

SOUTH HEIGHTON PARISH COUNCIL

Chairman:
Cllr. C Bradshaw
132 Court Farm Road
Newhaven
East Sussex
BN9 9HB
Tel: 07810538886

Cllr. C Bradshaw (Chair),
Cllr. Ms G Hazell, Cllr. P. Julian, Cllr S Lo Fan Hin,
Cllr. Mrs. J Miller, Cllr. A Turner.

Parish Clerk:
Mrs S Mills
10 Bromley Road
Seaford
East Sussex
BN25 3ES
Tel: 07432478248

You are summoned to the meeting of the **SOUTH HEIGHTON PARISH COUNCIL** to be held in the
SOUTH HEIGHTON VILLAGE HALL, SOUTH HEIGHTON,
on **TUESDAY 13th March, 2018** at **7.00pm.**



Mrs Stephanie Mills **Parish Clerk**

7th March 2018

A G E N D A

1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting.

2. APOLOGIES - To receive apologies for absence.

3. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

4. MINUTES

- 4.1. To resolve that the minutes of the Council Meetings held on 16th January 2018 and 13th February 2018 be taken as read, confirmed as a correct record and signed by the Chairman (see Supporting Documents 4.1a and 4.1b).
- 4.2. Matters outstanding from these minutes (not listed as separate agenda items).

5. FINANCE

- 5.1. To receive an update on the Financial Status of the Council's Finances including Bank Account Balances and Cashbook reconciliation (See Supporting Document 5.1). **To Note.**
- 5.2. To consider and approve payments since the last Council Meeting. **Decision Required.**

6. USE OF RECREATION GROUND TO HOLD SOUTH HEIGHTON SUMMER FETE

To receive a verbal report from the Clerk to consider the Application for the Use of the Recreation Ground submitted by the South Heighton Village Hall Management Committee to hold the South Heighton Village Fete on Saturday 7th July 2018 (see Supporting Document 6). **Decision Required.**

7. COUNCIL DOCUMENTATION AND POLICIES

7.1. Review of Council Documentation

To receive a verbal report from the Chairman to establish a programme (See Supporting Document 7.1) to review the Council's documentation to establish the Members Packs for distribution in June. **Decision Required.**

7.2. Staff Expenses Policy and Claim Form

To receive a verbal report from the Chairman and Clerk to consider and adopt a revised expenses form for use by the Clerk and Members and the final wording of the Staff

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Expenses Policy adopted by Council at the 21st November 2017 meeting (see Supporting Documents 7.2a and 7.2b). **Decision Required.**

7.3. Performance Management and Appraisal Policy and Process

To receive a verbal report from the Chairman to consider and adopt the revised document brought forward from the February meeting (See Supporting Document 7.3). **Decision Required.**

7.4. Training and Development Policy

To receive a verbal report from the Chairman to consider and adopt a new Training and Development Policy document to support the Performance Management and Appraisal Policy and Process (See Supporting Item 7.4). **Decision Required.**

7.5. Working Hours, Sickness and Absence Policy

To receive a verbal report from the Chairman to consider and adopt the revised document brought forward from the February meeting (See Supporting Document 7.5). **Decision Required.**

7.6. Equal Opportunities Policy

To receive a verbal report from the Chairman to consider and adopt the revised document brought forward from the February meeting (See Supporting Document 7.6). **Decision Required.**

7.7. Health and Safety Policy and Home Working Assessment Policy

To receive a verbal report from the Chairman to consider and adopt the revised document brought forward from the February meeting (See Supporting Document 7.7). **Decision Required.**

8. CONSIDER PROVISIONAL DATES FOR MEETINGS IN THE NEXT MUNICIPAL YEAR

To receive a verbal report from the Clerk to establish provisional dates for future meetings and authorise the appropriate booking of venues and their publication (See Supporting Document 8). **Decision Required.**

9. FINALISE ARRANGEMENTS FOR PARISH MEETING

To receive a verbal report from the Clerk regarding the various issues around the Annual Parish Meeting, with a view to approving the arrangements, invitations to guest speakers, agenda and publicity. **Decision Required.**

10. CHANGE TO EAST SUSSEX COUNTY COUNCIL'S GRASS VERGE CUTTING ARRANGEMENTS

To receive a verbal report from the Clerk/Chairman informing Members of the reduction in cuts to grass verges the responsibility of East Sussex County Council (See Supporting Document 10) and consider options for responding to LDC and the changes. **Decision Required.**

11. UPDATE ON PROGRESS ON THE HOLLOW PROJECT

To receive verbal reports from the Clerk and Chairman outlining progress of The Hollow Project. **To Note.**

12. PLANNING AND TREE APPLICATION CONSULTATIONS

To consider planning/tree works applications the Council has been consulted on and/or those relevant to the parish including amendments to Planning Application LW/799/CM(EIA) – Construction and use of aggregate processing plant at Fishers Wharf, Newhaven (See Supporting Document 12).

13. CONSULTATIONS/MEETINGS/ACTIVITIES

To consider, and agree a response to, the following Consultations/Meetings/Activities (**Decision Required**):

13.1. ESCC Traffic Sensitive Streets Consultation (See Supporting Document 13.1).

13.2. ESCC Household Waste Recycling Site Service Consultation (See Supporting Document 13.2).

13.3. Participation in the Denton Community Challenge on Saturday 9th June 2018 (See Supporting Document 13.3).

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14. SPRING/SUMMER NEWSLETTER

To receive a verbal report from the Chairman to consider the draft Spring/Summer Newsletter for its approval for printing and publication (See Supporting Document 14). **Decision Required.**

15. ACTION LIST

To receive a verbal report from the Chairman introducing the updated Parish Council's Action List (See Supporting Document 15) to note progress, consider ways and approve additional tasks and actions to be progressed. **Decision Required.**

16. PARISH CLERK'S ANNOUNCEMENTS

To receive verbal reports from the Temporary Clerk on items and notices received by the Council. **To Note.**

17. ROLLING PROGRAMME and AGENDA ITEMS

To identify items for consideration at the next Council meeting and review the rolling programme of items (See Supporting Document 17). **To Note.**

18. COUNCILLORS' UPDATE

To receive verbal reports from Councillors on issues they have been dealing with not covered above. **To Note.**

19. DATE and LOCATION of next COUNCIL MEETING

To note that the next meeting is scheduled for 7pm on 17th April 2018 in South Heighton Village Hall. **To Note.**