

MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 20th JUNE 2017 at 7.00pm
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON

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

In Attendance: S. Keogh (Parish Clerk) and the Chairman of DaSHJFC.

SHPC 291-17 Public Question Time

There were no question from the Public

SHPC 292-17 Apologies

There were no apologies, but Cllr. Julian would arrive late due to work commitments. This was noted.

SHPC 293-17 To Approve and sign the minutes of the meeting 16th May 2017.

The Minutes of the Council meeting held on 16th May 2017 were **AGREED** and signed by the Chairman as a true record.

Matters Arising (not covered on the agenda) the Chairman updated Members that:

SHPC 275-17 Although the revised Clerk's home risk assessment and equipment forms and policy relating to the use of equipment provided by the Council were not available at the last meeting, the Chairman had subsequently circulated them by e-mail and had asked Members for any comments/amendments. He had not received any comments and as there were no amendments it was **AGREED** that the adoption of the policy and forms on 18th April 2017 as revised be ratified and the Clerk should be issued with copies of the final forms and requested to complete these in time for the next Chairman/Clerk's meeting.

SHPC 294-17 To Receive Declarations of Interest from Council Members

There were no declarations of interest.

SHPC 295-17 Consider DaSHJFC's Request to Support Revised Plans for the Replacement of Containers at The Hollow

The Chairman proposed that Standing Orders be suspended to enable the Chairman of Denton and South Heighton Junior Football Club (DaSHJFC) to address the Council and answer questions from Members to facilitate a full and open debate

It was **RESOLVED** that Standing Orders be temporarily suspended.

The Chairman referred to his email circulated to Members on 19th June 2017 and copies of information circulated at the meeting, as an introduction to the item. He explained that following DaSHJFC's unsuccessful bid to the Newhaven Community Fund the Club were looking at alternative ways of replacing the facilities they needed and were now proposing the removal of the containers from the Hollow with new wooded clad containers being installed. He then invited The Chairman of the DaSHJFC to give further details.

The Chairman of the Club explained that the two containers currently in situ were suffering from multiple leaks, with the rear container un-useable as football changing rooms and the front container unlikely to survive another winter. The Club has some funds but would need more to facilitate their replacement and would be investigating other funding streams, but first wanted to establish if the principle of their replacement was acceptable to the Council as leaseholders of the land. Some quotes were being sought for the replacement containers to gauge the scale of costs involved. The priority container to be replaced is the WC/refreshments building at the front as this is a necessity for the club to survive, storage was the secondary requirement, but the Club had been able to function without the changing rooms and it was felt that their replacement would not be cost effective. Members explored potential options and the details of the proposed wooden clad containers with the Club Chairman and recognising the need and the improved visual quality were very supportive of the project in principle.

Members then went on to discuss the practicalities of implementation/installation and noted that if the containers are to be moved and replaced, ideally this should be in conjunction with the works to improve the recreation ground under The Hollow Project, as the substantial crane and low loader would need to access the recreation ground at the north eastern corner where a new pedestrian access was proposed. It was also noted that there may be a need for the existing picnic bench to be relocated, but it was hoped that work could be completed without further damage to existing trees. It was discussed as to how this work could be co-ordinated with The Hollow Project which was intended to be complete in May next year and it was proposed that some of the improvements in this area could be phased at the end of the project. The Club Chairman was hopeful that if appropriate funding could be found this timetable could be met.

It was **RESOLVED** that:

- a) The Parish Council would support the replacement of the containers with wooden clad units, in principal, on the basis that they could have a potentially wider community benefit and subject to the consideration of the detailed design proposals and timing.

- b) The Parish Clerk and Chairman, in consultation with Members, prepare a list of proposed requirements regarding the design of the containers and community benefits the Council were seeking.
- c) The Chairman be authorised to approach Lewes District Council officers and Glynde Estate with a view of supporting the progress of the replacement of the containers and co-ordinating this work with the implementation of The Hollow Project.

SHPC 296-17 Report Back and Review of the DaSHJFC Licence for the use of The Hollow Recreation Ground

The Chairman gave a verbal report referring to the existing Licence, a copy of which was circulated at the meeting, explaining that this had been revised and updated last year following comments from the Club, but that the wording in the Licence, particularly the Schedule, needed to be updated to mirror the recently approved wording for the various forms/documents for The Hollow. He then asked the Chairman of DaSHJFC if he was aware of any changes the Club were seeking, or comments he would wish to make. There were none.

It was **RESOLVED** that, subject to the amendments referred to above, the License be adopted for submission to DaSHJFC and the Chairman be authorised to prepare a revised document.

Standing Orders were reinstated.

SHPC 297-17 Consider Request for Vehicular Access to The Hollow and to Carry Out Repairs by SHVHMC to their Container

The Clerk presented his report circulated with the agenda and outlined the request from the South Heighton Village Hall Management Committee (SHVHMC) regarding the need to have vehicular access to the recreation ground to facilitate repairs to their storage container, explaining that the existing doors needed some works/replacement and they and/or the necessary equipment would be too heavy to carry across the field.

It was **RESOLVED** that permission be granted for the SHVHMC to access the Hollow to carry out the repairs and be temporarily issued with an access gate key, subject to the following the criteria:

- a) A clear date and time was arranged for the issuing and return of the access gate key with the completion and signing of the Key Holder Agreement.
- b) The vehicle manoeuvring and Key Holder Agreement policies/requirements were adhered to fully.

SHPC 298-17 To Consider the Application for the South Heighton Summer Fete at The Hollow by the SHVHMC

The Clerk presented his report, circulated with the agenda, outlining the application for the South Heighton Summer Fete to be held at The Hollow by the SHVHMC and the various attractions and events which were proposed. Members discussed the proposed arrangements and expressed concern about the need for cars to park on the field and dogs to be allowed access, noting bylaws were in place which restricted vehicles and dogs from entering the recreation ground to prevent damage to the ground surface and dog fouling. It was however recognised these requirements were needed for the event to take place and be a success and, appreciating its value to the local community, Members considered how they could be addressed.

It was **RESOLVED** that:

- a) The application for the use of The Hollow for the 2017 Summer Fete be approved and SHVHMC be temporarily issued with an access gate key on completion/signing of the Key Holder Agreement.
- b) Due to the dog show, the by-law restricting access for dogs would be relaxed for the duration of the event and the SHVHMC requested to remind participants and those attending the Fete, that dogs should not enter the play area and be kept on a lead (apart for the dog show/display arena) and dog bags and appropriate bins are on site for those owners who bring their dogs to watch the dog show.
- c) Vehicle access would be permitted subject to the access and manoeuvring requirements (a copy to be provided to the SHVHMC) and that the only vehicles parked on the field would be those of stall holders or those running an attraction at the Fete

Cllr. Julian joined the meeting and the Chairman of DaSHJFC left the meeting.

SHPC 299-17 Review of Financial Regulations and Finance Update

The Clerk presented his report circulated with the agenda and gave a brief update on the Financial Regulations which are now subject to this annual review outlining that there were no proposed changes at this stage. He also explained however, that there may be a need to return later in the year to amend the Regulations when The Hollow Project starts to facilitate the effective and rapid payment of invoices etc. to meet the requirements of the Grant process.

In going through the document, Cllr. Miller asked if regulation 8.3 (*The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk/RFO*) was being adhered to. The Clerk explained that the bank currently only sends one hard copy and that the Members saw these documents quarterly when reconciliation is carried out.

Cllr. Miller commented that she could not recall seeing the bank statements recently. The Clerk explained that they were part of the reconciliation documentation and as the Member responsible for signing off the reconciliation Cllr. Miller would have seen the accounts, these being in the form of the consolidated spread sheets, and the individual statements for comparison. Cllr. Miller informed the Clerk that she could not recall signing off the reconciliation recently. Members discussed how best to resolve the issue and it was proposed that for ease the Clerk would make a hard copy of the individual monthly statement for the Chairman and paragraph 8.3 be amended to reflect this. It was also considered that regulation 11.1 f needed amendment to exclude the second sentence as the Council could not undertake the support referred to.

It was **RESOLVED** that

- a) The Financial Regulations, subject to the amendments referred to above, be adopted and the Clerk and Chairman be authorised to prepare a revised document.

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 positive and that the Nat West banks may be the best option as there are a number of branches in the locale and the community account had no bank charges up to £100,000 turnover per year.

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary (May)	£ 209.67
Parish Clerk	Admin Costs/Mileage	£ 50.58
Parish Clerk	Admin Costs/Mileage (APM)	£ 41.55
HMRC	PAYE	£ 155.40
Sussex Air Ambulance	Grant	£ 25.00
JRB	Dog Bags	£ 39.00
HM Book Keeping	Audit	£ 70.00
LDC parks	Play Inspections (May & June)	£ 36.00
Total		£ 627.20

BALANCES

Current Account	£10,819.05
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 for May and mileage/expenses form for April/May, these to be held in the Clerks Personnel File. The Clerk explained that the annual change of the bank/financial passwords would be ready for the next meeting. Cllr Julian asked for a detailed breakdown of the admin/mileage costs for the month and sought clarification on the cost of the mobile phone and the usage of the item. The Clerk referred to the items on the expenses form individually and confirmed that the mobile phone account and handset (supplied by the Clerk) was only used for Council business. In respect of the audit report journeys Cllr. Julian requested that next year alternative ways of submitting and receiving the Annual Return to the internal auditor be considered to reduce and manage unnecessary mileage. Cllr. Miller requested clarification on the home to meeting mileage and Minute where this had been agreed by the Council. The Clerk would check the Minutes and will email Cllr. Miller a copy of the Minute where his mileage from Peacehaven to meetings was agreed.

It was **RESOLVED** that:

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

Cllr. Miller abstained from the vote.

SHPC 300-17 Annual Review of Members Packs and Handbook

The Chairman gave a verbal report and circulated a copy of the proposed content of the Members Pack explaining that the main aims were to ensure that the packs were comprehensive consistent and up to date. He also briefly referred to the Members Handbook which also needed updating. Members discussed the proposed contents, review programme and document availability, concluding that they would like a hard copy of all the documents and the majority publically available for reference on the Council's website.

It was **RESOLVED** that the Members Packs are compiled on the basis of the circulated list and the Clerk and Chairman be authorised to prepare and print the documentation as appropriate.

SHPC 301-17 Consider and Approve revised Forms and Procedures for the Hollow

The Chairman gave a verbal report referring individually to the documents circulated with the agenda outlining the proposed changes to each. Members considered and discussed each of the four documents in turn and suggested various amendments. The Chairman then circulated a further document setting out a proposed policy and set of requirements for banners/advertising, the principals of which were briefly discussed prior to full consideration at the next meeting.

It was **RESOLVED** that

- a) The Applications Form would be adopted subject to limiting the references to charges and other minor alterations to the wording.
- b) The General Conditions of Use would be adopted subject to additional references to littering and food waste and potential court action and other minor alteration to the wording.
- c) Key Holder Agreement would be adopted subject to reference to the key holder being on site at all times and other minor alteration to the wording.
- d) Vehicle Access and Manoeuvring Requirements would be adopted subject to additional references to the access remaining clear and manoeuvring room on site and other minor alteration to the wording.
- e) The Banner and Advertising Requirements be approved in principle and brought back to Council for final adoption at a future date.

SHPC 302-17 Dieppe Remembrance Service August 13th 2017

The Clerk presented a verbal report referring to the e-mail circulated with the agenda.

It was **RESOLVED** that

- a) A representative of Council would attend the event on 13th August, at least for the wreath laying.
- b) That a wreath would be purchased by Cllr Miller with a budget of no more than £30.00.

SHPC 303-17 Newhaven Community Fund Grant Application/Parish Plan Update and Summer Fete Stall Arrangements.

The Chairman gave a verbal report referring to the results from the Denton Challenge consultation summarised in papers circulated at the meeting. The residents had given some good feedback and the results supported the majority of the items included in the project.

The Chairman's report was **NOTED**

It was **RESOLVED** that:

- a) The South Heighton Summer Fete stall would have the same consultation format, but include more emphasis on the Parish Plan Review and proposals for the Village Green as well as The Hollow.
- b) Members be authorised to raise funds to cover the stall fee with any profit going to The Hollow Project.
- c) Publicity, possibly in the form of a leaflet, is undertaken prior to the summer fete to encourage residents to attend and put forward their comments and the Chairman be authorised to prepare this.

SHPC 304-17 Planning Applications

There were no planning applications for discussion.

SDNP/17/00504/FUL the Garden House Norton had been approved by the planning authority.

SHPC 305-17 Action List

The Clerk and Chairman reported back briefly on progress on the actions/tasks set out in the list circulated with the Agenda. The Chairman specifically referred to the progress on revising the Bonfire Licence outlining the proposed changes to the Schedule which were circulated at the meeting and reported back from the SHVHMC meeting on 19/06/2017 on the comments made on the Licence regarding the restoration of the bonfire site and the retention of a deposit to cover this if unsuccessful. 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 306-17 Parish Clerks Announcements & Correspondence

The Clerk had the following announcements:

Local Council Review and Clerk and Council Direct were passed to Cllr Julian

Evening Argus Article regarding the successful Newhaven Community Grant and Denton Consultation passed to Cllr Bradshaw.

SHPC 307-17 Urgent Items and items for the next agenda

The revised Rolling Programme of Meetings and Standing Items was **NOTED**.

Items identified for inclusion on the next meeting agenda include: Banner/Advertising Policy and Requirements; Application for Licence for DaSHJFC; Application/Bonfire Event Licence; Handbook for Councillors; Noticeboard for Norton; Protocol for PC and Internet Use.

SHPC 308-17 Councillors Updates

Cllr. Bradshaw reported he had circulated the proposals for The Hollow to SHVHMC for their comments.

SHPC 309-17 To Confirm the Date of the next Meeting

It was **RESOLVED** that the next meeting would be on Tuesday 25th July 2017 at 7.00pm at the South Heighton Village Hall, Heighton Road

The meeting ended at 9.00pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council

Draft Minutes of the South Heighton Parish Council Meeting held on 20th June 2017