

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 21st FEBRUARY 2017 at 7.00pm
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

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

In Attendance: S. Keogh (Parish Clerk).

SHPC 209-17 Public Question Time

There were no members of the public in attendance.

SHPC 210-17 Apologies

There were no apologies received.

SHPC 211-17 To Receive Declarations of Interest from Council Members

All Members declared a non-pecuniary interest in the Newhaven Community Grant Fund application, in that as residents they would benefit from the improvements, should it be awarded.

It was **RESOLVED**, with advice from the Clerk, that this was not a prejudicial interest and all Members could take part in the debate and vote.

SHPC 212-17 To Approve and sign the minutes of the meeting 24th January 2017.

The Minutes of the Council meeting held on 24th January 2017 were **AGREED**, subject to a spelling correction, and signed by the Chairman as a true record.

Matters Arising (not covered on the agenda)

SHPC 195-17 Cllr. Bradshaw reported that he had submitted the South Heighton Parish Council's (SHPC) objection to the proposed parking restrictions and a copy had been placed on the parish noticeboard at The Hollow. Cllr. Hazel confirmed that the South Heighton Village Hall Management Committee (SHVHMC) had made their own objection to East Sussex County Council (ESCC).

SHPC 213-17 Finance Update

The Clerk gave a verbal report on the financial position of the Council referring to the papers circulated with the agenda and to the payments which would need to be made subject to their approval at this Council meeting. The Clerk also reported that there was a payment of £100 to be made to Cllr Miller (not included in the table) as she had paid for the Christmas tree directly on purchase. A duplicate payment had been made to the company in error (see list of payments made 24th January 2017) as they had submitted an invoice instead of a receipt, and the Clerk was pursuing a refund.

List of Payments for agreement at meeting 21st February 2017

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary (Jan)	£ 207.59
Parish Clerk	Admin Costs/Mileage	£ 24.13
LDC parks	Play Inspections	£ 18.00
Total		£ 249.72

Balances:

Current Account: £9,468.16; Deposit Account: £6,818.33; The Hollow Account: £482.22

Cllr. Bradshaw, as Chairman, took receipt of the signed copies of the Clerks timesheet and mileage/expenses forms for January from the Clerk at the meeting, these to be held in the Clerks Personnel File.

It was **RESOLVED** that:

- a) the payments indicated in the table (above), be made
- b) the payment of £100.00 to Cllr. Miller for the purchase of the Christmas Tree be made
- c) the balances, be **NOTED**.

SHPC 214-17 PC and Internet Protocol

The Clerk presented his report circulated with the agenda referring to the need to create a document to cover the use of the laptop and controls regarding what can be downloaded and accessed through the internet. Members discussed the draft document circulated with the agenda, but considered it was not as detailed as required and there were also other aspects ie work place risk assessment, method/responsibility of storage/transportation, insurance cover and file back up protocol, that needed to be included, possibly as appendices to go along with the main document. Members also felt that an acceptance form containing the serial numbers of the machine and printer should also be included to be signed by the Clerk and the laptop and printer added to the Council's Asset Register.

It was **RESOLVED** that:

- a) Cllr Miller would investigate the policy currently used by ESCC and prepare an appropriate document, to be considered by the Council for adoption at a future date.
- b) The Clerk should sign for the machine and printer taking official ownership through a suitable form created by Cllr. Miller as part of a) above.

It was **NOTED** that this good practice of formally signing for items purchased by the Council and their recording on in the Asset Register should be extended to those held by Members who should also have to sign for Council property which they take responsibility for i.e. litter pickers and the Christmas lights. The Clerk would ensure these types of items were on the Asset Register and prepare a set of forms for Members to sign.

SHPC 215-17 Review of the Council's Complaints Procedure

The Clerk presented his report circulated with the agenda referring to the complaints procedure which is part of the Council's current Standing Orders and was mainly linked to the conduct of Members and referred to the Code of Conduct for Councillors. Members discussed the procedure and other possible circumstances in which complaints might arise; concluding that complaints against Councillors were adequately dealt with, but in the case of complaints against staff and the actions of the Council as a whole there was a need to prepare a procedure and protocol as it was not clear as to how these would be dealt with in the event this may occur.

It was **RESOLVED** that:

- a) The current complaints procedure in respect of Councillors was sufficient.
- b) The procedure would be reviewed in a years' time.
- c) The Clerk would investigate the wording for a procedure/protocol for complaints against staff, or the actions of the Council as a whole and prepare a report and document to be considered by the Council for adoption at a future date.

SHPC 216-17 Media Contact Review

The Clerk presented his report circulated with the agenda referring to the current procedure contained within the Council's Standing Orders. Members discussed the press/media request procedure and considered it was suitable for a Council of the size of South Heighton Parish and recognised that no-one made any comment to the press without the agreement of the Council. Cllr. Miller pointed out that the status of the Council's Facebook page now meant the social media protocol referring to "befriending" the Council, in this section was obsolete.

It was **RESOLVED** that:

- a) The current procedure for dealing with press/ media requests was sufficient.
- b) Section 21c of the Standing Orders re Facebook befriending is removed in its entirety.
- c) The procedure would be reviewed in a year's time.

It was **NOTED** that should any Councillor, or the Clerk receive a request for a formal comment on behalf of the Council, from the press/media that this be declined and the Chairman, Vice-Chairman and Clerk be informed as soon as practicable, with a view to addressing the issue in the most appropriate way.

SHPC 217-17 Publication and Promotion Review

The Clerk presented his verbal report referring to the way that the Council is currently being publicised via a number of media. Members to discussed the ways the Council is promoted, considering how these might be improved and what other options/opportunities there might be, concluding that information on news and what the Council/Councillors do should be more widely publicised through existing channels.

It was **AGREED** that:

- a) The Facebook Profile would be the only social media used.
- b) The website needed to be changed slightly to promote news items and include more information.
- c) There would be a new noticeboard purchased for Norton to enable the display of more information.
- d) The size of the newsletter is increased to two pages of A4, but should not contain commercial advertising.
- e) The opportunity to promote the Council at appropriate one off local events should be taken if resources allow and other activities/different ways be investigated as opportunities arise.

It was **NOTED** that funding for c) and d) had been built into the budget for 2017/18.

SHPC 218-17 Items for the Spring/Summer Newsletter

Cllr Miller presented her verbal report requesting articles for the Spring/Summer newsletter and referred to the preferred date of distribution being before the 14th April 2017. Members discussed possible items to be referred to including: recent, current and future events; work of the Council and Councillors, proposed works in the area by various agencies and the grant funding results. Where possible the use of photographs and graphics was also thought to be necessary to provide interest and information.

It was **RESOLVED** that:

- a) Members would forward any proposed items, articles and relevant photographs to Cllr Miller no later than Friday 24th March 2017.
- b) Once all contributions had been received Cllr Miller would produce a draft newsletter for agreement at the meeting on 28th March 2017.

SHPC 219-17 Denton Challenge 2017 Request for Support and Display of a Banner

The Clerk presented his report referring to the letter circulated with the agenda, explaining that the Annual Challenge was now a well-established event and that the organisers' had requested support for this years event, permission to display a banner at The Hollow and asked if the Council would consider having a stall. The request for funding and the location for a banner was discussed and it was recognised that the event, although held in Denton, was attended by numerous residents from South Heighton, promoted local groups and supported local charities.

It was **RESOLVED** that:

- a) The Parish Council approves a banner being erected at an agreed location at The Hollow two weeks prior to the event subject to its removal as soon as possible after the event and with any other application(s) for permissions needed being the responsibility of the organisers.
- b) The Parish council would provide a grant of £150.00 towards the event activities.
- c) The Parish Council would request a stall at the event on Saturday 20th June 2017.

The Parish Clerk would request further information in respect of the stall, particularly if there was a charge and if there were any restrictions on it.

SHPC 220 -17 Newhaven Community Fund Grant Application Update

Cllr. Bradshaw presented his report referring to his email and papers circulated to Members prior to the meeting, outlining the main elements that had been included in the Expression of Interest, the requirements needed to complete the full application and the revised arrangements/programme. He explained the various negotiations that had taken place and that there was a lot of support for the application: Lewes District Council (LDC) Parks had advised on equipment and works and agreed to project manage the contract; the LDC Tree warden agreeing to the principle of tree works at the site and Glynde estates had sent an e-mail agreeing to the principle of a lease extension. The Clerk and Cllr. Bradshaw were now working on providing 18 supporting documents to the application form to be submitted by the 28th February 2017, with a decision being made by the board at the end of March.

It was **RESOLVED** that the Clerk and Chairman be authorised to continue to prepare, complete and submit a full application for the Community Fund Grant for The Hollow Park Project, as outlined in the report papers.

Members offered their thanks to Cllr. Bradshaw and the Clerk for their work in applying for the fund.

SHPC 221-17 Planning Application Consultation(s)

The Clerk reported that there were no new planning applications however there were updates on two that the Council had made representations on:

LW/16/0828 was refused permission by LDC and the subsequent appeal had now been dismissed. LW/16/0967 Cllr. Bradshaw reported that he had submitted the Council's objection to LDC and had been invited to make further representations at the Planning Committee. Referring to his email, copied to Members on 21st February, explained that he had, in consultation with the Vice Chairman Cllr. Julian, instead forwarded the objection to all the LDC Councillors on the Committee as there were no further information/comments to add to this.

It was **RESOLVED** that:

- d) The Parish Council ratify the decision to send the written objection to all members of the LDC Planning Committee regarding LW/16/0967.
- e) No Parish Councillors would attend the meeting in person.

SHPC 222-17 Action List.

The Clerk and Chairman reported back briefly on progress on the actions/tasks set out in the SHPC Action List/Plan circulated with the agenda. Progress on the Action List/Plan was **NOTED** and it was **AGREED** that the completed items be removed from the list and Cllr. Bradshaw prepare an updated list, incorporating the new agreed actions, for the next Parish Council meeting.

The Chairman referred briefly to the programme for the Clerk's appraisal and that this would need to be enacted when all the appraisal forms were completed by Members. Due to the immediate level of work, it was **AGREED** that members would return completed copies to the Chairman by/at the next SHPC meeting and the programme subsequently enacted in consultation with the Clerk and Vice Chairman.

SHPC 223-17 Parish Clerks Announcements & Correspondence

The Clerk drew Members attention to an update letter from Maria Caulfield MP circulated prior to the meeting. The contents of the letter were briefly discussed and **NOTED**.

Notices from the Air Ambulance requesting funding had been received; this would be discussed at the March 28th Meeting.

SHPC 224-17 Urgent Items and potential items for the next agenda

The Chairman referred to the Rolling Programme of Meetings and Standing Items circulated prior to the meeting and requested if there were any other items that needed to be added to future agendas.

Items identified in the adopted standing items programme, deferred from this meeting and requested are:

Consider and adopt PC and Internet Protocol; Consider and agree draft Spring/Summer Newsletter; Consider application for funding by the Air Ambulance; Consider and approve any changes to the draft Parish Plan and arrangements/programme in light of the results of Community Fund Grant Application, Information Provision Review; Finalise Arrangements for Annual Parish Meeting; Review Protocol and Procedures for The Hollow, including the Key Register.

SHPC 225-17 Councillors Updates

Cllr Hazel reported back from the South Heighton Village Hall Management Committee (SHVHMC) Meeting which took place on Monday 20th February, when the reference to a proposed loading bay in the SHPC Minutes was raised and an email requesting clarification would be sent. It was **NOTED** that the suggestion had been raised by a member of the public at the last SHPC meeting when the proposed car parking restrictions by East Sussex County Council had been discussed. It was **AGREED** that Cllr Bradshaw be authorised to reply to the e-mail.

Cllr. Bradshaw informed Members of an email from the SHVHMC to him as Chairman requesting confirmation of their bookings for the year and the appropriate forms for completion. Cllr. Bradshaw referred to his email reply dated 21st February copied to Cllr. Hazel and the Clerk.

SHPC 226-17 To Confirm the Date of the next Meeting

It was **RESOLVED** that the next meeting would be on Tuesday 28th March 2017 at 7.00pm at the South Heighton Village Hall.

The meeting ended at 9.00pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council