

South Heighton Parish Council

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

Present: Councillors P Julian – Chairman, A Turner – Vice-Chairman, G Hazell, B Skinner, Cllr Smith (from item17)

In Attendance: The Clerk

Minutes of Council Meeting Tuesday 25th April 2023

SHPC 23-66.	1.	Public Participation There were no members of the public present															
SHPC 23-67.	2.	Acceptance of apologies for absence Apologies had been received from; Cllr Smith who may attend later, Cllr D Turner, Ms. M. Caulfield MP, Cllr Johnny Denis and our PCSO's															
SHPC 23-68.	3.	Declarations of Interest - Cllr Turner -13															
SHPC 23-69.	4.	HMS Forward Tunnels – Councillors have heard no more from the owner or the residents association															
SHPC 23-70.	5.	Approval of Minutes The minutes of the Ordinary Meeting held on Tuesday 14th March 2023 were signed with no amendment.															
SHPC 23-71.	6.	Chairman's Announcements – Thank you to those Councillors who have put themselves forward for nomination as Councillors. The Chairman thanked Deni Turner and Steve Hitchcock for their time and work undertaken as members of the Council. Thanks also to Cllr Hitchcock for the offer of his services at Christmas and with any other practical activities he can assist with															
SHPC 23-72.	7.	District/County Councillor/Sussex Police Reports Ms Maria Caulfield – Written report Circulated to Councillors.															
SHPC 23-73.	8.	8.1 Councillor Updates - Cllr Skinner – There is a large Pothole in Heighton Road 1/3 of the way up from Rectory road on the LH side– Cllr Julian will investigate and report appropriately. 8.2 Update re Streetlighting Contract: The Clerk has established a contact at Lewes District Council who is looking in to matters concerning the Conservation Area and Planning for us. Thanks to Cllr O'Brien for setting up the contact for us. 8.3 Peers of the Public Realm update – Cllr Skinner highlighted that the project is very concerned about the items maintained by East Sussex. Cllr Skinner has noted the older Post Box and the older street lighting furniture. Cllrs to identify relevant items in the village.															
SHPC 23-74.	9.	9. Finance 9.1 Acceptance of 2022-23 year end/Q4 Bank Reconciliation – It was RESOLVED to accept the 2022-23 Q4 Bank Reconciliation as reviewed and signed off by Cllr Turner and Cllr Hitchcock (prior to his resignation). The Clerk stated his thanks for the work carried out by Councillor Turner and Councillor Hitchcock in relation to financial matters throughout the year. 9.2 Payments and Receipts Approved for payment by Cllr Turner and Skinner South Heighton Parish Council - Payments for meeting 25th April 2023 PAYMENTS															
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Steve Carter	Clerk Salary for April 2023	£336.16
Lewes District Council	Period 01/05/2023 to 31/05/2023 Monthly Play Area Inspections Recharge	£18.00
Steve Carter	Clerks Office Payment for Jan-Mar and April to June 23	£40.00
Total:		£1,035.55

RECEIPTS

Payee	Product/Service	Amount
Lewes District Council	First Half Year Precept	£7,243.00
Coop Bank	Interest Payment - Instant Deposit Account	£17.43
Coop Bank	Interest Payment - The Hollow Account	£5.48
Total:		£7,265.91

9.3 **Financial Year End Matters** – The Clerk issued a document describing the linkage between our bank account position and our budget and showing in detail how we exited 2022-23/entered 2023-24.

Banking position as at 01/04/2023

Current Account	£13,259.41
Deposit Account General - 0892996553236450	£3,877.29
Deposit Account Hollow - 0892996553376150	£1,218.60
Total	£18,355.30

9.4 **Bank Signatories** - Signatories are set up for Cllr's Skinner and Smith, online access information and security fobs were issued at the meeting. Clerk to pursue the removal of Steve Hitchcock from the bank account

9.5 **Changing Dog Bins to normal Bins** – The Clerk presented a paper showing that this was not financially viable – item closed

9.6 **Audit 2023** – The Audit will be undertaken by Mulberry & Co Chartered Certified Accountants. The audit date is set for the 4th May all required information has been sent to the auditors.

10. Clerk Items

10.1. Outstanding Items Carried Forward from Previous Minutes –

10.1.1. SHPC 22-163 – 9.2.1: Legacy Documentation – The Clerk has yet to meet with Cllr Julian to review documentation – this will now not take place until after the audit

10.2. Clerk Items/Update

10.2.1. Items for Councillor Awareness – The Clerk advised that; the Bonfire Society have stated that there will be no access to Hamden Gardens from the A26 during the event and that documentation will be updated accordingly, ESALC have dates available for councillor training and Councillors are urged to attend if not done so or if needing a refresher, the failed streetlamp in The Hollow (unit ref:3), has been reported to ESCC, fixing the problem requires UK PowerNetworks to put back the cable that was damaged by tree cutters and this is not a quick fix.

SHPC 23-75. 10. **10.2.2. Election Process – South Heighton Parish Council** The Clerk confirmed that the Returning Officer has declared a result of an uncontested election for South Heighton Parish Council. The official result notice is displayed on the Parish Council noticeboards and website. The Parish Council has 2 vacancies which can be filled by co-option after 35 days of the day on which the election would have been held (4th May 2023). Members NOTED the update. The Clerk reminded Councillors of the legal requirement to complete the required election expenses documentation which the clerk has printed for all councillors and issued at the meeting. Councillors must send the filled in documents back to; Electoral Services Lead, Lewes District Council offices, Southover House, Southover Road, Lewes, BN7 1AB. **Responses are not permitted by email..**

10.2.3. Annual Meeting of the Council – 10/05/23 – Venue – Village Hall

10.2.4. Annual Parish Meeting – 18th May –t Denton House Hall, Denton House (note not 17th as previously stated) – Our Local PCSO has agreed to attend, Neighbourhood First have been

		<p>invited, Clerk to also invite The owner/manager of the Hampden Arms, the Football Club, the village hall. Cllr Hazel has a budget agreed for Cheese and Wine to hopefully get more support.</p> <p>10.2.5. Future meeting locations – It was RESOLVED that we will continue to alternate between the Village Hall and Denton House if they are available.</p> <p>10.2.6. Roles and responsibilities – draft names were placed against tasks – this will be circulated and reviewed next meeting</p> <p>10.2.7. Clerk Annual Leave –The Clerk has applied for Annual Leave from 21/08/23-28/08/23 leaving 24.6 days to take.</p>												
SHPC 23-76.	11.	<p>11. Planning</p> <p>11.1. No Planning Items have been received this month</p>												
SHPC 23-77.	12.	<p>12. The Hollow Play Area</p> <p>12.1. Monthly and Annual play inspections report update – this months play inspection risk level....</p> <table border="1"> <thead> <tr> <th>Risk Level</th> <th>Play Area</th> <th>Gym Area</th> </tr> </thead> <tbody> <tr> <td>Very Low</td> <td>3</td> <td>1</td> </tr> <tr> <td>Low</td> <td>8</td> <td>4</td> </tr> <tr> <td>Medium</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p>Clerk to request exactly what the risks are with respect to the dinosaur and other items where it is not obvious.</p> <p>12.2. Outdoor Gym Fencing - Cllr A Turner is in the process of repairing – minor “wobble” remaining at present</p> <p>12.3. Update on improvement actions:</p> <p>12.3.1. Repair of Log Bench – Metal band tightened no longer a finger trap - monitor</p> <p>12.3.2. Roundabout – the roundabout is working, but wobbly. The clerk will attempt to raise funding later in the year.</p> <p>12.3.3. Missing Bench Seat on table – Replaced by Cllr Smith – thanks to Cllr Smith</p> <p>12.3.4. Split Bench Seat – There is no risk, Cllr Smith will repair along with mushroom table.</p>	Risk Level	Play Area	Gym Area	Very Low	3	1	Low	8	4	Medium	4	0
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SHPC 23-78.	13.	<p>13. Bonfire Society</p> <p>13.1. It was RESOLVED 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” Clerk to advise Bonfire Society. Clerk to also advise Football Club that the field will be unavailable</p>												
SHPC 23-79.	14.	<p>14. Denton and South Heighton Junior Football Club</p> <p>14.1. Licence – No Update.</p> <p>14.2. Clerk to send Cllr Turner telephone numbers for DASH</p>												
SHPC 23-80.	15.	<p>15. ESCC Strengthening Local Relationships (SLR) meeting</p> <p>15.1. SLR Meeting: - 10th July 2023 10:30-11:30 at the Ringmer Offices, the agenda will modified by Cllr Skinner for review at the next meeting. Clerk to advise Ms Caulfield(MP) of the meeting date and time</p> <p>15.2. Avis Road Traffic Project – update and next steps – following the meeting with Ms Caulfield (MP) we await feedback</p>												
SHPC 23-81.	16.	<p>16. A26/Avis Road junction reengineering proposal from National Highways -specifically the plan to prevent “right turn’s” into Avis Road from Newhaven and traffic light installation</p> <p>16.1. Update - Ms Caulfield (MP) awaiting further information from National Highways</p>												
SHPC 23-82.	17.	<p>17. Newsletter</p> <p>17.1. The newsletter was reviewed - It was RESOLVED to print as presented (subject to a minor change with the Councillor telephone numbers) with costs being approved up to the budgeted amount.</p>												
SHPC 23-83.	18.	<p>18. Matters Arising in this meeting for inclusion on next agenda not otherwise covered – Agenda for SLR meeting,</p>												
SHPC 23-84.	19.	<p>19. Items for next Newsletter, Autumn/Winter Newsletter</p>												
SHPC 23-85.	20.	<p>20. The next meeting of the Council is Wednesday 10th May 2023 at 7pm - South Heighton Village Hall</p>												

The meeting closed at 21:07 PM

Signed:

Date:

Draft