration
The local church is to be contacted.

15.
19.03.219

COUNTY AND DISTRICT COUNCILLORS REPORT

Cllr Bentley has submitted his apologies for this meeting and next

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

19.03.220 i Complaint Received

A recently received complaint was read out and acknowledged by all. The actions taken by the Clerk and relevant Councillor were deemed appropriate by all. Further communication between the Clerk and Complainant will take place. The use of media policy will be revised to provide more comprehensive guidance to all.

ii Correspondence Folder
Circulated.

iii Clerks Report
Ongoing correspondence with owners of the Woolpack noted.

iv Other items of interest received after publication of this Agenda
A complaint had been voiced about the overgrown hedge at the Woolpack Inn, causing difficulty for passers-by. Also fence in car park needs some attention. Cllr Stewart to speak to the owners.

It was agreed that the public toilets would need a commercial clean prior to opening. A new lock would be required on disabled toilet door as this now also doubled up as facilities for baby changing. Signage will be necessary and information to the parish that the toilets have not had a complete refurbishment but an overhaul in order to be fit to re-open.

The furthering of the discussion for a Handy Person employee role resulted in the request for a provision of a report and draft Job Description from the Clerk for the Finance and General Purposes and Amenities Committee.

17. **ITEMS FOR REFERRAL**

19.03.221 i Appropriate committee

Handy person proposal for FGP and Amenities Committee.

ii Newsletter
All in order.

18. **CLOSE OF MEETING**

19.03.222 The Chair highlighted that this was the last Full Council meeting of the current Council and expressed his thanks to all, in particular to Cllr Nash who would not be re-standing for the council due to his change in circumstances.

Grateful thanks on behalf of the Herstmonceux Parish were extended to Cllr Nash for his dedication and the many hours of volunteering given to supporting the local community in his role as councillor and Vice Chair of the Council.

The meeting closed at 9.05pm.

Date of next meeting:
First and Annual Meeting of Herstmonceux Parish Council
Monday 20th May 2019, 7.30pm