

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 13th MARCH 2018 at 7.00 p.m.
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

Present: Councillors: C Bradshaw (Chair), P Julian (Vice Chair), S Lo-Fan-Hin, J Miller and A Turner.
In Attendance: S Mills (Parish Clerk) and Madelaine Hunter, Director of 'The Rita Project'.
There were no other members of the public present.

SHPC 1. Public Participation

437-18 Ms Hunter, introduced herself to the Council and gave an overview of a project, in conjunction with the Lewes District Community Safety Partnership, to raise awareness of Domestic Abuse within rural areas. Ms Hunter distributed a handout giving an overview of the project and how it will engage with local Councils and a flyer detailing 'The Portal' website and telephone numbers where anybody affected by domestic or sexual abuse can seek advice and support. Ms Hunter invited South Heighton Parish Council to take part in the pilot phase of the project before this is rolled out to other communities. Following a brief discussion of the project and how the Council may assist the Council agreed in principle to taking part in the pilot, to be ratified at the next Council Meeting. The Clerk will email Ms Hunter to obtain an electronic copy of the flyer to be added to the Council website and will invite Ms Hunter to speak at the Annual Parish Meeting on 23rd May 2018.

SHPC 2. Apologies

438-18 Apologies were received from Cllr Hazell and **NOTED**.

SHPC 3. To receive declarations of interest from Councillors in respect of items on the agenda

439-18 There were no declarations of interest to note.

SHPC 4. Minutes

440-18 4.1. To Approve and sign the minutes of the meeting on 16th January and 13th February 2018

The Minutes of the meeting held on 16th January and 13th February 2018, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record subject to the following amendments: minute ref. SHPC 421-18/5.1 add 'The Clerk will introduce a new working cashbook to track the Council's payments and receipts' and 'The Council are not required to have an external audit this year but, due to discrepancies with last year's audit, the Council agreed to have an internal and external audit for the 2017/2018 financial year'.

4.2. Matters Arising (not covered below)

There were no matters arising that were not covered by the items on the agenda.

SHPC 5. Finance

441-18 5.1. Finance update and bank account progress

Members received a verbal update from the Clerk referring to documentation circulated during the meeting. The Clerk explained that she has been undertaking a reconciliation exercise for all payments and receipts for the current financial year. A new working cashbook has been created and new columns added including:

- A unique reference number for each payment and receipt – To be added to all invoices to enable easier tracking and auditing.
- Minute reference – Every payment in the working cashbook now has the minute reference in which the payment was authorised listed next to the entry.
- Bank statement number – The Clerk has reconciled every payment and receipt in the working cashbook against the bank statements from the Council's bank account. This exercise is still to be fully completed as the Clerk is still awaiting 3 copies of statements from the bank.

The Clerk provided an update of the Parish Council Bank Account Balances as detailed in the table below.

Account	Balance
Main Current Account	£10,957.00
Instant Access 1	£6,818.63
Instant Access 2 (The Hollow)	£906.91
Total Balance of all accounts:	£18,682.54

The Clerk confirmed that the Hollow Account has an additional £100 cheque to still clear into the account. Members raised that a wrongly allocated payment of £100 was requested to be moved into the Hollow Account from the Main Current Account prior to the Clerk starting; Cllr Miller will confirm to the Clerk when this was agreed to enable the Clerk to request the transfer. Cllr Miller asked if the date received was being recorded on invoices, the Clerk confirmed this was now being done. Members **NOTED** the update.

5.2. Payment of invoices

The Council reviewed the list of payments circulated during the meeting to be paid this month as detailed in the table below.

South Heighton Parish Council - Payments for 13th March 2018

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary for March 2018, Expenses and Overtime for February 2018.	£479.46
Lewes District Council	Invoice 6166198 - Play area inspection for 01/10/17-31/10/17	£18.00
Lewes District Council	Invoice 6168287 - Annual play are inspection and DDA Assessment	£155.88
Lewes District Council	Invoice 6168574 - Play area inspection for 01/03/18-31/03/18	£18.00
Sussex and Surrey Association of Local Councils	Invoice 11740 - Recruitment Assistance	£300.00
Society of Local Council Clerks	1 year subscription	£92.00
Total:		£1,063.34

It was **RESOLVED** that payments totalling £1,063.34 be made;

SHPC 442-18 6. Use of recreation ground to hold South Heighton Summer Fete

The Clerk gave a verbal report regarding the request from the South Heighton Village Hall Management Committee to hold the annual South Heighton Village Fete on the Recreation Ground on Saturday 7th July 2018. The Council reviewed the application form, circulated prior to the meeting. Cllr Miller noted that the 2nd page of the application form had not been submitted with the application. The second page does not contain anything to sign but does contain information regarding terms and conditions of hire.

It was **RESOLVED** to approve the use of the recreation ground to hold the summer fete pending confirmation from SHVHMC that they have read, and acknowledge, the terms and conditions of hire, particularly related to Vehicular Access and Manoeuvrability on the recreation ground. Members agreed in principle for the Parish Council to have a stall at the summer fete, to be ratified at the next Council Meeting with associated costs.

SHPC 443-18 7. Council Documentation and Policies

7.1. Review of Council Documentation

Members received a verbal report from the Chairman outlining a revised programme to review Council documentation circulated as supporting documentation prior to the meeting.

It was **RESOLVED** to adopt the new programme and review the rolling programme once completed.

7.2. Staff Expenses Policy and Claim Form

Members received a verbal report from the Chairman referring to the Staff Expense Policy and Claim Form circulated as supporting documentation prior to the meeting. It was **RESOLVED** to adopt the Staff Expense Policy and Claim Form as laid out.

7.3. Performance Management and Appraisal Policy and Process

Members received a verbal report from the Chairman referring to the Performance Management and Appraisal Policy and Process circulated as supporting documentation prior to the meeting. Cllr Miller suggested that the Chair/Clerk Meetings be included as a support mechanism which was agreed by all Members. The Chairman to prepare and circulate text to Members to incorporate this process.

It was **RESOLVED** to adopt the Performance Management and Appraisal Policy and Process as laid out subject to acceptance of the text outlining the Chair/Clerk support mechanism process.

7.4. Training and Development Policy

Members received a verbal report from the Chairman referring to the Training and Development Policy circulated as supporting documentation prior to the meeting. Cllr Miller suggested the following amendment which was agreed by all members: 4.1 – remove 'adequate funding is available' and replace with 'will be dependent on funding availability'.

It was **RESOLVED** to adopt the Training and Development Policy as laid out, subject to the amendment above.

7.5. Working Hours, Sickness and Absence Policy

Members received a verbal report from the Chairman regarding the Working Hours, Sickness and Absence Policy circulated as supporting documentation prior to the meeting. Cllr Miller queried whether section 2.6, consideration of a 'change of role or working pattern' following a return to work after long-term sickness, would be practicable for a small Parish Council with one employee. The Clerk confirmed that it was standard practice for employers to reasonably consider all options in such a situation but that consideration does not necessarily mean the Council is obliged to make such adjustments. It was agreed to leave the term in-situ in the Policy.

It was **RESOLVED** to adopt the Working Hours, Sickness and Absence Policy as laid out.

7.6. Equal Opportunities Policy

Members received a verbal report from the Chairman regarding the Equal Opportunities Policy circulated as supporting documentation prior to the meeting.

It was **RESOLVED** to adopt the Equal Opportunities Policy as laid out.

7.7. Health and Safety Policy and Home Working Risk Assessment

Members received a verbal report from the Chairman regarding the Health and Safety Policy and Home Working Risk Assessment circulated as supporting documentation prior to the meeting. It was agreed to make a minor amendment as follows: 3.4 – change the first ‘and’ to ‘an’.

It was **RESOLVED** to adopt the Health and Safety Policy and Home Working Risk Assessment as laid out, subject to the minor amendment above.

SHPC 444-18 8. Consider provisional dates for meeting in the next municipal year

Members received a verbal report from the Clerk regarding dates for Parish Council Meetings for the next municipal year, referring to dates sent as supporting documentation prior to the meeting and members comments already received.

It was **RESOLVED** to adopt the meeting dates in principle, to be ratified at the Annual Meeting of the Council on 15th May 2018.

SHPC 445-18 9. Arrangements for Parish Council Meeting

Members received a verbal update from the Chairman and Clerk regarding arrangements for the Annual Parish Council Meeting to be held on Wednesday 23rd May 2018. The Chairman is adding an article about the meeting to the Parish Council newsletter asking for input from residents about content they would like to see at the meeting. The Chairman asked all Members to let the Clerk know of any further suggestions of content or exhibitions for the meeting by Monday 9th April so that these can be added to the agenda for the next meeting.

It was **RESOLVED**:

- i. To hold the meeting at Denton Hall
- ii. The meeting to start at 6:30pm
- iii. Light refreshments will be provided
- iv. To have an exhibition on the new play area
- v. That Madelaine Hunter will speak about the Domestic Abuse in rural areas project (pending confirmation of her availability)

SHPC 446-18 10. Change to ESCC grass verge cutting arrangements

Members received a verbal report from the Chairman regarding a letter from East Sussex County Council (ESCC) circulated as supporting documentation prior to the meeting. The letter advised the Parish Council that, on 6th February 2018, the County Council voted to reduce highway contract costs for grass cutting by £400,000 effective from 1st April 2018. The impact on South Highton Parish would be a reduction in urban grass cuts from six to two per season. The letter, dated 16th February 2018, presented two options to the Council to either a) fund their own additional cuts with a contribution of £150 per annum from ESCC or b) to maintain the current six grass cuts provided by the County Council at a cost in the region of £300 per annum. Members expressed their frustration that the additional cost was being imposed so soon after the precept and budget for the next municipal year had been set but agreed that only 2 cuts would adversely affect the visual amenities of residents and possibly safety and that it would present less financial risk to the Council to choose option b. Members were however concerned at the text stating that the cost for the extra cuts would be ‘in the region of £300’ as this could potentially end up being significantly more. The Clerk will contact ESCC to confirm that the cost will not be more than £350 per annum.

It was **RESOLVED** that the Council will choose option b to continue the six cuts per season, provided that ESCC can confirm the cost will not be significantly higher than £350 per annum.

SHPC 447-18 11. Update on progress on the Hollow Project

The Chairman and Clerk gave a verbal update regarding progress to date on The Hollow Project. The Clerk confirmed that the signed tender had been received back from Playsafe. The Chairman confirmed that work has begun on the construction of the dinosaur, nest, swings and other play equipment. The Chairman, Vice Chairman and Clerk are meeting with Chris Bibb from Lewes District Council (LDC) on Wednesday 14th March to review the next stages of the Project. Items that will be discussed at the meeting will include how the invoicing of the project will be managed; how to progress receipt of the loan from LDC to cover the VAT element of the project; preparation work on the play area including removal of the leaning pine tree, branches above the swings and suckers on willow trees; fencing around The Hollow and timescales for completion of the project.

Members **NOTED** the update.

SHPC 448-18 12. Planning and tree application consultations

Members received a verbal report from the Clerk, referring to documentation circulated prior to the meeting, regarding revised planning application LW/799/CM(EIA) for the construction and use of an

aggregate processing plant at Fishers Wharf, Newhaven Port, submitted by Brett Aggregates which removed phase 4 from the original application. Members agreed that, despite the removal of the concrete block making plant, the development as a whole would have a significant detrimental impact on the amenities, health, wellbeing and quality of life of local residents.

It was **RESOLVED** that the Council's objection to the application, lodged on 19th January 2018, still stands and East Sussex County Council (ESCC) be notified accordingly.

The Chairman advised Members that application LW/789/CM(EIA) for an asphalt plant, concrete batching plant and gully waste plant on North Quay Road Newhaven goes to the ESCC Planning Committee on Thursday 15th March with an officer recommendation for approval.

Members **NOTED** the update.

SHPC 449-18 13. Consultations/Meetings/Activities

13.1. ESCC Traffic Sensitive Streets Consultation

Members received a verbal report from the Clerk regarding the above Consultation circulated as supporting documentation prior to the meeting and its implication for South Heighton.

It was **RESOLVED** to support the designation of Iveagh Crescent and Heighton Road as 'Traffic Sensitive Streets' as set out in the consultation.

13.2. ESCC Household Waste Recycling Site Service Consultation

Members received a verbal report from the Chairman outlining the contents of the above Consultation circulated as supporting documentation prior to the meeting proposing to introduce charging for certain waste types and possible reduction in recycling site opening hours. Members discussed the possible implications and felt this would certainly lead to an increase in fly-tipping.

It was **RESOLVED** to object to the proposed changes and for the Clerk to draft an objection and bring this to the next meeting for ratification.

13.3. Participation in the Denton Community Challenge

Members received a verbal report from the Clerk regarding an email from the organisers of the Denton Community Challenge circulated as supporting documentation prior to the meeting. It was agreed that the Clerk will send the new Grant Request Form to the organisers to enable them to formally apply for funds to support the event. Members had no objection to a banner advertising the event being displayed on the fence alongside the Hollow but Cllr Julian did raise that the fence had been broken since Virgin Media installed cabling in November 2017. The Clerk will contact Virgin Media to ask them to repair the fence.

It was **RESOLVED** that the Parish Council will have a stall at the event on Saturday 9th June 2018.

SHPC 450-18 14. Spring/Summer Newsletter

Members received a verbal update from the Chairman who circulated a draft Spring/Summer newsletter at the meeting. Members discussed and agreed the content. The Chairman asked for any detailed comments to be submitted to him by Friday 16th March in time for printing

It was **RESOLVED** to authorise the printing of 500 colour A3 copies of the newsletter as per the approved budget for delivery by Members on 24th/25th March.

SHPC 451-18 15. Action List

Members received a verbal update from the Chairman regarding the Parish Council Action List circulated as supporting documentation prior to the meeting.

It was **RESOLVED** that completed items in green be archived with the agreed actions at this meeting being added and that the Clerk will put the Action List into Excel format to enable ease of use.

SHPC 452-18 16. Parish Clerk's Announcements

The Clerk had no announcements to note, not covered above.

SHPC 453-18 17. Rolling Programme and Agenda Items

Members received a verbal update from the Chairman regarding the rolling programme of meetings and standing agenda items circulated as supporting documentation prior to the meeting. The Chairman noted two minor amendments required next to September 2018 which should refer to the Clerk's Annual Appraisal in 2019 and next to November 2018 which should refer to the Parish Plan for publication in 2019.

Members **NOTED** the update.

SHPC 454-18 18. Councillors' Update

Cllr Julian reported that the vehicle activated speed sign on the A26 should be repaired at the end of April by Highways England.

Cllr Bradshaw reported further fly-tipping which will be reported to Robin Fuller at LDC.

SHPC 455-18 19. Date and location of next Council Meeting

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

The meeting ended at 9:15pm

Signed:

Print Name: Cllr. Chris Bradshaw

Date:

Chairman South Heighton Parish Council