

AGENDA

**All Members of HERSTMONCEUX PARISH COUNCIL are hereby summoned to the
Herstmonceux Parish Full Council Meeting
Monday 20th June 2022, 7.00p.m
Herstmonceux Village Hall**

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

Meeting called by: Clare Harrison

Signed: Clare Harrison

Date: 14th June 2022

Councillors: Jenny Alder; Jo Angear; Ketill Game; Emma Goodsell; David Harding-**Chair**; Heather Kenward; Graham Lee; Nick Porter; Bryan Naish; Ian Stewart, Peter Watson.

AGENDA ITEMS

1. **APOLOGIES FOR ABSENCE AND ACCEPTANCE OF APOLOGIES**
2. **TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING**
 - i **Minutes for Approval and Adoption**
 - Full Council Meeting 21st March 2022 (outstanding)
 - Extra-Ordinary Full Council Meeting 21st March 2022 (outstanding)
 - Full Council Meeting 25th April 2022 (outstanding)
 - Full Council Meeting (Annual Meeting) 16th May 2022
 - Approval of scheduled Council meeting dates for the remainder of 2022 and 2023
 - ii Any outstanding actions
3. **DECLARATIONS OF MEMBERS' INTERESTS**
4. **MEMBERS DISPENSATION REQUESTS**

Those received after publication of this agenda
5. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes
6. **COUNTY AND DISTRICT COUNCILLORS REPORT –**
 - i Monthly reports – circulated prior to this meeting
 - ii Urgent Matters –
7. **INTERNAL AUDIT**
 - i Receive and Note Internal Audit completion, 16th June 2022, and report for Financial Year 2021-2022
 - ii Discussion of recommendations
 - iii Agree necessary actions
8. **AGAR - FINAL ACCOUNTS AND ANNUAL RETURN 2021-2022**

Signing off Final Accounts and Annual Governance and Accountability Return prior to submission to External Auditor, as per Accounts and Audit Regulations 2015
Noting the Year End 2021 – 2022 Final Accounts, approved for Recommendation to FCL minute reference FGP_2022.03.06.i-vi and FGP_2022.03.06.viii (meeting date 12/04/2022); Approved at FCL, minute reference FCL_2022.04.08 (meeting date 25/04/2022):

 - i. Herstmonceux Parish Council **Completion and Approval** of Section 1 of the Annual Governance and Accountability Return 2020/21, Form 3, for publication on the Parish Council website before 1 July 2022
 - ii. Herstmonceux Parish Council **Completion and Approval** of Section 2 of the Annual Governance and Accountability Return 2020/21, Form 3, for publication on the Parish Council website before 1 July 2022

- iii. **Authorisation to sign** the Final Accounts and Annual Return on behalf of the Parish Council
- iv. **Acknowledge** publication of the notification of the commencement date of the period for the exercise of public rights
- v. **Acknowledge** publication of all other supporting end of year documents on the Parish Council website
- vi. **Authorisation to submit** the following to External Auditor by 30th June 2022:
 - Form 3, Completed and Approved;
 - Bank reconciliation as at 31 March 2022;
 - An explanation of any significant year on year variances in the accounting statements;
 - Notification of the commencement date of the period for the exercise of public rights;
 - Annual Internal Audit Report 2021/2

9. FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS

Approval and Ratification of the following:

Month end reports – March 2022 (previously noted at FGP but not formally approved at FCL); April 2022 (previously noted at FGP but not formally approved at FCL); May 2022;

- i Bank Reconciliations
- ii Barclaycard Reconciliation
- iii Bank Summary
- iv Reserves Balance and Transfers report
- v Cost Centre report (Net)
- vi Payments and Receipts May 2022
- vii Any further payments that cannot be held over to the next meeting

Additional matters:

- viii 2021 – 2022 CIL Monitoring Return
- ix Approval of the Deed of Indemnity for the S106 footpaths works.
- x Approval of received quotes for works (not discussed at FGP)
- xi Any other financial matters which cannot be held over until the next meeting

10. FINANCE AND GENERAL PURPOSES COMMITTEE

Approval of all Recommendations of the Finance and General Purposes Committee
Meeting date 14th June 2022

11. AMENITIES COMMITTEE

Approval of all Recommendations of the Amenities Committee Meeting date 23rd May 2022

12. PLANNING COMMITTEE

Approval of all Recommendations of the Planning Committee Meeting date 7th June including:

- Revised Terms of Reference

13. PLANNING APPLICATIONS

13.1 Application No.WD/2022/1006/F

Application Type: Full

Expiry date for comments: 1 July 2022

Case Officer: Sally Simpson

Tel: 01892 602551

Location: TROLLILOES BARN, TROLLILOES LANE, HAILSHAM, BN27 4QR

Description: REPLACEMENT OF EXISTING FIRST FLOOR ROOFLIGHTS WITH ESCAPE ROOFLIGHTS AND REUSE OF SALVAGED ROOFLIGHTS ABOVE EXISTING KITCHEN

Applicant: Mr & Mrs Ryan Fuller

Agent: Julian Bluck

13.2 Application No. WD/2022/1079/F

Application Type: Full

Expiry date for comments: 4 July 2022

Case Officer: Sally Simpson

Tel: 01892 602551

Location: OLD STUDDENS, STUDDENS LANE, HERSTMONCEUX, BN27 4QS

Description: FIRST FLOOR EXTENSION TO CREATE NEW MASTER BEDROOM AND ENSI

Applicant: Mr & Mrs Koops

Agent: Julian Bluck

14. BUSINESS AND ACTION PLANNING 2022 – 2025, including Neighbourhood plan management – update

15. TO ACCEPT WRITTEN / VERBAL REPORTS AND NOTE CORRESPONDENCE:

- i Levelling Up Bill and Planning Reform – Huw Merriman correspondence
- ii Proposed change of flight path to Gatwick – Resident communication
- iii Ukraine support – Resident communication
- iv Sussex Police Anti-social Behaviour Working Group and Samaritans Visit - Sussex Police and Crime Commissioner

16. CLOSE OF MEETING

Date of next meeting – 18th July 2022