

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 28TH MARCH 2017 at 7.00pm
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

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

In Attendance: S. Keogh (Parish Clerk).
1 Member of the public

SHPC 227-17 Public Question Time

There were no questions from the resident of Norton, who was attending in respect of one of the planning applications being considered by the Council.

SHPC 228-17 Apologies

There were apologies received from Cllr P Julian who had a work commitment. The apologies were Accepted.

SHPC 229-17 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 considered a prejudicial interest and all Members could take part in the debate and vote.

Cllr. Bradshaw declared an interest in that he had worked with the applicant for the planning application SDNP/17/00504.FUL in preparing the Parish Council's response to the proposed boundary changes.

It was **RESOLVED**, with advice from the Clerk, that this was not considered a prejudicial interest and that Cllr. Bradshaw could take part in the debate and vote on the planning application.

SHPC 230-17 To Approve and sign the minutes of the meeting 21st February 2017.

The Minutes of the Council meeting held on 21st February 2017 were **AGREED**, and signed by the Chairman as a true record.

Matters Arising (not covered on the agenda)

SHPC 195-17 Cllr. Bradshaw reported that the parking restrictions proposed by ESCC at The Hollow were not being pursued to formal consultation by them following the Council's, residents and Village Hall Management Committee's objection at the informal consultation stage.

In light of the resident's attendance the Chairman proposed that the agenda item 14 Planning Application Consideration(s), be brought forward and the relevant Standing Orders be suspended in order for the resident to make representation on and respond to any questions from Members in respect of the planning application.

It was **RESOLVED** that the item 14 be brought forward and the Standing Orders suspended for the item.

SHPC 231-17 Planning Application Consultation(s)

The Clerk reported that there were two planning applications to be discussed, referring to the papers circulated with the agenda:

SDNP/17/00504.FUL - Garden House, Norton

The Chairman asked if the resident wished to make representations to the Council. The resident confirmed that as the plans were the same as had been seen at a previous meeting of the Council and they had nothing to add. With this confirmation Members had no additional questions for the land owner. Members briefly discussed the plans, welcoming the applicant's early consultation with the local community, interest groups and the Parish Council and recognised that the proposed new building was of a similar scale to the one being replaced (which was of a standard design and not in keeping with the other adjacent buildings), was to be of an historic style and materials reflecting the character of the other older buildings in the Conservation Area and, although to be built further into the plot, was to be better orientated to the garden that was also being restored to its historic layout.

a) It was **RESOLVED** that the Parish Council would make no objections to this development.

ESCC/2017/001/CB – Flood Alleviation Scheme

The Chairman explained that this was the same scheme which the Parish Council had been consulted on last year by the South Downs National Park (SDNP), but related to a small section, adjacent to the Newhaven Energy Recovery Facility, which was outside of the National Park and was therefore being dealt with by East Sussex County Council (ESCC). Members briefly discussed the same concerns in respect of the impact of the construction works on residents and the scheme on the environment of the Ouse valley.

b) It was **RESOLVED** that the Chairman be authorised to make the same relevant objections and comments on behalf of the Parish Council based on the letter of objection previously sent to the SDNP. Standing orders were reinstated

SHPC 232-17 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 reported that the payment of £100 for the Christmas tree had been refunded directly by the company and requested an additional payment for the order of dog waste bags which had been collected by the Clerk.

List of Payments for agreement at meeting 28th March 2017

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary (Feb)	£ 207.59
Parish Clerk	Admin Costs/Mileage	£ 40.16
JRB enterprises Ltd	Dog waste Bags	£ 39.00
LDC parks	Play Inspections	£ 18.00
Total		£ 304.75
BALANCES		
Current Account	£	7,854.77
Deposit (Reserves)	£	6,816.33
The Hollow	£	482.22

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

It was **RESOLVED** that:

- the payments indicated in the table (above), be made
- the balances, be **NOTED**.

SHPC 233-17 Complaints Procedure

The Clerk presented his report circulated with the agenda referring to the need to create a document to cover those complaints by the public which were not covered by the Code of Conduct for Members and internal staff complaints. Members discussed the draft document circulated with the agenda and considered it formed a good basis for a procedure, subject to some minor amendments.

It was **RESOLVED** that:

- Members would forward any proposed alterations/amendments to the Chairman for collation.
- The Chairman, in liaison with the Clerk, would produce a suitable document using the relevant comments and bring this to a future meeting of the Council for formal adoption.

SHPC 234-17 Review Protocol and Procedures for the Hollow

The Clerk gave a verbal report referring to the copies of the various policies and procedures which were circulated with the agenda. Members discussed each document in turn, offering comments and minor amendments, concluding that the current protocols and procedures were adequate, but the documents needed collation to ensure that they were using the same wording and were adequately cross referenced.

It was **RESOLVED** that:

- The current application form for casual use of The Hollow was sufficient, but the Chairman's details should be removed from the header and there should be sections regarding the use of banners, gate key and vehicle access.
- The Conditions of Use should include a clear requirement for a £50.00 deposit for the gate key if this was to be used. This would be in the form of a cheque which would be held and only cashed if the key was lost or irreparably damaged.
- The General Conditions of Use, Control of Vehicular Access and Key Holder Requirements should be based on the ones created in 2016 as part of the revised Licence for DaSHJFC.
- The Pre and Post Inspection Report for The Hollow is reviewed with a view to making it simpler.
- The Chairman, in liaison with the Clerk, revise the documents as outlined above and bring these to a future meeting of the Council for formal adoption.

It was **NOTED** that the Bonfire Event Licence would be reviewed by the Council in April and the DaSHJFC Licence in June.

SHPC 235-17 The Key Register

The Clerk presented his report circulated with the agenda referring to the current procedure of keys being signed out and returned only when the Member or Clerk left the employment of the Council. The Clerk referred to a proposed new Equipment Register, copies of the two sections of which were circulated with the agenda, which would be held by him and have both a hard and soft copy. It would run in association with the Council's Asset Register and assist in tracking Council property to fulfil the Council's legal obligations. The document included space for all items issued by the Council to Members including keys and would replace the current key register. It was proposed that the Equipment Register would be reviewed annually as part of the Annual Council meeting and the form had a separate column for reviews to be carried out.

It was **RESOLVED** that:

- a) The Equipment Register, as circulated, be adopted and used as a Council document as part of its asset tracking procedures and reviewed annually as part of this at the Council's Annual Meeting.
- b) The Clerk would compile the sections of the Equipment Register and have these available for signing by Members at the Annual Council Meeting in May.

SHPC 236-17 Standing Orders Review – Legal Topic Notes

The Clerk gave a verbal report referring to the Standing Orders and the possible need for changes to be made to them following the publication of updated Legal Topic Notes (LTNs) by the Sussex Association of Local Councils (SALC) and the National Association of Local Councils (NALC). He explained Section 137 of the Local Government Act 1972 to which one of the LTNs referred to and the fact that more LTNs were likely to be published soon.

It was **RESOLVED** that:

- a) The Report be **NOTED**.
- b) The Clerk would forward all new Legal Topic Notes to Members for them to retain a soft copy.
- c) The Clerk would inform Members if there was an issue that needed to be addressed, adopted as a policy or include/revised in the Standing Orders and bring an appropriate report to the following Council meeting.

SHPC 237-17 Finalise Arrangements for the Annual Parish Meeting 2017.

The Clerk gave a verbal report referring to the previous year's Annual Parish Meeting which had proved to be a success. Members discussed the possible elements and arrangements for the meeting.

It was **RESOLVED** that:

- a) The date would be Tuesday 24th May 2017, to open at 6.30pm to allow residents to view the proposed exhibitions before a formal start at 7.00pm
- b) The venue to be retained as the Guinness Trust Denton Hall, Forward Close, South Highton and the Clerk be authorised to book the hall from 6.00pm to 10.00pm
- c) The Clerk would contact Maria Caulfield MP to see if she wished to address the meeting and would invite the local District Councils and County Councillors (following the elections) to attend.
- d) Cllr. Bradshaw be authorise to liaise with the Environment Agency on their attendance and exhibition with regard to the Flood Defence Scheme.
- e) Cllr. Bradshaw would prepare exhibitions re the launch of the Parish Plan Review and The Hollow Park Project, if the funding application was successful.
- f) Cllrs G Hazell and J Miller be authorise to arrange tea, coffee and biscuits
- g) A flyer would be prepared and circulated to households once an agenda for the meeting had been confirmed

SHPC 238-17 Items for the Spring/Summer Newsletter

Cllr Bradshaw gave a verbal report referring to the list of draft articles for the newsletter circulated with the agenda and the new format of the newsletter, requesting that Members read through the final draft when available in order that it could go to print to be ready for circulation before Easter. Members discussed the possible items to be included and use of the new format.

It was **RESOLVED** that:

- a) Members would forward any final details for articles to Cllr Bradshaw no later than 3rd April.
- b) Once all contributions had been received Cllr Bradshaw be authorised to produce a draft newsletter and circulate this to Members and the Clerk for comments, prepare the final copy and arrange printing in time for delivery by 14th April.

SHPC 239-17 Kent and Sussex Air Ambulance (KSAA) Request for Support

The Clerk presented his verbal report referring to a letter received from the KSAA, explaining that the charity was in need of funding for a new helicopter. The request for funding was discussed and it was recognised that the air ambulance was a vital resource, having been called into use locally several times.

It was **RESOLVED** that:

- a) The Clerk should find out the amount donated by other larger Councils.
- b) The decision on the amount to be donated would be deferred to the Annual Council meeting in May.

SHPC 240 -17 Newhaven Community Fund Grant Application Update

Cllr. Bradshaw gave a verbal report regarding the application for funding. He explained that the board had met on Friday 24th March to carry out the decision process. However, as there had been some Members of the Board missing from the meeting, it was decided that the recommendations of the Board should be ratified by the other Board Members. When this was done the recommendations needed to be approved by the Director at East Sussex County Council; offers and contracts sent to the applicants and these signed and returned before formal notice of the successful applicants could be made public. This means that the notification would be delayed for several weeks, which could have a potential knock on effect to the preparation and launch of the Parish Plan review.

The report was **NOTED**.

SHPC 241-17 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.

SHPC 242-17 Parish Clerks Announcements & Correspondence

The Clerk reported that an email had been received from the South Highton Village Hall Management Committee (SHVHMC) raising questions and comments regarding the removal and reinstating of turf on the bonfire site at The Hollow as part of the requirements of the Bonfire Event Licence. The Clerk circulated copies to Members and briefly referred to the points made.

It was **NOTED** that the Bonfire Event Licence was due to be reviewed at the Council's April meeting. Members **AGREED** to consider the points raised as part of that review and requested that the Clerk investigate the questions, to be able to inform the meeting in April.

The Local Council Review Magazine was passed to Cllr Hazel.

SHPC 243-17 Urgent Items and potential items for the next agenda

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

*Items identified in the adopted standing items programme, deferred from this meeting and requested are:
Consider and adopt PC and Internet Protocol.*

Staff Appraisal update

Report final Draft Parish Plan for agreement for publication and arrangements for consultation with residents and other stake holders (content depending on grant application result).

End of year Financial Report.

Consider items for Chairman's Annual Report to be presented at Parish Meeting.

Insurance Review.

Report Back and Review Licence for SHVHMC Bonfire Event

SHPC 244-17 Councillors Updates

The Chairman took receipt of the Staff Appraisal Forms from Councillors. Mrs. G Hazell, P Julian (via a sealed envelope) and S Lo Fan Hin. The Chairman reported that he had already received Cllr. Mrs Miller copy and that he would now compile a composite form based on all the responses and liaise with the Vice Chairman before making arrangements with the Clerk to progress the appraisal process.

There were no other Councillor updates reported.

SHPC 245-17 To Confirm the Date of the next Meeting

The Clerk reported that due to other work commitments he would not be able to attend a meeting on the 18th April as programmed. He had contacted SALC, who had advised that a meeting could go ahead with a Member taking Minutes. Alternative options and who might take Minutes were discussed.

It was **RESOLVED** that:

- a) The next meeting would be on Tuesday 18th April 2017 at 7.00pm at the South Highton Village Hall.
- b) Cllr. Miller would take Minutes.

The meeting ended at 9.00pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Highton Parish Council