

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 18th April 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.

SHPC 246-17 Public Question Time

There were no members of the public in attendance.

SHPC 247-17 Apologies

There were apologies received from the Parish Clerk who had a work commitment.

The apologies were accepted.

It was **NOTED** that, following previous advice from the Sussex Association of Local Council's and the Clerk, that the meeting of the Council could still take place without the Parish Clerk being present, with a nominated Councillor taking the formal Minutes of the meeting.

It was **RESOLVED** that Cllr. Miller would take the Minutes of the meeting.

SHPC 248-17 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 previous advice from the Clerk, that this was not considered a prejudicial interest and all Members could take part in the debate and vote.

SHPC 249-17 To Approve and sign the minutes of the meeting 28th March 2017.

The Minutes of the Council meeting held on 28th March 2017 were **AGREED**, subject to a spelling correction and signed by the Chairman as a true record.

Matters Arising (not covered on the agenda) the Chairman updated Members that SHPC 231-17 b) the Council's comments on the Flood Alleviation Scheme had been made to East Sussex County Council.

SHPC 233-17 b) it was intended to bring the revised Complaints Procedure to the May Council meeting.

SHPC 234-17 e) it was intended to bring the revised forms and papers for The Hollow to the May Council meeting.

SHPC 238-17 b) the Spring/Summer newsletter had been printed and delivered to all households in the parish.

SHPC 250-17 Finance Update and End of Year Financial Report

The Chairman introduced the Parish Clerk's financial update and list of payments to be agreed at the meeting, referring to the papers circulated with the agenda.

Income

Name payment from	Product/service	Amount
LDC Finance	Precept & Grant	£6,421.50
Newhaven Town Council	Newsletter Delivery	£100.00
Total		£6,521.50

List of Payments agreed 28th March 2017.

Name cheque made payable to	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 area inspection	£18.00
Total		£304.75

List of Payments for agreement at the 18th April 2017 meeting.

Name cheque made payable to	Product/service	Amount
Parish Clerk	Salary (March)	£207.59
Parish Clerk	Admin Costs/Mileage	£16.95
HMRC	PAYE	£52.69
LDC	Dog bin emptying	£280.80
Peacehaven Town Council	Grass cut (extra to contract)	£40.00
LDC Parks	Play area inspection	£18.00
Total		£616.03

BALANCES

Current Account	£13,973.92
Deposit (Reserves)	£6,816.33
The Hollow	£482.22

Cllr. Bradshaw, as Chairman, took receipt of the signed copies of the Clerk's timesheet and mileage/expenses forms for March, 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 balances, be **NOTED**.

The Chairman introduced the Parish Clerk's papers setting out the end of year receipts and expenditure of the Council, the Accounting Statements 2016/17, the bank conciliation and the budget comparison table circulated with the agenda, referring to the email request by the Clerk that the Council authorises the signing of the final return by the Chairman on behalf of the Council and its submission to the auditor. Members discussed the various papers, raising queries as to some of the figures which did not seem to be consistent across the various papers and include recent receipts, but recognised that these anomalies were likely to be due to the differing ways the papers were compiled. These would be raised for clarification and confirmation at the next Council meeting when the parish Clerk would be present. In considering the end of year return compiled by the Clerk as Responsible Financial Officer this was felt to be a true reflection of the Council's financial position.

It was **RESOLVED** that:

- c) the Chairman be authorised to sign the final return on behalf of the Council and the Clerk be authorised to submit the return to the auditors.

SHPC 251-17 Insurance Review

The Chairman introduced the Clerk's report circulated with the agenda, updating Members on the current insurance policy referring to the fact that there are now two years to run on the current contract, the savings the three year policy achieved and that the Clerk considered the current cover sufficient and cost reasonable. Members sought reassurance that the policy adequately covered the new equipment purchased this year and noted that it did cover the new green gym, but may need to be reviewed should the projects at The Hollow progress.

The report was **NOTED**

SHPC 252-17 Review of the Licence for the Bonfire Event

The Chairman introduced the Clerk's report circulated with the agenda, which included a draft licence and a revised schedule of conditions that referred to the lifting of the turf at the bonfire site as opposed to previous requirements for re-seeding, noting that the Council agreed last year to undertake the restoration of the bonfire site to enable the South Heighton Village Hall Management Committee (SHVHMC) time to prepare for the turf lifting option. The Chairman also referred to the email received from the SHVHMC on 24th March 2017, circulated to Members at the previous meeting, which outlined potential problems with a turf lifting option and requested a return to the re-seeding option. Members reaffirmed that the Council's priorities were to maintain the quality of the park, its suitability/availability for the use of the whole local community throughout the year and to meet its legal obligations under the terms of the lease as referred to in the Clerk's report, but that they also wished to see the Bonfire Event continue. Members then went on to discuss the points raised in the email individually in the light of these requirements, considering potential options and alternatives and noted that in earlier years the turf lifting option was undertaken successfully recognising that this was when the scale of the event and size of the bonfire were smaller. The Chairman noted that the recent re-seeding of the site had not yet taken successfully, possibly due to the dry spring weather, and may not be strong enough to raise as turf this year. Consequently a compromise was proposed, as a trial for this year to be reviewed next year, that the restoration requirements for the bonfire site would be based on a re-seeding option, with a set specification, to be undertaken by the SHVHMC in the spring, with part of the licence deposit (to cover re-turfing if this was not successful) held over until the success or not of this could be determined and the size of the bonfire site be reduced to 6m in diameter to limit damage and make the restoration more manageable.

It was **RESOLVED** that:

- a) The Clerk obtains at least three quotes to re-turf the bonfire site, the average of which would be used to determine the amount of the deposit to be held over.
- b) The Clerk prepares a specification as to the re-seeding of the bonfire site to be included in the Licence schedule.

- c) The Clerk and Cllr. Bradshaw be authorised to revise the Licence, notably the schedule, to reflect the compromise option and this be provided to the SHVHMC prior to the programmed consideration of the application for the Bonfire Event at the Council's July meeting.
- d) The Chairman be authorised to respond to the SHVHMC email, on the basis of the discussion on the individual points reiterating the Council's priorities and the agreed revisions to the bonfire site restoration requirements for this year.

SHPC 253-17 Request for Assistance to Support Retention of the Denton Crossing Patrol

The Chairman reported to Members the receipt of a letter from a local resident enquiring if the Council could assist in the support for the retention of the Denton School Crossing Patrol. Members recognised that although outside the parish the children of residents in the parish did attend the school and it was therefore appropriate to consider what assistance could be given. The issue and potential options, noting that the Council did not have sufficient funds to directly fund the service on a long term basis, even if the problems in relation to it not being in the parish could be overcome, were discussed. Members supported any option that would improve the safety situation for children attending the school and suggested a number of ideas recognising that, as it was outside the parish, the Council could not promote these directly. It was **RESOLVED** that the Chairman be authorised to reply to the resident explaining that the Council supported safety improvement measures for children walking to school but unfortunately could not make a financial contribution and outline some of the ideas for improving safety suggested by Members.

SHPC 254-17 Consider and Adopt a PC and Internet Protocol

Cllr. Miller gave a verbal report explaining that the first step was to establish an equipment register for the items owned by the Council used by the Clerk, notably the new pc and printer and related to this as his employer, ensure that an adequate risk/home working assessment was in place for their use. Cllr. Miller circulated a draft register, risk assessment form and home working self assessment checklist, explaining the various elements to the documents and the procedures that needed to be followed. Members agreed the need for these and briefly discussed the format of the documents suggesting minor changes to the layouts for clarity.

It was **RESOLVED** that:

- a) The Equipment Register Form, Risk Assessment Form and Home Working Self Assessment Checklist be adopted, subject to the minor amendments.
- b) Cllr. Miller be authorised to amend the forms/checklist as necessary and that these would be used as part of the audit and procedures at the Council's Annual meetings and presented for the Clerk to complete and sign.

SHPC 255-17 Staff Appraisal Update

Cllr Bradshaw gave a verbal report updating Members that the Appraisal, with the agreement of the Clerk, would not take place until later on in the year due to the level of other priority work the Council was involved with at the moment.

The report was **NOTED**

SHPC 256-17 Arrangements for Annual Parish Meeting

Cllr. Bradshaw gave a verbal report updating Members that the Environment Agency had agreed to attend with an exhibition and explain the proposed flood defence works for the area; that Maria Caulfield MP could not attend, but the Clerk would send invitations to local Councillors following the elections in May; Denton Hall had been booked, but there was a delay in finalising the venue arrangements in respect of the length of time the Hall could remain open and the potential difficulties re the Parish Plan whilst the Council awaited the results of its grant application.

The report was **NOTED**

SHPC 257-17 Items for the Chairman's Report

Cllr. Bradshaw gave a verbal report on progress and that he had not received any items for inclusion in the Chairman's report and requested Members forward any specific items they wished to be included to him as soon as possible. Apart from these the majority of the report would be a summary of the things that the Council had dealt with over the last municipal year, with a short overview of what it hoped to achieve over the next year.

The report and request for items was **NOTED**

SHPC 258 -17 Newhaven Community Fund Grant Application Update

Cllr. Bradshaw gave a brief verbal report updating Members on the limited progress of the application process.

The report was **NOTED**.

SHPC 259-17 Planning Applications.

The Chairman referred to the consultation that had been received for the conversion of a redundant agricultural barn to a self catering cottage at Norton Farm Norton and the papers circulated prior to the meeting. Members noted that this would be part of an existing self catering enterprise at the farm, for

which there was a demonstrable demand, achieve the retention of the historic building and help the economic viability of the farm. Following discussion of the proposals

It was **RESOLVED** that the Council would raise no objection to the application:

SHPC 260-17 Action List.

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

SHPC 261-17 Parish Clerks Announcements & Correspondence

The Chairman reported that the Clerk had indicated that there were no announcements that needed to be made, or correspondence that needed to be addressed other than that covered in the agenda.

SHPC 262-17 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:

The election of Chairman and Vice Chairman

Review of Committees and appointment of Members to them

Allocation of Councillor Roles and Responsibilities

Nominations on to external bodies

Agreeing the programme of Council meetings and standing items for the new municipal year

Review of the Transparency Code

Review of Standing Orders (annual review)

Confirmation and Signing of Equipment/Key Registers by Members and the Clerk

Finalise agenda and arrangements for Parish Meeting

Consider and adopt PC and Internet Protocol.

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

Consider and Approve Recording of Meetings Protocol

Consider and Approve General Complaints Procedure

Consider and Approve revised forms and protocol papers for The Hollow

Consider request for financial support for the Kent and Sussex Air Ambulance

SHPC 263-17 Councillors Updates

The Chairman reported that he would be circulating possible dates for the programme of Council meetings next year and requested that Members ensure that they are available to attend the meetings on those dates or forward alternative dates so that a final programme could be established.

Cllr. Hazell requested confirmation from the Clerk that Denton and South Heighton Junior Football Club had been notified of the bookings of The Hollow this year and in particular the private booking after the Summer Fete.

SHPC 264-17 To Confirm the Date of the next Meeting

It was **RESOLVED** that the next meeting would be on Tuesday 16th May 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