

**MINUTES OF THE SOUTH HEIGHTON ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 16th MAY 2017 at 7.00pm
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

Present: Councillors: C Bradshaw (Chair), Mrs. G Hazell, P Julian (Vice Chair), and Mrs. J Miller

In Attendance: S. Keogh (Parish Clerk)

SHPC 265-17 Election of Parish Council Chairman and signing of Declaration of Acceptance

Cllr. Julian proposed, Cllr Hazell seconded and it was **RESOLVED** that Cllr C Bradshaw would be Chairman for the forthcoming year 2017/18.

Cllr. Bradshaw signed the Declaration of Acceptance of Office of Chairman to be retained by the Clerk.

SHPC 266-17 Election of Parish Council Vice chair for the year 2017/18.

Cllr Bradshaw proposed, Cllr Miller seconded and it was **RESOLVED** that Cllr P Julian would be Vice Chairman for the forthcoming year 2017/18.

SHPC 267-17 Public Question Time

There were no public in attendance.

SHPC 268-17 Apologies

There were apologies received from Cllr Lo Fan Hin who had a business commitment. The apologies were accepted.

SHPC 269-17 To Approve and sign the minutes of the meeting 18th April 2017.

The Minutes of the Council meeting held on 18th April 2017 were **AGREED**, subject to the amendment to include Cllr. Julian as present at the meeting (which he had attended) and noting that the Minutes were dealt with prior to the Declaration of Interests, and signed by the Chairman as a true record.

SHPC 270-17 To Receive Declarations of Interest from Council Members

There were no declarations of interest.

SHPC 271-17 To Review Committees, Terms of Reference and Appoint Members

The Clerk presented his report, circulated with the Agenda, referring to the attached appendix which set out the proposed Terms of Reference for a Personnel Committee. The Clerk explained that a small Council of the size of South Heighton only needed one Committee at present, the Personnel Committee, to comply with its adopted policies. Following discussion of the role of the Committee and the proposed Terms of Reference it was **RESOLVED** that:

- a) a Personnel Committee would be established to deal with Personnel issues, in accordance with the adopted policies and procedures of the Council;
- b) the Terms of Reference for the Committee as set out in the appendix, subject to the removal of responsibility 6, be adopted;
- c) the Personnel Committee would have the following membership for the year 2017/18: Cllr Julian, Cllr Lo Fan Hin and Cllr Miller.

SHPC 272-17 To Confirm the Council Meetings Programme and Standing Items for the next Municipal Year

The Chairman presented his report referring to the document circulated with the Agenda and an additional copy circulated at the meeting which had been updated to include the Annual Parish Council Meeting, setting out the details of the proposed meeting dates and items for the agendas as per the National Association of Local Council's (NALC) guidance.

It was **RESOLVED** that the schedule of dates and items for discussion be adopted and would be the basis of the years core work, with the updated document being included as an appendix in the Council's Standing Orders.

SHPC 273-17 Review and agree the allocation of Councillor Roles & Responsibilities for the next Municipal Year.

The Clerk presented his report and outline of the various roles for Members circulated with the Agenda, referring to the revision of the role of checking the play area equipment in light of the Council's agreement to engage Lewis District Council to undertake formal monthly inspections.

It was **RESOLVED** that Councillors would continue for the next municipal year with the roles and responsibilities which had been agreed for 2016/17.

SHPC 274-17 To Review and agree Councillor Representation on external bodies.

The Clerk presented his report, circulated with the Agenda, outlining the groups and organisations for which the Council requires representation.

It was **RESOLVED** that Members would continue to represent the Council on the following groups:

Group/Organisation	Lead Representative	Substitute Representative
Lewes District Association of Local Councils (LDALC)	Cllr. Bradshaw	Cllr. Julian
South Highton Village Hall Management Committee ((SHVHMC)	Cllr. Hazell	Cllr. Bradshaw
Denton and South Highton Junior Football Club (DaSHJFC)	Cllr. Miller	Cllr. Bradshaw
Parishes of the Lower Ouse (POLO)	Cllr Miller	Cllr. Julian
Veolia Liaison Group	Cllr. Julian	Cllr Lo Fan Hin
Strategic Local Relationship's Board - Newhaven (SLR)	Cllr Julian	Cllr. Bradshaw
Emergency Services and Fire and Rescue Service (ESFRS)	Cllr Hazell	Cllr Julian
Newhaven Open Spaces Panel	Cllr Bradshaw	Cllr Hazell

SHPC 275-17 Update/Signing of the Equipment, Key Register, and Acceptance Forms by Members and the Parish Clerk.

The Clerk presented his report setting out the proposed introduction of an Equipment Register for each Member circulating the proposed forms explaining that items on this would be added to the Council's Asset Register and they would be reviewed at the Annual Council Meeting as part of the Council's auditing process. All Members supported the proposal, reviewed and amended the content of their form where necessary, then signed and dated their copy, returning them to be held by the Clerk. The Clerk would make separate arrangements for Cllr. Lo Fan Hin's form to be signed and returned.

The Chairman then referred to the Equipment Register for staff and the Working from Home Risk Assessment Form and associated Check List following the Members' comments when they were adopted at the last meeting (Minute SHPC 254-17) and a policy relating to the provision and use of equipment provided by the Council for both Members and staff discussed at that meeting. The Chairman said these would be circulate to Members and the Clerk and it was recognised in light of the additional information required and the need for the Clerk to undertake the risk assessment at home that these could not be completed and signed at this meeting, but should be completed and progress reported to the next meeting.

It was **RESOLVED** that:

- a) the Equipment Registers, policy for the use of equipment and procedure for their review at the Annual Council be adopted and added to Members Packs as appropriate;
- b) the Parish Clerk would complete the Staff Equipment Register and undertake the Working from Home Risk Assessment, completing the Forms, signing them and give them to the Chairman at the next Clerk/Chairman's meeting for consideration and later retention in the Clerk's Personnel File.

SHPC 276-17 Review Transparency Code and arrangements for Chair and Clerk's meetings

The Chairman presented his report, and circulated a revised Transparency Code and Protocol process with a new timetable for the Chairman and Clerk's (C/C) meetings at the meeting identifying the changes from the previously adopted process. He explained that, following the successful trial of only having one C/C meeting before a Council meeting and circulation of the draft Minutes and Agendas solely to the Chairman, the proposed process and dates took into consideration the timescale for Minutes to be posted on the website and allowed time for the comprehensive Agenda to be created. Members discussed the proposed process and agreed that the more limited system had worked successfully and was more effective and efficient, recognising that Members still had the opportunity to add items to the Agenda up to its publication and to comment on Minutes at the Council meetings.

It was **RESOLVED** that the revised Transparency Code and Protocol process with the new timetable of meetings be adopted and fully adhered to.

SHPC 277-17 Review Of Standing Orders (annual review to collate changes through the year)

The Clerk presented his report, circulated with the Agenda, which highlighted the major alterations to the Standing Orders throughout the year, explaining that at the present time there was no identified need for further amendments.

It was **RESOLVED** that Cllr Bradshaw should create a final document incorporating the changes to the standing orders already adopted (the removal of the Facebook profile protocol, the inclusion of the filming and recording of meetings protocol and the way personnel issues relating to assessments are dealt with) and the agreed programme of standing items referred to above for circulation as part of the Members Pack.

SHPC 278-17 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 explained that his initial investigations into a new bank account had proved fruitless and other banks are being investigated.

Name Cheque made payable to	Product/Service	Amount £
Parish Clerk	Salary (March)	209.67
Parish Clerk	Admin Costs/Mileage	73.20
HMRC	PAYE	52.40
Cliff Dargonne	Denton Challenge	150.00
LDC	Annual Play Inspection	191.64
ESSALC	Membership	270.80
LDALC	Membership	20.00
Tansleys Printers	Newsletter	180.00
ESCC	Street lighting energy	1,771.13
LDC Parks	Monthly Play Inspection	18.00
	Total	2,936.84

BALANCES

Current Account	£13,755.89
Deposit (Reserves)	£6,817.56
The Hollow	£482.31

Cllr. Bradshaw, as Chairman, took receipt from the Clerk, of the signed copies of the Clerk's timesheet and mileage/expenses forms for April, these to be held in the Clerks Personnel File and made reference to the annual change of the bank/financial passwords as part of the Council's processes to manage risks.

It was **RESOLVED** that:

- the payments indicated in the table (above), be made
- the balances above be **NOTED**.
- new passwords be created and arranged for circulation at the June meeting, with the bank and finance passwords being held by the Chairman in a sealed envelope.

SHPC 279-17 To Consider and Approve a Protocol for dealing with the practical implications of the Recording of Meetings.

The Clerk presented his report, circulated with the Agenda, regarding the recording of meetings by the public and the proposed guidance and protocol contained in the appendix. He explained that one of the main aims was to ensure that recordings are not edited and put on social media to give an incorrect version of the events. Members discussed various issues, supporting the principals of the guidance and protocol, concluding that the Council should record meetings independently if a member of the public wish to record one and that this could initially be done by the Council's laptop.

It was **RESOLVED** that:

- the guidance and protocol set out in the appendix would be adopted by the Council and added as an appendix to Standing Orders.
- Cllr. Bradshaw be authorised to prepare the appendix and a separate document based on the adopted guidance and protocol with the practical arrangements for inclusion in the Members Pack and adding to the Council's website.
- should a meeting be recorded the films of meetings would be kept on record for 2 years with an option to extend the time via a resolution of the Council if considered necessary.

SHPC 280-17 To Consider and Approve a Protocol for dealing with complaints against the Council

The Chairman presented his report referring to, a revised version of the complaints procedure following Members comments circulated at the meeting. The revisions were discussed and noted that the procedure was set out in more detailed and suitable for the type of complaints expected of a Parish Council.

It was **RESOLVED** that the revised Protocol, subject to some small alterations, be adopted and the Chairman be authorised to prepare it as a separate document to be added to the members pack and the Council's website.

SHPC 281-17 Newhaven Community Fund Grant Application and Parish Plan Update

The Chairman presented his verbal report explaining that as yet the grant allocation has yet to be confirmed and that there were still some issues to be overcome. The issues of VAT, Invoicing, ESCC regular payments and Contractors being willing to spread the payments were discussed and the Chairman's report was **NOTED**.

SHPC 282-17 To Finalise the Arrangements for the 2016 Parish Meeting

The Chairman and Members gave verbal reports outlining progress on the organisation of the Parish Meeting and considered the various arrangements and issues raised.

It was **NOTED** that:

Denton Hall was now booked and the hire charge of a £100.00 returnable deposit and £40.00 was paid. Olliver Sykes of the Environment Agency had confirmed attendance to do a presentation on the Newhaven flood defence works and how this would affect South Heighton.

The Newhaven Town Council display boards were not available, but Oliver Sykes had agreed to allow space on their display for the Parish Council display the proposals for The Hollow and Village Green. Cllr. Bradshaw would prepare and arrange printing of a Flyer for distribution by Members on 20th May. The Tote Bags would be available for free for those residents who brought their flyer with them.

SHPC 283-17 Consider request for financial support for the Kent & Sussex Air Ambulance (KSAA).

The Clerk presented his verbal report, regarding the funding being asked for and the amount which was allocated by a neighbouring Council. Members considered a similar proportion would be appropriate, bearing in mind the financial situation and there may be further requests on the grant fund later in the year.

It was **RESOLVED** that a cheque for £25.00 would be sent to the KSAA with an accompanying letter and this amount may be reviewed at a later date, depending on the demands on the grant fund.

SHPC 284-17 Consider and Approve revised Forms and Procedures re The Hollow.

Due to lack of adequate time, this item was deferred to the June 20th 2017 Meeting.

SHPC 285-17 Planning Applications

There were no planning applications for discussion.

SHPC 286-17 Action List

The Clerk and Chairman reported back briefly on progress on the actions/tasks set out in the list circulated with the Agenda.

Progress on the Action List was **NOTED** and it was **AGREED** that the completed items be removed from the list and Cllr. Bradshaw prepare an updated list, incorporating new agreed actions, for the next Parish Council meeting.

SHPC 287-16 Parish Clerks Announcements & Correspondence

The Clerk had the following announcements:

Local Council Review magazine passed to Cllr Julian

Letter from the monitoring Officer regarding unofficial foreign visits and delegations was read by the Clerk. SHVHMC had asked if the Council were to have a stall at the Summer Fete. This would be discussed at the 20th June meeting, the Clerk was asked to provisionally book a stall.

SHPC 288-16 Urgent Items and items for the next agenda

Items identified from the adopted standing items programme and deferred from this meeting are: Financial Regulations Review (annual review of regulations, including delegated thresholds for payments and agreement processes). Annual Accounts Return Update. Report Back and Review Licence for DaSHJFC (to report back on outcome of previous seasons use of the recreation ground and consider the terms of the licence agreement for the forthcoming season). Review Members Packs and Handbook (annual review to update contents and information). Distribution of updated Standing Orders to Councillors – if necessary. Consider and Approve revised Forms and Procedures re The Hollow. Summer Fete Stall. Newhaven Community Fund Grant Application and Parish Plan Update.

SHPC 289-16 Councillors Updates

Cllr Miller was investigating the Good Neighbourhood scheme to see if the Parish Council can help promote the scheme or help as individuals.

SHPC 290-16 To Confirm the Date of the next Meeting

It was **RESOLVED** that the next meeting would be on Tuesday 20th June 2017 at 7.00pm at the South Heighton Village Hall, Heighton Road

The meeting ended at 8.50pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council