

South Heighton Parish Council

parishcouncil@southheighton-pc.org.uk • 07432 478247 • www.southheighton-pc.org.uk

Chairman: Cllr Paul Julian • Clerk: Steve Carter, 84 Barnett Road, Brighton BN1 7GH

Present: Councillors – P Julian-Chairman, A Turner–Vice-Chairman, B Skinner
G Hazell, S Smith

In Attendance: The Clerk plus District Councillors: E O’Brien, L Agace

**Minutes of Ordinary Council Meeting - Tuesday 23 April 2024 at 7pm - South Heighton Village Hall -
South Heighton**

SHPC 23-260.	<p>1. Public Participation The were no members of the public present</p>																					
SHPC 23-261.	<p>2. Acceptance of apologies for absence Apologies had been received from, Ms M Caulfield MP, Cllr MacCleary</p>																					
SHPC 23-262.	<p>3. Declarations of Interest - Cllr Turner- Item 15.2, Cllr Skinner – item 15.4</p>																					
SHPC 23-263.	<p>4. Approval of Minutes The minutes of the Ordinary Meeting of the Council held on Tuesday 26 March 2024 were signed with no amendments</p>																					
SHPC 23-264.	<p>5. Chairman’s Announcements – The Chairman showed Councillors the breakdown of precepts for Lewes District Council which shows that we are very similar to other Parishes</p>																					
SHPC 23-265.	<p>6. District/County Councillor/Sussex Police Reports Report from Maria Caulfield (MP) had been circulated to councillors. Cllr E O’Brien – Wheelie Bin roll out going well, residents in South Heighton have until 20th May to advise bin request. Port Authority Master Plan – Site E1 has been included in the plan, it is a local wildlife area and not considered appropriate for either the storage of hydrogen or HGV rest area . When planning is submitted this will be rigorously considered. There is a planning policy that requires any development to be port related. The Port Authority have been invited to update LDC Cabinet.</p>																					
SHPC 23-266.	<p>7. Councillor Updates - 7.1 Cllr Turner - had 2 complaints one relating to the Horsebox left at The Hollow and another concerning grass cutting at the village green. The Horsebox has been reported, the Village Green grass has now been cut</p>																					
SHPC 23-267.	<p>8. Finance 8.1 Payments and Receipts Were reviewed and approved by Cllrs Turner and Cllr Hazell It was RESOLVED to accept Payments and Receipts. – Payments to be released by Cllr Smith It was RESOLVED that Cllr Smith is to approve the payments even though he is a beneficiary of the sum of £13.80</p> <p style="text-align: center;">South Heighton Parish Council - Payments for meeting 23rd April 2024</p> <p style="text-align: center;">PAYMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 55%;">Product/Service</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Wicksteed</td> <td>Various in relation to the Roundabout at The Hollow - note Credit Notes 0992 and 0994 apply to reduce the invoice value from £1,064.65 to £180 - this is a s a result of being unable to fix the roundabout and leaving site without carrying out any works</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>ESALC Ltd</td> <td>ESALC fee for 1st April 2024-31st March 2025 - £208.72 NALC fee for 1st April 2024-31st March 2025 - £ 57.33</td> <td style="text-align: right;">£266.05</td> </tr> <tr> <td>Steve Carter</td> <td>Clerk April Salary - Month 1</td> <td style="text-align: right;">£386.74</td> </tr> <tr> <td>Lewes District Council</td> <td>Period 01/05/2024 to 31/05/2024 Monthly Play Area Inspections Recharge</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td style="text-align: right;">£850.79</td> </tr> </tbody> </table> <p style="text-align: center;">RECEIPTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 55%;">Product/Service</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> </tbody> </table>	Payee	Product/Service	Amount	Wicksteed	Various in relation to the Roundabout at The Hollow - note Credit Notes 0992 and 0994 apply to reduce the invoice value from £1,064.65 to £180 - this is a s a result of being unable to fix the roundabout and leaving site without carrying out any works	£180.00	ESALC Ltd	ESALC fee for 1st April 2024-31st March 2025 - £208.72 NALC fee for 1st April 2024-31st March 2025 - £ 57.33	£266.05	Steve Carter	Clerk April Salary - Month 1	£386.74	Lewes District Council	Period 01/05/2024 to 31/05/2024 Monthly Play Area Inspections Recharge	£18.00	Total:		£850.79	Payee	Product/Service	Amount
Payee	Product/Service	Amount																				
Wicksteed	Various in relation to the Roundabout at The Hollow - note Credit Notes 0992 and 0994 apply to reduce the invoice value from £1,064.65 to £180 - this is a s a result of being unable to fix the roundabout and leaving site without carrying out any works	£180.00																				
ESALC Ltd	ESALC fee for 1st April 2024-31st March 2025 - £208.72 NALC fee for 1st April 2024-31st March 2025 - £ 57.33	£266.05																				
Steve Carter	Clerk April Salary - Month 1	£386.74																				
Lewes District Council	Period 01/05/2024 to 31/05/2024 Monthly Play Area Inspections Recharge	£18.00																				
Total:		£850.79																				
Payee	Product/Service	Amount																				

Lewes District Council	Parish Precept 24/25 Q1	£9,529.00
Steve Carter	Repayment of salary overpayment in February pay	£3.00
Coop Bank	Interest on General Deposit Account	£31.96
Coop Bank	Interest on The Hollow Deposit Account	£10.04
	Total:	£9,574.00

- 8.2 Q4 Bank Reconciliation** – The Bank Reconciliation had been reviewed and signed by Cllrs Turner and Hazell. It was **RESOLVED** to accept the 2023-2024 Q4 Bank Reconciliation
- 8.3 Reserves for the Financial Year 2024-2025** – The Clerk proposed the General Reserve and Earmarked reserves for 2024-25, It was **RESOLVED** to accept these as presented. The General Reserve for 2024-2025 is £9,309.69 for a total precept of £19,057, which is 5.86/12ths of the precept as opposed to the 6/12ths of precept we are aiming for.
- 8.4 Financial Year End Matters** – The Clerk took the councillors through a financial statement for the year end position which demonstrated how the year had completed with a surplus which has been used to bring the general reserve to 5.86/12ths which is much closer to the 6/12ths of precept that we are aiming to hold – noting the recommendation for smaller councils to hold closer to 11/12ths but believing 6/12ths to be adequate for ourselves
- 8.5 Audit 2024** – The Clerk advised that this years audit would be held on Tuesday 7th May 2024 at 2.00pm. The Clerk believes we are now almost ready for the audit with just a few remaining items to sort out and put on to the required web page, including the year end Bank Reconciliation which was agreed above.

- 9. Clerk Items/Update**
- 9.1 Outstanding Items Carried Forward from Previous Minutes –**
- 9.1.1 SHPC 22-163 – 9.2.1: Legacy Documentation** – Follow up session to be planned for May 2024, no progress with retention policy.
- 9.2 Clerk Items/Update**
- 9.2.1 Items for Councillor Awareness –**
- 9.2.1.1 Speedwatch** - We have been asked to consider resourcing a Speedwatch initiative by our PCSO – Clerk to ask for information for Facebook
- 9.2.1.2 Wheelie Bin roll out issues** – we have been asked to help advising people how to deal with any problems they may have with the project and to let our District Councillors know of any issues
- 9.2.1.3 Planning** - The Clerk has written to the person who issues planning updates and to Cllr Agace about the apparent ignoring of any requests we make as a council relating to planning consent
- 9.2.1.4 Personal Estate Management** - We have been contacted by an Estate Planning company whether we would like a free presentation to the South Heighton Community - no action to be taken.
- 9.2.2 LDALC / LDC/ESCC proposed Conference** - The Council suggested: Single point of contact for Councils to contact in to LDC and ESCC and Potholes
- 9.3 Changes to landlines - Digital Switchover** – it was **RESOLVED** to add brief words of explanation to the next newsletter to help advise residents
- 9.4 Review of Newsletter** – The proposed Newsletter was reviewed and it was **RESOLVED** to proceed to printing as long as the costs were less than 50% of the overall Newsletter budget.
- 9.5 Light P23 on the pole bracket in Avis road (Firle Terrace) South Heighton** – This matter was discussed in detail and an email received from a resident who is finding it difficult to use the twitten to put out rubbish with the Street Lamp not working was also considered. The Clerk has contacted the maintainer who is looking to see if it would be possible to repair rather than replace, site meeting to be held – decision deferred to next meeting.
- 9.6 Trees between Heighton Crescent and Glynde Close** – The Clerk has contacted Glynde Estates regarding the issue. It has taken Glynde Estates until recently to receive back all the relevant consents. Work will now commence when the tree specialists can fit the work in and the weather is favourable. Glynde Estates have also assessed the overhanging limbs and do not consider them a risk – Clerk to email member of the public
- 9.7 Clerk Annual Leave** —the Clerk will be on leave; 4th July to the 12th July 2024 and 2nd December to the 6th December 2024

SHPC 23-268.

SHPC 23-269.

10. Planning

	<p>10.1 None received</p>
SHPC 23-270.	<p>11. The Hollow Play Area</p> <p>11.1 Monthly and Annual play inspections and Play Area Risks</p> <p>11.1.1 To consider ratings for risks associated with The Hollow Play Area – The Council made a start filling in the risk matrix and will work through this over the next few meetings</p> <p>11.1.2 Latest Play Report from Lewes District Council – April report not yet received, working from previous report – all issues covered below</p> <p>11.2 Additional signs regarding dogs not being allowed in The Hollow play area and recreation ground – to consider actions required and costs – It was resolved to order 8 signs for £87</p> <p>11.3 Update on improvement actions</p> <p>11.3.1 Roundabout – Cllr Smith has arranged for quotes, Wickstead will do site surveys and quote. The cheapest replacement would be £6,500 for a roundabout without a seat, with a seat £7,500. Cllr Julian will speak with local companies to try to secure funding . In the meantime Cllr Turner will investigate “plugging” the potential finger trap hole.</p> <p>11.3.2 Split Bench Seat – repaired – close item</p> <p>11.3.3 Mushroom Wood Table and Seats Cracked – Cllr Smith will investigate a repair</p> <p>11.3.4 Multi Seat Springy - - Surface - Trip points — Cllr Julian has spoken with a supplier who is looking in to a repair</p> <p>11.3.5 Triple trampoline - Surface - Trip points – Cllr Julian has spoken with a supplier who is looking in to a repair</p> <p>11.3.6 The Push Up Press has had a handle stolen – It was previously RESOLVED to remove the other handle to make the unit even on both sides. This will be repaired when weather allows.</p> <p>11.3.7 Rotting timber on bench – Cllr Smith to assess...</p> <p>11.4 Hollow Tidy Up working party –defer to next meeting due to weather)</p> <p>11.5 Public Spaces Protection Order (PSPO) – The Clerk has asked our District Councillors if Lewes District Council can assist in this matter. Lewes District Council have advised that there is a PSPO in place for all play areas in their district area. However enforcement is still an issue. It is hoped that the new signs in item 11.2 will fix this issue – item closed</p> <p>11.6 Damage to Grass around Football Pitch – idverde do not believe there to be an issue. Item Closed</p>
SHPC 23-271.	<p>12. Denton and South Heighton Junior Football Club</p> <p>12.1 Licence – DASH will continue to operate under the old licence</p> <p>12.2 Request for use of The Hollow in July - To consider 2 requests, a) for the club to use the Playing Field through July, b) to be permitted to use in July on Tuesdays – Following discussion it was RESOLVED to accept the request for this year.</p> <p>12.3 Additional Changing Rooms: No update. Remove Item</p>
SHPC 23-272.	<p>13. East Sussex County Council</p> <p>13.1 ESCC Issues List – no discussion.</p> <p>13.2 ESCC Bus Improvement Plan: Clerk has now made contact and requested updates to cover Avis Road and Denton Corner services.</p> <p>13.3 . The Clerk has recently written to ESCC regarding an obstructed Twitten - Tarring Close from Tarring Close going from 16 Portland Terrace to 5 Firle Terrace – residents are finding it difficult to pass overgrowth and broken fencing with their bins etc</p>
SHPC 23-273.	<p>14. National Highways</p> <p>14.1 A26/Avis Road junction re-engineering proposal from National Highways -specifically the plan to prevent “right turn’s” into Avis Road from Newhaven and traffic light installation – Progressing subject to funding .</p> <p>14.2 Street Lamps on A26 – The lights are now working – close item</p>
SHPC 23-274.	<p>15. Local Community</p> <p>15.1 HMS Forward Tunnels – Monitoring</p> <p>15.2 Bonfire Society –It was RESOLVED (in the March 2024 meeting of the council) that the Council approve the request to hold a Bonfire Event “in principle” and that final permission to proceed will be granted upon receipt of required “accompanying documentation” to the “Request to Hold a Bonfire Event”. The Clerk has advised the Football Club that the field will be unavailable.</p>

	<p>15.3 Annual Parish Meeting – At the last meeting it was RESOLVED to hold a Parish Meeting for residents of the Parish on the 28th May 2024 at Denton House Hall, Denton House. The Clerk has invited Neighbourhood First, PCSO, Fire Brigade, Village Hall/Bonfire Society</p> <p>15.4 Hampden Arms Asset of Community Value - The ACV expires in 2025 – Cllr Skinner has all documentation ready to submit...</p>
SHPC 23-275	16. Matters Arising in this meeting for inclusion on next agenda not otherwise covered – no items raised
SHPC 23-276	17. Items for next Newsletter, Autumn/Winter Newsletter – Telephone line replacement–
SHPC 23-277	18. The next meeting of the Council is Tuesday 21 May 2024 at 7pm - South Heighton Village Hall, Councillors were reminded of the Annual Parish Meeting which will take place Tuesday 28 May 2024 at 6pm –Denton House Hall, Denton House

The meeting closed at 20:52 PM

Signed:

Date:

Print Name: Cllr Paul Julian - Chairman South Heighton Parish Council