

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING  
HELD ON TUESDAY 21<sup>st</sup> NOVEMBER 2017 at 7.00 p.m.  
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

**Present:** Councillors: C Bradshaw (Chair), Mrs. G Hazell, P Julian (Vice Chair), S Lo-Fan-Hin, Mrs. J Miller and A Turner

**In Attendance:** Temporary Clerk Mrs. L Butcher. Mrs Paula Woolven - Community Transport for the Lewes Area charity (CTLA) and two members of the public.

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In the absence of a permanent Clerk, Cllr. Mrs Miller agreed to take the Minutes of the meeting.

**SHPC 378-17 1. Public Question Time**

The chairman invited the members of the public if they wished to raise any issue or comment on any items on the agenda. They explained they were attending simply to observe. The Chairman offered that if they had any query they could ask questions during the proceedings through the Chairman. Mrs Paula Woolven explained that she was attending in respect of item 12 and the Chairman proposed that this item be brought forward for Mrs Woolven's participation. This was **AGREED**

**SHPC 379-17 2. Apologies**

There were no apologies.

**SHPC 380-17 3. To Approve and sign the minutes of the meeting on 12<sup>th</sup> September 2017**

The Minutes of the meeting held on 2017 were **AGREED** and signed by the Chairman as a true record. The Temporary Clerk reaffirmed to Members that the Council cannot delegate to individual Councillors, but only to the Clerk in liaison with the nominated Member and the wording of resolutions needed to reflect this.

**Matters Arising** (not covered below)

There were no matters arising that were not covered by the items on the agenda.

**SHPC 381-17 4. To receive declarations of interest from Councillors in respect of items on the agenda**

Cllr. Turner declared a possible interest in item 8, as a member of the South Heighton Bonfire Society although he was not on the Committee or took an active part in the Society. In consultation with the Temporary Clerk it was **AGREED** that there was not considered to be a substantive conflict of interest or pecuniary interest and Cllr. Turner should be allowed to take part in the debate and vote on the item

**SHPC 382-17 12 Christmas Carol Event on the Village Green**

The Chairman referred to the papers circulated in advance of the meeting and invited Mrs Woolven to address the Council. She explained that the CTLA had reintroduced a street collection in South Heighton last year, with Father Christmas and other Christmas characters going through the streets collecting for the CTLA charity and that they had stopped at the Village Green which had proved a popular location with local residents around the Christmas tree. She outlined the work of the CTLA and the proposed event for this year and suggested that the Parish Council's proposed carol event be coordinated with this year's collection, with the CTLA bus stopping off at the Village Green as its last location. Cllr. Julian reported back on the favourable response there had been for a carol event and local residents' willingness to help stage it. There was then a brief discussion on the practicalities of combining the events.

It was **RESOLVED** that:

- a) The Council's carol/singing event be co-ordinated with the CTLA collection and be held on the 19<sup>th</sup> December at the Village Green to be timed to begin after the arrival of the CTLA bus, with Father Christmas and the other characters taking part in association with the local resident volunteers.
  - b) The Temporary Clerk in liaison with Cllrs. Julian and Hazel coordinate the arrangements with CTLA
- The Chairman thanked Mrs Woolven for her attendance and contribution and she left the meeting.

**SHPC 383-17 5. Financial Update, Current Budget Review and Draft 2018/19 Budget**

The Temporary Clerk gave a verbal report informing the Council that she had still been unable to complete the bank reconciliation and final balances as she was still awaiting the requested statements from the Council's bank. Members discussed the problems and poor service being received from the current bank and possible alternative solutions.

- a) It was **RESOLVED** that the Temporary Clerk be authorised to investigate alternative banking arrangements with a view to recommending an alternative bank.

The Temporary Clerk referred to the request for bank details in respect of potential CiL (community infrastructure levy) payments from the South Downs National Park Authority, circulated prior to the meeting and that this had been returned. This was **NOTED**.

**SHPC 383-17 Cont.** The Chairman reminded Members that there was unlikely to be any significant CiL payments due to the Council, as no major development was planned within the Parish, or in the immediate vicinity. The Temporal Clerk referred to the table of payments to be made, which had been updated and circulated at the meeting.

b) It was **RESOLVED** that the payments referred to in the table set out below be made

Cheque No.	Name cheque made payable	Produce/Service	Amount
300293	LDC	Play inspections (November)	£18.00
300294	Tansleys Printers	Parish Plan Leaflet £120.00 Newsletter £180.00	£300.00
300295	PBJ Fencing	Repair and replacement to damaged fencing at The Hollow, south of main entrance.	£396.00

**SHPC 384-17 6. Training Programme Review**

The Chairman gave a verbal report referring to the need to review the Council's training budget to inform the Council's budget preparation for the 2018/19 financial year. He reported that there was still an allowance in this years budget for Councillors' website training and that this would be carried forward to next year if not completed in time. The Temporary Clerk referred to the various courses available through the Sussex and Surrey Association of Local Councils, summarised in the paper circulated prior to the meeting. In light of the new Members it was considered appropriate to allow for three courses for Councillors and to make appropriate provision for the training of a new Clerk to enable them to become qualified and/or develop their expertise.

It was **RESOLVED** that the Temporary Clerk include an allowance of £180.00 for Councillor and £220.00 for Staff training in the proposed budget for next year.

**SHPC 385-17 7. Update on Budget Virements and Provisions for 2018/19**

The Chairmen gave a verbal report referring to the paper circulated at the meeting outlining the projects proposed via the Parish Plan and some possible costs. These were discussed and some costings considered to be conservative and that from past experience higher estimates were needed for replacement notice boards and new seating for the Village Green. It was considered that a number of the elements, such as replacing the Village Green gate and fencing would be more appropriately covered through an enhanced maintenance budget. The opportunities for grant assistance were also discussed and Cllr. Hazell suggested Rampion be approached as one potential source. Demands on the Council's own grant were raised and it was considered appropriate, if other commitments allowed, that this be increased in the next financial year.

It was **RESOLVED** that:

- a) The Clerk in liaison with Cllr. Bradshaw prepare, for consideration by the Council at a future meeting, a detailed scheme for the Village Green that would facilitate grants from various sources being sought;
- b) The Temporary Clerk be authorised to increase the level of the Council's own grant and maintenance budgets within the calculations for the 2018/19 budget; and
- c) The Temporary Clerk in liaison with the Chairman, prepare a grants policy and application procedure for consideration by the Council at a future meeting.

**SHPC 386-17 8. Report Back on the 2017 Bonfire Event**

The Chairman gave a verbal report informing Members that the pre and post inspections had been carried out and no principle issues were identified, but that he had received an email from DaSHJFC on their concerns over the state of the ground. Whilst appreciating that the ground was currently in a poor state, its restoration was covered by the Licence and he proposed that the main security deposit be reimbursed. Cllr. Hazell informed the meeting that at the South Heighton Village Hall Management Committee (SHVHMC) meeting held on Monday 20<sup>th</sup> November the Committee had decided to turf the area rather than reseed it as per the final Licence Agreement. This was to be undertaken by a private professional company and they wished to do this as soon as possible. The Temporary Clerk pointed out that as this was a change from the agreed Licence the SHVHMC needed to formally request this in writing in order for the Council to make an appropriate response. The Chairman noted that this was the original requirement of the Council, but that the Licence had subsequently been changed, at the request of SHVHMC, to meet their wish to reseed instead of turf. As such, whilst it was recognised there would not be a problem in principle, additional precautions in moving the turf over the field to the bonfire site needed to be observed..

It was **RESOLVED** that:

- a) The security deposit be reimbursed to the SHVHMC, and
- b) The Temporary Clerk write to the SHVHMC to request a formal change to the restoration condition and, in light of the Council's previous requirement, this not be withheld as long as appropriate precautions were taken to avoid damage to the surface and the other conditions were complied with.

**SHPC 387-17 9. Potential Waste Odours from Skip It, North Quay Road, Newhaven**

Cllr. Julian gave a verbal report, referring to an email he had received from the Environment Agency (EA) notifying him of potential odours which may be caused by the removal of waste from “fines” bays at Skip It. Unfortunately there were no details as to dates or times, just reference to the next few weeks. Members expressed their concern about the number of waste operations in Newhaven and their aggregated impact on the local environment and amenities of residents. It was **RESOLVED** that the Temporary Clerk write to the EA requesting more detailed information on the timing of the removal operation.

**SHPC 388-17 10. Parish Plan Review Update**

The Chairman gave a verbal report informing Members that following the circulation of the Parish Plan Summary Leaflet to every household in the Parish, he had only received two comments; one by phone complementing the Council on the preparation of the plan and another objecting to the planting of further trees on the Village Green and on not being consulted. The Chairman had replied to the second explaining that there were no proposals for additional tree planting on the Village Green in the final plan and outlining the consultation process that had been undertaken.

It was **RESOLVED** that:

- a) The Parish Plan as set out in the summary leaflet be adopted by the Council to form the basis of its proposals and policies; and
- b) The Clerk in liaison with Cllr. Bradshaw be authorised to prepare a version for publication and prepare for the launch of the annual plan review cycle at the Annual Parish Meeting in May next year.

At this point the members of the public left the meeting.

**SHPC 389-17 11. Purchase and installation of a Christmas Tree and lights on the Village Green**

The Chairman gave a verbal report informing Members that one band of lights for the Christmas Tree were found to be damaged when taken down last year, but the tree had been a great success with many residents making complimentary comments.

It was **RESOLVED** that:

- a) The Temporary Clerk in liaison with Cllr. Miller arrange the purchase of a Christmas Tree (to a maximum value of £180.00) and its erection on the Village Green, and
- b) The Temporary Clerk in liaison with Cllr. Bradshaw arranges the purchase of replacement lights (to a maximum value of £40.00).
- c) The Temporary Clerk includes an allowance of £200.00 for a Christmas tree in the proposed budget for next year.

**SHPC 390-17 13. Consider Recruitment Process & Timetable for Appointing a Permanent Clerk**

The Chairman gave a verbal report referring to the draft advert, job description, person specification contract of employment, staff expenses policy and annual appraisal document circulated prior to the meeting. The Temporary Clerk outlined the proposed process and support to be given by Sussex and Surrey Association of Local Councils (SSALC) as per Minute SHPC363-17 c). Members discussed each document in turn and, with the advice of the Temporary Clerk, made minor amendments to each to make them more relevant to the Council's circumstances and procedures.

It was **RESOLVED** that:

- a) The Temporary Clerk revise the advert, person specification and job description as discussed and arrange with SSALC the instigation of the recruitment process.
- b) The proposed staff expenses policy be adopted subject to the minor amendments and the Temporary Clerk in liaison with the Chairman modify the documentation and claim form as necessary.
- c) The contract of employment, revised as discussed, based on an NJC scale point as close to £12.00 per hour as possible on 6 hours per week, working from home but with the salary being inclusive of the cost of mileage from home to Council meetings at the Village Hall be adopted subject to the inclusion of appropriate wording in respect of the Council's pension provision obligations.
- d) The Temporary Clerk investigates the Council's pension obligations and prepare appropriate wording for the contract for consideration by the Council at a future meeting.
- e) The Temporary Clerk in liaison with Cllr. Bradshaw prepares a Health and Safety Policy and Equal Opportunities Policy for consideration by the Council at a future meeting.
- f) The targets for the preparation of Minutes be revised to 10 and 15 working days in the annual appraisal and the Council's Transparency Code be amended accordingly to reflect this.
- g) An Interview Panel be established by the Temporary Clerk, when the details of interviews are known, made up of three Councillors based on members of the Personnel Committee subject to their availability.

At this point Cllr. Mrs. Miller requested and was granted permission to leave the meeting due to increasing pain and discomfort from a neck condition. Cllr. Bradshaw undertook to continue the Minute taking.

**SHPC 14. Planning and Tree Application Consultations**

**391-17** The Chairman reported that there had been no application consultations within the parish, but referred to papers circulated prior to the meeting on an application LW/17/0940 by Brett Aggregates for a concrete batching plant on East Quay in Newhaven. Members discussed the application and considered that it could have a detrimental impact on the residents of South Heighton due to additional HGV movements and impact on the road use and infrastructure, its visual impact and environmental impact. Cllr. Julian informed Members that there was to be a presentation on the proposal in Newhaven next Tuesday, which may answer some questions, or raise other issues. A number of Members proposed to attend this meeting.

It was **RESOLVED** that the Council object to the application on the grounds discussed and that the Temporary Clerk in liaison with the Chairman prepare a submission to this effect and that Members would pass on any further comments to the Chairman for inclusion after the presentation meeting.

**SHPC 17. Action List**

**392-17** The Chairman informed Members that a revise action list/plan had not yet been prepared following the last Council meeting and that outstanding actions from that meeting would be included within the next action list/plan.

**SHPC 18. Parish Clerks Announcements and Correspondence**

**393-17** The Temporary Clerk informed the meeting that she had no matters to raise that had not been covered by other agenda items. The Chairman informed Members that the Council had received notice via the Council's gmail (where Members could view all the details) of the new Sussex Local Policing Model, the results of the latest monthly playground inspection, information and a funding request for £75.00 from "The Conservation Volunteers" and information on "Village Agents". The items were **NOTED** and it was **AGREED** that no further action be taken at this time, but if Members wished to raise an item having viewed the gmail they should approach the Temporary Clerk and/or Chairman to have this added to a future agenda of the Council.

**SHPC 17. Rolling Programme and Agenda Items**

**394-17** The Chairman outlined the revised rolling programme of meetings of the Council and their proposed items circulated with the agenda, making reference to the need to include items agreed at this meeting. The programme was **NOTED** and it was **AGREED** that the Chairman prepare an updated programme, incorporating new agreed items, for the next Parish Council meeting.

**SHPC Councillors Updates**

**395-17** The Chairman referred to the damage to the fencing at The Hollow and that a scene of crime officer had contacted him, but they felt in the circumstances further police action would not be productive. Cllr. Julian expressed his thanks on behalf of the Council to Cllr. Miller for undertaking the wreath laying at the Remembrance Day Ceremony, which was attended by all Members of the Council.

**SHPC 15. To consider the exclusion of the press and public**

**396-17** The motion to exclude the public and press (set out below) under Standing Order 3g was proposed by the Chairman, seconded by the Vice Chairman and passed.  
"In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be temporarily excluded and they be requested to withdraw from the meeting, in accordance with the Public Bodies Admissions to Meetings Act 1960 Section 1."

**SHPC 16. Consider Tenders and Appointment of Contractors for the Hollow Project**

**397-17** The Chairman referred to his confidential report circulated at the meeting outlining the tendering process, evaluation and scoring process and the resultant recommendation to appoint a contractor for the installation of the new and refurbished play area and new trim trail at The Hollow. Members considered the tender information and report and suggested minor amendments to some aspects of the proposals to better reflect the results of the public consultation and tender brief.

It was **RESOLVED** that:

- a) The contract be awarded to company A (Playsafe Playgrounds Ltd) subject to minor amendments to the proposed scheme and Lewes District Council inform the parties accordingly.
- b) The Temporary Clerk in liaison with the Chairman negotiates on the amendments with a view to a revised scheme being prepared for ratification by the Council at its next meeting.

**SHPC To Confirm the Date of the next Meeting**

**398-17** It was **RESOLVED** that the next meeting would be on Tuesday 16<sup>th</sup> February 2018 at 7.00 p.m. at the South Heighton Village Hall, Heighton Road

The meeting ended at 9.20pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council

Draft Minutes of the South Heighton Parish Council Meeting held on 21<sup>st</sup> November 2017