

## MINUTES

**Herstmonceux Parish Full  
Council Meeting Monday  
25th April 2022, 7.00pm  
Herstmonceux Village  
Hall**

**Councillors in attendance:**

**Herstmonceux Parish – Jenny Alder - Ch;** Jo Angear; David Harding; Heather Kenward; Graham Lee; Ian Stewart; Peter Watson; Bryan Naish

**Wealden District –** Cllr Pam Doodles; Cllr. Ray Cade

**East Sussex County Council –**

**Locum in attendance –** Bob Franklin

**Members of the Public –** 1

Number	Item	Action
1. FCL_2022.04.01	<p><b>APOLOGIES FOR ABSENCE AND ACCEPTANCE OF APOLOGIES</b></p> <p>The Chair opened the meeting at 7.00pm, welcomed everyone and reminded all that this meeting was being recorded.</p> <p>In the absence of the Clerk, who was unwell, the minutes were taken by the Locum, Bob Franklin.</p> <p><b>Apologies had been received from Cllrs:</b> Cllr Ketill Game, Cllr. Bob Bowdler.</p> <p>Cllrs. Emma Goodsell and Nick Porter were not present at the meeting. Apologies were accepted.</p>	Apologies recorded
2. FCL_2022.04.02	<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> February 2022.</p> <p>It was <b>RESOLVED</b> to accept that the Minutes of the Full Council Meeting on the 21<sup>st</sup> February 2022 be <b>Approved</b>. <b>PROPOSED</b> for approval by Cllr Watson seconded Cllr Harding. <b>All in favour</b>. Minutes were adopted and signed as a correct record.</p> <p>ii Any outstanding actions There were none.</p>	
3. FCL_2022.04.03	<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>Declarations that were specific to this agenda: There were none.</p>	

4. **MEMBERS DISPENSATION REQUESTS**  
FCL\_2022.04.04 There were none.

5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**  
FCL\_2022.04.05 There were none.

6. **COUNTY AND DISTRICT COUNCILLORS REPORT**  
FCL\_2022.04.06

- i. Cllr Bob Bowdler had submitted a written report – (Appendix 1).

Cllr. Pam Doodes also submitted a written report (Appendix 2).

The meeting was paused:

Cllr. Doodes stated that the refuse workers were working this week and discussions were ongoing with the Unions.

Cllr. Cade stated that a household support group was being looked at with a view to issuing food vouchers and help with energy costs and the members were invited to be ‘the eyes and ears’ of the District and pass on any requirements for help. He then spoke about the Ukrainian Refugee situation. Within the County there were 440 sponsors, 1,062 paired refugees, of which 109 had arrived and 99 School places had been allocated. It was anticipated that adults could claim Universal Credit, but £200.00 subsistence allowance was being made available to tide them over until NI numbers and Bank accounts had been sorted. It is anticipated that a simplified Visa process may allow more numbers to arrive. One of the biggest concerns is safeguarding, and some people traffickers had been identified at Border crossings. He requested that groups assisting with refugees made themselves known to the District to enable them to speak to each other. Some funding is available for events for refugees and potential sponsors may contact the Council for advice.

The enquiry for the S.106 funds is ongoing, and the Chair stated that the PC was anxious to get the relevant work completed. £10,000.00 of CIL money had been received but with no supporting information as to which development it related.

The meeting resumed.

- ii. Urgent Matters.

The abandoned cars in the Car Park have been removed and the abandoned vehicle on the road had been noted and reported to WDC.

7. **FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**  
FCL\_2022.04.07

**7.1 Approval and Ratification:**

All payments and Reports were dealt with at the Special Meeting.

**7.2 Additional Matters.**

- i. **Refurbishment of Flagpoles.**

A decision will need to be taken on the location of the flagpoles, but approval is sought for the Mens' Shed to paint and re-rope at a cost of £74.15 (including VAT).

**PROPOSED** for approval by Cllr. Stewart. Seconded by Cllr. Alder. **All in favour.**

**ii. Allotment Grass Cutting.**

Not required as in existing contract.

**iii. Website Training for the AO and Cllr Harding.**

Approval is sought to spend £150.00 plus VAT to allow access to the Website for the AO and Cllr. Harding.

**PROPOSED** for approval by Cllr. Angear. Seconded by Cllr. Stewart. **All in favour.**

**iv. Anti-Virus encryption Renewal.**

Expenditure of £150.01 was made using the Chair's Emergency Powers as it had expired.

**PROPOSED** for approval by Cllr. Alder. Seconded by Cllr. Watson. **All in favour.**

8.  
FCL\_2022.04.08

**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. Approval of all Recommendations as per the Finance and General Purposes meeting minutes 28<sup>th</sup> March 2022 including:**

- **Approval and Ratification of Herstmonceux Parish Council Business Plan (2022-2025).**

It was agreed that improvements and amendments would be carried out by Cllrs. Alder and Harding.

**ii. Finance and General Purposes Minutes for Approval and Adoption, Meeting dated 8<sup>th</sup> March.**

**PROPOSED** for approval by Cllr. Kenwood. Seconded by Cllr. Alder. **All in favour.**

**iii. Approval of all Recommendations as per the Finance and General Purposes Committee 12<sup>th</sup> April 2022.**

**PROPOSED** for approval by Cllr. Alder. Seconded by Cllr. Kenwood. **All in favour.**

**iv. Approve the Minutes of the Finance and General Purposes Committee of 12<sup>th</sup> April 2022.**

**PROPOSED** for approval by Cllr. Alder. Seconded by Cllr. Kenwood. Carried with abstentions from Cllr. Stewart and Cllr. Angear.

**v. Approval of all Recommendations** as per the Personnel Sub-Committee, 8<sup>th</sup> March 2022.

**Recommendations were as follows:**

Jamie ..... to be on SCP 5.

Maxine Hoad to be on SCP 6 backdated to the completion of her trial period. Mulberry and Co. to calculate back pay.

**PROPOSED** for approval by Cllr. Stewart. Seconded by Cllr. Lee. **All in favour.**

**vi. Personnel Sub-Committee Minutes for Approval and Adoption, Meeting dates 8<sup>th</sup> March 2022.**

**PROPOSED** for approval by Cllr. Stewart. Seconded by Cllr. Lee. **All in favour.**

**vii. Any Outstanding Actions.**

The Report from Mr. Brigden (Independent Assessor) to be brought to Full Council.

9.  
FCL\_2022.04.9

#### **AMENITIES COMMITTEE.**

- i. **Approval of all Recommendations** as per the Amenities Committee, 14th March 2022, including
  - School Crossing Feasibility Study being chased
  - Street Lighting, waiting for Clerk to discuss with Polegate parish Council.  
ACTION: Chair to pursue for next meeting.
  - Public Toilets. Members proposal to be put to WDC.  
ACTION: Chair to request meeting with Head of Assets.
- ii. **Amenity Minutes for Approval and Adoption** meeting dated 14<sup>th</sup> March 2022.  
**PROPOSED** for approval by Cllr. Watson. Seconded by Cllr. Alder. **All in favour.**
- iii. **Any Outstanding Actions.**
  - Order for Allotment Fence cancelled, and new order produced.
  - Black Cat Radar order under review.
  - Jubilee Sign post and fitting to be investigated.  
ACTION: Cllr. Watson.

#### **PLANNING COMMITTEE.**

- i. **Approval of all Recommendations** as per Planning Committee Meeting Minutes 5<sup>th</sup> April 2022.  
There were none.
- ii. **Planning Committee Minutes for Approval and Adoption** Meeting date 5<sup>th</sup> April 2022.  
**PROPOSED** for approval by Cllr. Angear. Seconded by Cllr. Watson. **All in favour.**
- iii. **Approval of all Recommendations** as per the Planning Committee Meeting Minutes 12<sup>th</sup> April 2022.  
**PROPOSED** for approval by Cllr. Kenwood. Seconded by Cllr. Stewart. **All in favour.**
- iv. **Planning Committee Minutes for Approval and Adoption** Meeting date 12<sup>th</sup> April 2022.  
**PROPOSED** for approval by Cllr. Kenwood. Seconded by Cllr. Stewart. **All in favour.**

11.  
FCL\_2022.04.11

**TO ACCEPT WRITTEN / VERBAL REPORTS AND NOTE CORRESPONDENCE:**

**i. Sports Pavilion Update.**

Cllr. Naish Report has been distributed (Appendix 3). Extensive discussion is needed to move the programme forward. The hedge needs removing and then it will be necessary to speak to Planning regarding the infilling of the lower ground.

**ii. Community Forum.**

It was suggested that the Forum be called 'The Trug' as a basket for ideas. The inaugural meeting could be postponed until early July.

**iii. New Boundary Fence at School.**

Now that the fence is complete, it was suggested that Cllr. Game meet with the school management to discuss staff parking.

ACTION: AO to arrange meeting.

12.  
FCL\_2022.04.12

**PLANNING MATTERS APPLICATIONS.**

**I. Application No. WD/2022/0497/F.**

Council agreed to Support Approval provided there is an S. 106 tying this to the main dwelling.

**PROPOSED** for approval by Cllr. Stewart. Seconded by Cllr. Kenwood. **All in favour.**

**iii. Additional Planning Matters.**

It was suggested that two matters be extended until the next F&GP Committee meeting.

13.  
FCL\_2022.04.13

**BUSINESS AND ACTION PLANNING 2022 – 25**

Cllr. Harding distributed copies of the Plan, which were discussed and will be attached at Appendix 4. It was intended that each section will be updated by the respective committees and produced as part of the Agenda for each Full Council meeting.

14.  
FCL\_2022.04.14

**CLOSE OF MEETING.**

The meeting closed at 20.30.

**DATE OF NEXT MEETING: 16<sup>TH</sup> May 2022.**