

MINUTES

HERSTMONCEUX PARISH COUNCIL
Herstmonceux Parish Full Council Meeting
Monday 19th August 2019, 7.30 p.m.

Councillors in attendance:

Herstmonceux Parish: Jenny Alder; Jo Angear; Simon Chapman; Ketill Game; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Ian Stewart - **Ch**;

Wealden District: Pam Doodes

East Sussex County Council: None

Clerk in attendance – Clare Harrison

Responsible Finance Officer (RFO) - Karen Crowhurst

Members of the Public – None

Number	Agenda Item	Action
1. FCL19-08_58	APOLOGIES FOR ABSENCE The meeting opened at 7.30pm Chair welcomed everyone and reminded all that this meeting was being recorded. Apologies were received from: Herstmonceux Parish Cllrs: Catherine Stirling-Reed Wealden District Councillors: David White (Cowbeech-BAEL)	Apologies to be recorded
2. FCL19-08_59	TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING i Minutes for Approval and Adoption , meeting date 15 th July 2019 The minutes of the meeting held on 15th July 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 are no outstanding actions. Ongoing matters are being progressed.	Minutes to website and filed.
3. FCL19-08_60	DECLARATIONS OF MEMBERS' INTERESTS Declarations of Member's Interests were as declared at beginning of this administration term. Declarations specific to this agenda were as follows: Cllr Ian Stewart Agenda item 11.3, Application No. WD/2019/1478/F	DOI to be recorded
4. FCL19-08_61	MEMBERS DISPENSATION REQUESTS There were none.	
5. FCL19-08_62	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA No members of the public were present.	

6.
FCL19-08_63

FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

**Finance Officer
to process
payments**

i Presentation of Payments and Receipts, August 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 £7715.78. Councillors questions were answered satisfactorily.

Receipts were also presented of a total of £537.44
An additional receipt had been received since the publication of the papers and would therefore be noted in next month's information.

It was **PROPOSED**, seconded and **AGREED** by all that all that the presented payments list (see overleaf) and receipts be accepted and that approval is issued for any payments. It was **RESOLVED** to authorise expenditure totalling £7715.78. **RATIFIED**.

09 August 2019 (2019-2020)

Herstmonceux Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
122	Water Charges	12/06/2019		Unity Trust Current 2 Direct Debit		Water Supply	Business Stream	Z	12.00	0.00	12.00
123	Office Rent	24/06/2019		Unity Trust Current 2 Direct Debit		Office Rent	Rural Community Suppor	Z	450.00	0.00	450.00
124	Office Electricity	24/06/2019		Unity Trust Current 2 Direct Debit		Office Electricity Supply	Rural Community Suppor	Z	95.00	0.00	95.00
125	Recreation Ground Litter	28/06/2019		Unity Trust Current 2 Direct Debit		Waste disposal	The Recycling Partnershi	S	54.36	10.87	65.23
126	Recreation Ground Dog f	28/06/2019		Unity Trust Current 2 Direct Debit		Waste disposal	Wealden District Council	S	500.00	100.00	600.00
127	Cleaning Contractor	22/08/2019		Unity Trust Current 2 Bank Payment		Public Toilet Cleaning	Fresh Cleaning Maintena	S	100.00	20.00	120.00
128	Fingerposts	22/08/2019		Unity Trust Current 2 Bank Payment		Benches and Bus Shelters	Extreme Clean	Z	120.00	0.00	120.00
129	Seat Provision/Maintena	22/08/2019		Unity Trust Current 2 Bank Payment		Bench Cleaning	Extreme Clean	Z	70.00	0.00	70.00
130	Bus Shelter Refurb & Cle	22/08/2019		Unity Trust Current 2 Bank Payment		Bus Shelter Cleaning	Extreme Clean	Z	200.00	0.00	200.00
131	Allotment Grounds Maint	22/08/2019		Unity Trust Current 2 Bank Payment		Allotment Grass Cutting	Honeysett Groundcare	Z	100.00	0.00	100.00
132	Urban Verge Cutting	22/08/2019		Unity Trust Current 2 Bank Payment		Verge Cutting	Honeysett Groundcare	Z	820.00	0.00	820.00
133	IT Software	22/08/2019		Unity Trust Current 2 Bank Payment		IT Support	Uniserve Southeast LTD	Z	827.14	0.00	827.14
134	Other Miscellaneous	03/05/2019		Barclaycard	Bank Payment	Charges	Barclay card	Z	12.00	0.00	12.00
135	Allotment Expenditure	09/05/2019		Barclaycard	Bank Payment	Broom	Amazon	Z	49.99	0.00	49.99
136	Allotment Expenditure	09/05/2019		Barclaycard	Bank Payment	Grass Collector	Amazon	Z	18.97	0.00	18.97
137	Other Miscellaneous	03/05/2019		Barclaycard	Bank Payment	Card Fee	Barclay card	Z	100.00	0.00	100.00
138	Office Equipment	24/07/2019		Unity Trust Current 2 Direct Debit		Photocopier provision	Parabis BNP	S	335.20	67.04	402.24
139	Telephone & Internet Ch	25/07/2019		Unity Trust Current 2 Direct Debit		Clerk Mobile Phone	o2	S	19.65	3.93	23.58
140	Recreation Ground Wate	29/07/2019		Unity Trust Current 20383257		Water Supply	Castle Water	Z	174.24	0.00	174.24
141	Recreation Ground Litter	31/07/2019		Unity Trust Current 2 Direct Debit		Waste disposal	The Recycling Partnershi	S	62.04	12.41	74.45
142	Hall Hire	22/08/2019		Unity Trust Current 2 Bank Payment		Hall Hire	Herstmonceux Village Ha	Z	27.00	0.00	27.00
143	Hall Hire	22/08/2019		Unity Trust Current 2 Bank Payment		Hall Hire	Herstmonceux Village Ha	Z	54.00	0.00	54.00
144	Allotment Other Expendi	22/08/2019		Unity Trust Current 2 Bank Payment		Allotment Maintenance	Jamie Noakes	Z	15.00	0.00	15.00
145	Clerk Pension Contributi	22/08/2019		Unity Trust Current 2 Bank Payment		Clerk Employee Pension C	East Sussex Pension Sch	Z	61.45	0.00	61.45
146	Employers Pension Contr	22/08/2019		Unity Trust Current 20383257		Clerk Employer Pension C	East Sussex Pension Sch	Z	252.48	0.00	252.48
147	Finance Officer Tax	22/08/2019		Unity Trust Current 20383257		RFO Tax	HMRC	Z	116.20	0.00	116.20
148	Clerk Tax	22/08/2019		Unity Trust Current 20383257		Clerk Tax	HMRC	Z	123.60	0.00	123.60
149	Clerk NI	22/08/2019		Unity Trust Current 20383257		Clerk NI	HMRC	Z	47.77	0.00	47.77
150	Employers Overheads	22/08/2019		Unity Trust Current 20383257		Clerk NI Employer Contrib	HMRC	Z	54.94	0.00	54.94
151	Clerk Salary	22/08/2019		Unity Trust Current 20383257		Clerk Salary	Clare Harrison	Z	884.31	0.00	884.31
152	Finance Officer Salary	22/08/2019		Unity Trust Current 20383257		RFO Salary	Karen Crowhurst	Z	464.90	0.00	464.90
153	Office Equipment	22/08/2019		Unity Trust Current 2 Bank Payment		Reimbursement of expense	Karen Crowhurst	S	33.33	6.67	40.00
154	Recreation Ground Other	22/07/2019		Unity Trust Current 2 Bank Payment		Annual Play Area Inspecti	ROSPA	S	147.50	29.50	177.00
155	Other Miscellaneous	30/06/2019		Unity Trust Current 2 Direct Debit		Service Charge	Unity Trust	Z	30.30	0.00	30.30
156	Energy Charges	08/07/2019		Unity Trust Current 2 Direct Debit		Standing Charge Street Li	Kent County Council - Las	Z	572.66	0.00	572.66
157	Energy Charges	08/07/2019		Unity Trust Current 20383257		Electricity Supply Street Li	Kent County Council - Las	Z	4.55	0.00	4.55
158	Water Charges	09/07/2019		Unity Trust Current 2 Direct Debit		Water Supply	Business Stream	Z	12.00	0.00	12.00
159	Telephone & Internet Ch	01/07/2019		Unity Trust Current 2 Direct Debit		Phone and Internet charge	BT	S	182.61	36.52	219.13
160	Stationary	17/07/2019		Barclaycard	Barclaycard	Stationary	Currys	Z	18.00	0.00	18.00
161	Recreation Ground Childi	29/07/2019		Barclaycard	Barclaycard	Play Equipment	Amazon	S	141.50	28.30	169.80
162	Other Miscellaneous	30/07/2019		Barclaycard	Barclaycard	Refreshments	Herstmonceux Post Office	Z	13.85	0.00	13.85
163	General Maintenance	31/07/2019		Barclaycard	Barclaycard	Key Cutting	Timpson	Z	22.00	0.00	22.00
Total									7,400.54	315.24	7,715.78

12 August 2019 (2019-2020)

Herstmonceux Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
19	Herstmonceux Village He	12/07/2019		Unity Trust Current 2	19	HVH Ground rent	Herstmonceux Village Ha	Z	412.50	0.00	412.50
20	Interest	03/06/2019		Barclays Premium	10	Bank Interest	Barclays Premium Accou	Z	42.50	0.00	42.50
21	Interest	30/06/2019		Unity Trust Deposit 2	21	Bank Interest	Unity Trust Deposit Acco	Z	69.69	0.00	69.69
22	Interest	03/06/2019		Barclays Premium	19	Interest	Barclays premium 23	Z	0.25	0.00	0.25
23	Allotment Fees	16/07/2019		Unity Trust Current 2	23	Allotment Fee	12A	Z	12.50	0.00	12.50
Total									537.44	0.00	537.44

7.
FCL19-08_64
- FINANCE AND GENERAL PURPOSES COMMITTEE**
There was no meeting of the Finance and General Purposes Committee this month
- Standing Orders were closed at 7.37pm**
Discussions were held regarding the obtaining of quotes for a complete re-surface of Children's Play area at the Recreation Ground.
Standing Orders resumed at 7.45pm
- The Responsible Finance Officer left the meeting at 7.46pm**
- i **Personnel Sub-Committee** – To **Agree** the recommendation of the Personnel Sub Committee of the employment of Parish Council Handyman
This item was discussed at agenda item 14.
It was **PROPOSED**, seconded and **AGREED** by all to **APPROVE** the recommendations of the Personnel Sub Committee for the appointment into this role, and the recommended employment terms and conditions within the report that had been circulated. **RATIFIED**.
8.
FCL19-08_65
- AMENITIES COMMITTEE**
- i **Approval** of any further Amenities Committee Recommendations.
There were none.
- ii Minutes for **Approval and Adoption** – July 22nd 2019
The minutes of the meeting held on 22nd July 2019 had been circulated. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.
9.
FCL19-08_66
- PLANNING COMMITTEE**
- i **Approval** of any Planning Committee Recommendations
ii Minutes for **Approval and Adoption**, meeting date 6th August 2019
The minutes of the meeting held on 6th August 2019 had been circulated. It was **RESOLVED** to accept that the minutes be approved, adopted and signed as a correct record.
10.
FCL19-08_67
- TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**
- i Any report received after the publication of this agenda
There were none
11.
FCL19-08_68
- PLANNING MATTERS**
Consideration of any received applications received before or after publication of this agenda and that cannot be held over until next appropriate meeting
- i Comments and Observations for submission to WDC
- Cllr Jo Angear took the Chair at 7.47pm**
- Cllr Ian Stewart left the room at 7.48pm**
- 11.1
- Application No. WD/2019/1354/F**
Application Type: Full
Expiry date for comments: 30 August 2019

Clerk –
induction and
employment
actions

Minutes to
website and
filed.

Minutes to
website and
filed.

Comments to
be submitted

Case Officer: Mr D Redman Tel: 01892 602538
Location: 6 HIGHVIEW CLOSE, WINDMILL HILL, BN27 4TR
Description: DEMOLITION OF EXISTING CONSERVATORY AND
CONSTRUCTION OF NEW SINGLE STOREY EXTENSION.
Applicant: Mr & Mrs C Hagues Agent: Mr Richard Sprange

Comments and Observations

There are no objections, the Parish Council regard the applications as an improvement to the site.

11.2

Application No. WD/2019/1558/F

Application Type: Full

Expiry date for comments: 22 August 2019

Case Officer: Mr A Battams Tel: 01892 602487

Location: THE WELCOME STRANGER, CHAPEL ROW,
HERSTMONCEUX, BN27 1RE

Description: PROPOSED ALTERATIONS AND EXTENSIONS
INCLUDING SIDE AND REAR EXTENSIONS AND CONVERSION OF
OUTBUILDING

Applicant: Mr & Mrs J Wilding Agent: Pump House Designs

**Comments to
be submitted**

Comments and Observations

Discussion identified some considerations of overdevelopment of the site and the plans not in keeping with surrounding buildings or local street scene. Others suggested that plans the made an improvement to the site.

It was agreed to submit **no objections** to this application, subject to there being sufficient provision for parking within the plans.

The clerk was asked to note, for the purposes of these minutes, that Cllrs Jenny Alder and Ketill Game objected to this application. Cllr Emma Goodsell abstained in the vote.

11.3

Application No. WD/2019/1478/F

Application Type: Full

Expiry date for comments: 21 August 2019

Case Officer: Laura Field Tel: 01892 602515

Location: THE OLD RECTORY. LIME PARK, CHAPEL ROW,
HERSTMONCEUX BN27 1RF

Description: CONVERSION OF EXISTING OUTBUILDINGS AND
ADDITION TO PROVIDE SINGLE STOREY RESIDENTIAL
RETIREMENT COTTAGE ('GRANNY ANNEXE')

Applicant: Mrs Alison Deshayes Agent: Mrs Alison Deshayes

**Comments to
be submitted**

This item was brought forward to agenda item 11.1

Comments and Observations

This application is supported.

Council re-iterate their previous comments as per previous planning applic for this conversion. There are no objections, subject to the proposed annexe remaining attached to the main property.

Cllr Ian Stewart re-joined the meeting at 7.53pm

Cllr I Stewart resumed the Chair at 8.04pm

12. **NEIGHBOURHOOD PLAN**
FCL19-08_69
- i Confirmation of the Wealden District Council **Adoption** of the Herstmonceux Parish Neighbourhood Plan in July 2019
Noted.
 - ii Neighbourhood Plan Management Group – any updates for Full Council
A meeting has been arranged.
13. **VE DAY 2020**
FCL19-08_70
- 75th Commemorative Anniversary Events - **Discussion**
Some initial activity suggestions were made.
- Arising
correspondence
activities for the
clerk**
14. **ACTION POINTS AND UPDATES**
FCL19-08_71
- i Public WCs – Planned Opening August 2019
Re-open of the public WC's was confirmed to take place on 20.08.19, *to coincide with the start of the Parish Council Handyman*. It was **PROPOSED**, seconded and **AGREED** by all *to authorise spending of up to £100 (Highways budget) towards a flower trough* and to plan an official re-opening of this community facility.
- Cllr HK to
approach
Surridges to
request plant
donation**
- Cllr CSR joined the meeting at 8.20pm.**
- ii Woolpack – Any updates from the Local Planning Authority
No updates were available.
15. **COUNTY AND DISTRICT COUNCILLORS REPORT**
FCL19-08_72
- Cllr Pam Doodes spoke of various matters, including congratulating HPC on the adoption of the HPNP.
It was reported that the change over to BIFFA has been successful, some distribution of green waste bins teething problems but being resolved. Further arrangements for food waste were being researched.
- WDC Climate resolution was approved July 2019. WDC savings have been made through digital technologies, business and tourism strategies are progressing well. Locally, concerns with safety and use of roads has led to an arranged meeting with our local MP.
16. **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**
FCL19-08_73
- i Correspondence – CPRE letter
The letter had been circulated to all. There were no actions arising.
 - ii Other items of interest received after publication of this Agenda
Two Wealden DC newsletters were circulated.
17. **ITEMS FOR REFERRAL**
FCL19-08_74
- i Appropriate committee
Escalation of anti – social behaviour – AME com
 - ii Newsletter
None specific.
- Clerk**
18. **CLOSE OF MEETING**
FCL19-08_75
- The Chair closed the meeting at 8.40pm**

Herstmonceux Parish Council
Full Council

clerk@herstmonceuxparish.org.uk / Tel: 01323 833312

Date of next meeting – Monday 16th September 2019, 7.30pm