

## MINUTES

**All Members of HERSTMONCEUX PARISH COUNCIL are hereby summoned to the  
Herstmonceux Parish Full Council Meeting  
Monday 26th April 2021, 7.00p.m; via zoom**

### Councillors in attendance:

**Herstmonceux Parish** - Jenny Alder; Jo Angear; Ketill Game; Emma Goodsell; Heather Kenward;  
Graham Lee; Ian Stewart - **Ch**;

**Wealden District –**

**East Sussex County Council – None**

**Clerk/RFO in attendance – Clare Harrison**

**Administration Assistant – Maxine Hoad**

**Members of the Public – 0**

Number	Item	Action
	<b>AGENDA ITEMS</b>	
1. FCL_2021.04.01	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>The Chair opened the meeting at 7.05pm, welcomed everyone and reminded all that this meeting was being recorded via Zoom.</p> <p><b>Apologies had been received from:</b></p> <ul style="list-style-type: none"><li>- Cllr Bryan Naish who is unable to take part in remote meetings.</li><li>- Cllr Mick Goodsell who is unwell</li><li>- Cllr Nick Porter who is unwell</li><li>- Cllr Ray Cade who is busy with election activities</li><li>- Cllr Bill Bentley who will be retiring in the next few days from his Council position</li></ul> <p>Cllr Kenward had informed the Clerk and the Chair that she would be late to the meeting or may be unable to attend.</p>	<b>Apologies accepted</b>
2. FCL_2021.04.02	<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> March 2021</p> <p>The minutes of the meeting held on 21<sup>st</sup> March 2021 had been circulated. It was <b>RESOLVED</b> to accept that the minutes be approved. Proposed by Cllr Alder seconded Cllr Game. Minutes were adopted and signed as a correct record. All in favour.</p> <p>i. Any outstanding actions No matters are outstanding.</p>	<b>Minutes to file and website</b>
3. FCL_2021.04.03	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>Declarations of Member's Interests were as declared at beginning of this administration term.</p> <p>There were no further declarations that were specific to this agenda.</p>	<b>Declarations recorded</b>
4. FCL_2021.04.04	<p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>It was noted that it is necessary to grant Dispensations for non-attendance for Councillor Bryan Naish throughout the period of remote meetings.</p>	

It was noted that it is necessary to grant Dispensations for non-attendance for Councillor Mick Goodsell through a period of ill health.

Dispensations have been approved.

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

FCL\_2021.04.05

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

There were no members of the public present.

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

FCL\_2021.04.06

- i Presentation of Payments and Receipts, April 2021, for **Approval and Ratification** including any amendments as per FGP minutes and/or received after this agenda has been published

**Payments to be authorised**

The Clerk presented this month's payments totalling £9,151.44 and receipts totalling £2,031.00

It was **PROPOSED** from Cllr Stewart, seconded by Cllr Alder and **AGREED** by all that all that the presented payments and receipts lists be accepted, and that approval is issued for any payments. It was **RESOLVED** to authorise expenditure totalling £9,151.44. **RATIFIED.**

- ii And those payments that have been received after this agenda has been published and cannot be held over to the next meeting

All payments were included on the POA below.

## Herstmonceux Parish Council

### PAYMENTS LIST

25 April 2021 (2021-2022)

#### Cheque No Description Supplier

1	Payroll Services 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Payroll Services Simon P Goacher	Z 540.23	0.00	540.23
2	ICT Subscriptions Inc 365 hosti2n3g/04/2021	Unity Trust Current 2038B3a2n5k7	Payment ICT Subscriptions through UniserMveicrosoft	365 S 73.00	14.60	87.60
3	Allotment Grass Cutting 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Allotment Grass Cutting Honeysett Groundcare	Z 100.00	0.00	100.00
4	Office Electricity 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Office Electricity Charge Rural Community Support SocieZty	177.30	0.00	177.30
5	EP PPE 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Reimbursement of spendingB ofoork eHrP LCtd	S 29.48	5.90	35.38
6	WC General Maintenance 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Reimbursement of spendingW fiocrk eHsPC	S 13.33	2.67	16.00
7	EP PPE 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Reimbursement of spendingB ofoork eHrP LCtd	Z 18.47	0.00	18.47
8	Subscriptions 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment ESALC&NALC Annual Subs ESALC Ltd	Z 884.53	0.00	884.53
9	Clerk/RFO Salary 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Salary Clare Harrison	Z 1,421.42	0.00	1,421.42
10	Administration Assistant Salary23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Administration Assistant Salary Maxine Hoad	Z 417.66	0.00	417.66
11	Parish Council Handyman Salar2y3/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Handyman Salary Jamie Noakes	Z 561.17	0.00	561.17
12	Clerk Tax 06/05/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Tax HMRC	Z 351.40	0.00	351.40
13	Clerk National Insurance 06/05/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk NI HMRC	Z 151.31	0.00	151.31
14	Clerk National Insurance 06/05/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk NI Employer Contribution HMRC	Z 182.28	0.00	182.28
15	Pension Contribution - Clerk 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Employee Pension ContribuEtaosnt Sussex Pension Scheme	Z 133.77	0.00	133.77
16	Pension Contribution - Employe2r3 L/G04P/S2021	Unity Trust Current 2038B3a2n5k7	Payment Clerk Employer Pension ContributEioanst Sussex Pension Scheme	Z 374.54	0.00	374.54
17	Pension Contribution 2nd Rate 2- 3E/m04p/12oy0e2r1	LGPS Unity Trust Current 2038B3a2n5k7	Payment Clerk Employer Pension ContributEioanst Sussex Pension Scheme	Z 69.97	0.00	69.97
18	Admin Assistant NEST Employe2e3/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Admin Asst Employee Pension CoNnEt SNTTEST	Z 17.41	0.00	17.41
19	S137 Grant Giving 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Section 137 Grant Award Cuckmere Community Bus	Z 500.00	0.00	500.00
20	STL Maintenance Charge 23/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Street Light Maintenance East Sussex County Council	S 2,425.00	485.00	2,910.00
21	CIL Expenditure - Project REC P217a/n0t4in/g2021	Unity Trust Current 2038B3a2n5k7	Payment Wildflower Seeds Landlife Wildflowers	S 121.25	24.25	145.50
22	CIL Expenditure - Project REC P217a/n0t4in/g2021	Unity Trust Current 2038B3a2n5k7	Payment Wildflower Seeds Landlife Wildflowers	S 32.92	6.58	39.50
23	LandReg/Legal/Valuation Fees 13/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Charges HM Land Registry	Z 6.00	0.00	6.00
24	WC Water Charges 09/04/2021	Unity Trust Current 2038D32ir5e7ct	Debit Water Supply Business Stream	Z 10.00	0.00	10.00
<b>Total</b>	<b>8,612.44</b>	<b>VAT 539.00</b>	<b>Total</b>	<b>9,151.44</b>		

## Herstmonceux Parish Council

### RECEIPTS LIST

25 April 2021 (2021-2022)

#### Receipt No Description Supplier

1	Allotment Annual Tenancy Fees01/04/2021	Unity Trust Current 20380302052713	Allotment Fee 11B_Angel	Z 31.00	0.00	31.00
2	Community Toilet Scheme Inco2m1e/0 f4ro/2m0 2W1DC	Unity Trust Current 2038B3a2n5k7	Payment Community Toilet Scheme Wealden District Council	S 0.00	0.00	0.00
3	Other Income Inc Grant Award1s6/04/2021	Unity Trust Current 2038B3a2n5k7	Payment Grant Payment Sussex Community Foundation	Z 2,000.00	0.00	2,000.00
<b>Total</b>	<b>2,031.00</b>	<b>0.00</b>	<b>Total</b>	<b>2,031.00</b>		

7.  
FCL\_2021.04.07

**FINANCE AND GENERAL PURPOSES COMMITTEE**

***A resolution will be made to exclude press and members of the public in the event of making any staffing decisions being made in accordance with the Public Bodies (Admissions to Meetings) Act 1960***

i. **Approve** any Personnel Sub-Committee Recommendations. That the member of staff requesting to be enrolled in NEST as a non-eligible job holder, be entered onto Tier One of the Certification Scheme. **PROPOSED** from Cllr, seconded by Cllr and **AGREED by all**

ii. **Approval of all Recommendations (please see minutes)** as per the Finance and General Purposes meeting minutes 13th April

All decision making was deferred to Full Council for full discussion, proposal and approval. As such, Council gave due regard to and took decisions on the following Finance and General Purposes items:

**Year End approvals:**

- i 2020-2021 All Receipts and Payments (Summary) for Approval
- ii 2020-2021 VAT 100 Q4 for Approval
- iii 2020-2021 VAT Summary for Approval
- iv 2020-2021 VAT Submission – Authorisation to submit sought
- v March 2021 Unity Trust Current Account Bank Reconciliation for Approval
- vi 2020-2021 All Banks Reconciliation for Approval

The above items were **Proposed** by Cllr Alder and Seconded by Cllr Game for Approval. **All in favour.**

**Cllr E Goodsell joined the meeting at 19.15**

- vii Internal Audit Arrangements for Approval
- viii Receive Draft Annual Return figures
- ix Receive prepared Explanation of Variances

The above items were **Proposed** by Cllr Alder and Seconded by Cllr Game for Approval. **All in favour.**

- x CIL Monitoring Report – Agree Entries and Approve Submission

Council agreed to authorise the WDC monitoring form to be returned by email with the figures presented at FGP. This item was **Proposed** by Cllr Game and Seconded by Cllr Angear. **All in favour.**

**(d) Summary details of CIL expenditure during the reported year**

Infrastructure expenditure items	Criteria (A) or (B) <sup>1</sup>	The total cost of the project (£)	CIL contribution to the project (£)	Details on any additional funding if required to
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<sup>1</sup> Please state the item of infrastructure to which the above payment relates in accordance with this criteria:  
A. The provision, improvement, replacement, operation or maintenance of infrastructure; or  
B. Anything else that is concerned with addressing the demands that development places on an area

				complete the project
Improvements to Recreation Ground Access Road and Car-Park	A	53,043.50	5,000.00	Footpath Solar Lighting
Extension and other Improvements to surfacing of Children's Play Park	A	35,505.56	17,630.55	Nil

**Monthly approvals:**

xi Payments and Receipts for approval April 2021  
Approved at Agenda Item 6

xii Barclaycard Reconciliation April 2021  
Deferred

**For agreeing:**

xiii Receipt of NEST Direct Debit Mandate  
Noted by FCL

xiv Bank Summary at start of Financial Year 2021-2022  
Agreed

xv Summary of Reserves at start of Financial Year 2021 – 2022  
**The sum of Un-Allocated (General) Reserves** held was noted as the 2020-2021 agreed £42,434.00, minus a budget of £3.5k which is owed for works carried out in the Financial Year 2020-2021 but is as yet un-invoiced due to a long term health impediment of the contractor.

**The sum of Allocated Reserves** was noted as below:

Access Rd / Carpark maintenance £5,000.00  
Allotments £3,000.00  
Building Reserve £2,000.00  
Elections £2,000.00  
Lime Cross (football pitch etc) £20,000.00  
Street Lighting £33,000.00  
The Old Surgery deposit £2,500.00  
The Old Surgery Maintenance £10,000.00

**Total - Allocated Reserves £77,500.00**

Clerk to load Reserves detail to Scribe

**Reserves Proposed** by Cllr Game seconded by Cllr Alder. All in favour. **RATIFIED**

iii. **Minutes for Approval and Adoption**, Finance and General Purposes meeting date 13<sup>th</sup> April 2021

The minutes of the meeting held 13<sup>th</sup> April 2021 had been circulated. It was **RESOLVED** to accept that the minutes be approved.

**Proposed** by Cllr seconded Cllr. Minutes were adopted and signed as a correct record. **All in favour.**

**Prop Stewart, Sec Alder. All in Favour**

iv. Public WCs – consideration of long-term plans  
Defer – consultation and detail needed. Discuss at Amenities then  
take to NHP review meeting

8.  
FCL\_2021.04.08

**AMENITIES COMMITTEE**

**Minutes to file  
and website**

i. **Amenities recommendations for approval**  
There were none arising from the last meeting.

ii. **Minutes for Approval and Adoption** – meeting date 22<sup>nd</sup>  
March 2021

The minutes of the meeting held on 22<sup>nd</sup> March 2021 had been  
circulated. It was **RESOLVED** to accept that the minutes be  
approved. **Proposed** by Cllr Game seconded Lee Cllr. Minutes were  
adopted and signed as a correct record. **All in favour.**

iii. Retrospective approval of making good of the Recreation  
Ground

Due to the time scales involved in the necessary making good prior  
to the commencement of the cricket season, this works order was  
issued by the Clerk, in agreement with the Chair, for which  
retrospective approval is sought. **Proposed** Cllr Game, seconded  
Cllr Stewart. **All in favour.**

iv. Approval for refurbishment of the Telephone box at  
Cowbeech at a cost of £550 to Full Council, pending  
sufficient Highways budget.

**Proposed** Cllr Alder seconded Cllr Angear. **All in favour.**

v. Retrospective approval for remaining eighth bollard at Floral  
Cottage.

Due to a mis-communication, the quote received for the bollard  
installation at Floral Cottage has been for 7 bollards when 8 were  
planned. Retrospective approval for the cost of the 8<sup>th</sup> bollard is  
sought.

**Proposed** Cllr Lee seconded Cllr Game. **All in favour.**

9.  
FCL\_2021.04.09

**PLANNING COMMITTEE**

**Minutes to file  
and website**

i **Minutes for Approval and Adoption** – meeting date 6<sup>th</sup>  
April 2021

The minutes of the meeting held on 21<sup>st</sup> March 2021 had been  
circulated.

The clerk advised council that communication had been received  
regarding planning application **WD/2021/0496/F** and that this would  
need investigation into a potential administrative error arising from  
the application being publicised *with* the agenda rather than *on* the  
agenda. **Approval of this item was DEFERRED** until further  
information is ascertained about the publication of this item. **The  
issue arising is that the Planning Committee Agenda 6<sup>th</sup> April  
allowed for the *discussion* of the planning application under  
Agenda Item 6, but the *Comments and Observations* should not  
have been submitted to Wealden as the formal Statutory  
Consultee response, as per the regular procedure by the Clerk.**

**The approval  
of this item is  
moved to next  
Full Council  
following the  
outcome**

Subject to the above comment and non-approval of the minute for  
planning application **WD/2021/0496/F, which would be reported  
on at the next Planning Committee Meeting on the 4<sup>th</sup> May 2021**

it was **RESOLVED** to accept that the minutes be approved.  
**Proposed** by Cllr Game seconded Cllr Lee. Minutes were adopted and signed as a correct record. **All in favour.**

ii Any outstanding actions  
There were none

10.  
FCL\_2021.04.10

**TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING:**

Any relevant reports received after publication of this agenda that cannot be held over until the next Full Council meeting

i. Cuckmere Community Bus  
A written report and meeting notes had been circulated prior to the meeting.

ii. Herstmonceux Community Land Trust  
A written report had been circulated prior to the meeting.

iii. WDALC meeting minutes  
The minutes of the WDALC meeting held on 14<sup>th</sup> April 2021 had been circulated prior to the meeting.

Cllr Alder had suggested to the new inspector that the local policing meetings be resumed with the PCSO's. This is going to be followed up. Await follow up response. Invitation to council to be sent to PCSO's who could attend if they are on duty. Our PCSO has undertaken some speed checks and has visited the Recreation Ground to speak with the young people.

Speedwatch training discussed.

11.  
FCL\_2021.04.11

**PLANNING MATTERS**

Consideration of any applications received including those after the publication of this agenda that cannot be carried over until the next Planning Committee Meeting. Comments and Observations to WDC

11.1

**Application No. WD/2021/0595/FA**

Application Type: Full - Non Compliance of Condition  
Expiry date for comments: 4 May 2021  
Case Officer: Ralph Forder Tel: 01892 602496

**Comments and Observations to Wealden**

Location: HENNERS VINEYARD, CHURCH ROAD, FLOWERS GREEN, HERSTMONCEUX, BN27 1RJ  
Description: MINOR MATERIAL AMENDMENT TO WD/2018/0694/F (EXTENSIONS TO EXISTING BUILDINGS AND UPDATED DRIVEWAY) INVOLVING VARIATION OF CONDITION 6 TO ENABLE PROVISION OF PART MEZZANINE TO PROVIDE OFFICE AND FACILITIES TOGETHER WITH ADDITIONAL WINDOWS AND DOORS.

**Comments and Observations:**  
Council supports this application

12.  
FCL\_2021.04.12

**NEIGHBOURHOOD PLAN MANAGEMENT GROUP**

Any updates needing attention that cannot be held over, as per the Chair's discretion:

i. Policy 8 - Recreation Ground Pathway lighting – **Update**  
New contractor to be sought, still awaiting quote

13.  
FCL\_2021.04.13      **REVISION OF KEY DOCUMENTS**
- i.    Scheme of Delegation, business making provision for transactions between 7<sup>th</sup> May and 21<sup>st</sup> June  
Scheme of Delegation still in draft format.  
Careful planning has followed discussions about use of Village Hall in pods of 6 persons, separate entrances, COVID secure venue
14.  
FCL\_2021.04.14      **ACTION POINTS AND UPDATES**
- i.    Letter of Condolence from the Chair to Honourable Secretary of HRH, Prince Philip - Duke of Edinburgh  
A letter from the Chair, was approved by the Chair and sent by post.
  - ii.    Preparation for Parish Assembly, 26<sup>th</sup> April  
No last minute actions to note.
  - iii.    Items for next Parish Council Newsletter  
Agree by email.
  - iv.    Lime Cross S278 – any available updates  
Clerk to chase request for meeting responses.  
Bus stop raised kerb discussions to be deferred to Planning Agenda
  - v.    Parish Summer Event – follow up discussion  
Parish events - LCAV and other community organisations in the parish (Herstmonceux and Wartling Churches, Free Church, WI, Ray and Sheldon, Lunch Club, Bingo, Vitality Villages) are planning to hold a village tea party from 2-4pm on Friday 2 July in Herstmonceux Village Hall to mark the end of lockdown. The Cricket Club have fixtures each Saturday until 13<sup>th</sup> September. Free Sundays for the Parish Picnic idea are 11<sup>th</sup>, 18<sup>th</sup> 25<sup>th</sup> July and all of August. Dig for victory 1<sup>st</sup> Aug, Bowls 8<sup>th</sup> Aug, church fete 27<sup>th</sup> June. Defer to Amenities 24<sup>th</sup> May
  - vi.    Co-option Vacancy and next actions  
No expression of interest has been received through the vacancy notice.
  - vii.    Urgent matters from the Chair that cannot be held over until June 2021 Full Council  
There were none.
15.  
FCL\_2021.04.15      **COUNTY AND DISTRICT COUNCILLORS REPORT**
- This item shall last not more than 15 minutes or at Chairman's discretion.  
No report was forthcoming due to the Purdah period.
16.  
FCL\_2021.04.16      **CORRESPONDENCE – FOR NOTING, RESPONSE OR OTHER ACTION**
- i.    CIL statement 1<sup>st</sup> October 2020 - 31<sup>st</sup> March 2021
  - ii.    Willow Cottages fencing – rotting gatepost causing fencing to lean into footway has been referred to Town and Country to their fencing contractor for repairs
  - iii.    Great British Spring clean litter pick 28<sup>th</sup> May - 13<sup>th</sup> June – Jamie and other volunteers litter pick on a regular basis. Cowbeech will organise their own. Windmill Hill and Church Road picked regularly.
  - iv.    Any received following publication of this meeting

- 1) The Council had been forwarded some correspondence between a resident and ES Highways about subsidence of the bank along Joe's Lane. Whilst the subsidence level was not fitting the ES Highways criteria for *intervention, the Steward's report summarising that 'there were no areas currently causing obstructions or safety concerns to the carriageway'*, it is the potential for a serious incident occurring that is of concern to local residents.
- 2) Hunt Commercial to provide a reinstatement valuation for The Old Surgery, Herstmonceux for the sum of £425 plus vat.
- 3) Old Surgery drain blockages – the tenant has been in touch to advise that the WC is again not flushing properly which the tenant believes is a problem stemming from the Public Toilets being blocked. I have advised the tenant that the Public Toilets are not fully in use so unlikely to be from here. The Tenant has contacted Southern Water but wishes the Council to look into this recurring issue
- 4) Parish events - LCAV and other community organisations in the parish (Herstmonceux and Wartling Churches, Free Church, WI, Ray and Sheldon, Lunch Club, Bingo, Vitality Villages) are planning to hold a village tea party from 2-4pm on Friday 2 July in Herstmonceux Village Hall to mark the end of lockdown. The Cricket Club have fixtures each Saturday until 13<sup>th</sup> September. Free Sundays for the Parish Picnic idea are 11th, 18th 25th July and all of August.
- 5) Following communication from the Parish Office, The PCSO team have spent some time in Herstmonceux undertaking speed checks and following up ASB reports.
- 6) The incident of the cutting down of trees on the border of the Woodland View boundary has received a response from the Wealden Tree Officer as follows 'My understanding of the situation is that the approved permission was never implemented and therefore the conditions in regard to tree retention/removal etc would not have applied'. Other points were addressed but the overall summary concluded that there was no redress for the actions taken by the land owner / developer or tree surgeons, although the applicant to confirm their intentions in regard to any future work on the site. The concerns regarding habitats and species, a local policing responsibility is lodged with Sussex Police by the resident.
- 7) Herstmonceux Footpath 1A – SB has emailed notification of a parishioner having fallen and broken her wrist and suffered a bang to the head. Information and photos have been received from SB – Community Routes Lead. ES ROW Officer Matthew Harper has been informed, as has Cllr Ray Cade from a Wealden Planning point of view, as the disrepair of the footpath appears to be due to the recent building development. An enquiry via the website has also been received into the Parish Council from the injured person

17. **ITEMS FOR REFERRAL**

FCL\_2021.04.17 There were none.

18. **CLOSE OF MEETING**

FCL\_2021.04.18 **The meeting closed at 19.58pm**

**Date of next meeting – To be agreed, 7.30pm**