

# 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 17<sup>th</sup> April, 2018** at **7.00pm**.



Mrs Stephanie Mills **Parish Clerk**

12<sup>th</sup> April 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 items on the agenda or raise any appropriate matters that affect the Parish. 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 13<sup>th</sup> March 2018 be taken as read, confirmed as a correct record and signed by the Chairman.
- 4.2. Matters outstanding from these minutes (not listed as separate agenda items).

### 5. FINANCE

#### 5.1. End-of-Year Financial Report

To receive an update from the Clerk on the end-of-year Financial Status of the Council's Finances including Bank Account Balances and Cashbook Reconciliation. **To Note.**

#### 5.2. Publication/Notice of Accounts Arrangements

To receive a verbal report from the Clerk on the publication of Accounts Arrangements. **Decision Required.**

#### 5.3. Proposed internal and external Auditors' Arrangements

To receive a verbal report from the Clerk regarding the proposed internal and external Audit arrangements. **Decision Required.**

#### 5.4. Annual Insurance Review

To receive a verbal report from the Clerk outlining the Council's insurance cover as part of the annual review to ensure adequate cover is in place. **Decision Required.**

#### 5.5. Payments since last Meeting

To consider and approve payments since the last Council Meeting. **Decision Required.**

### 6. APPLICATION TO HOLD DaSHJFC's 2018 MINI SOCCER TOURNAMENT

To receive a verbal report from the Clerk to consider the application by Denton and South Heighton Junior Football Club (DaSHJFC) to hold their 2018 Mini Soccer Tournament at The Hollow Recreation Ground. **Decision Required.**

# SOUTH HEIGHTON PARISH COUNCIL

## 7. DENTON CHALLENGE 2018 GRANT APPLICATION

To receive a verbal report from the Clerk to consider a grant request for £200 from the Denton Community Challenge. **Decision Required.**

## 8. COUNCIL DOCUMENTATION AND POLICIES

### 8.1. Review of Inventory and Asset Register

To receive a verbal report from the Clerk/Chairman regarding the Parish Council Inventory and Asset Register to review and agree a revised format to aid preparation for adoption at the Annual Council Meeting in May. **Decision Required.**

### 8.2. Review of Equipment Register

To receive a verbal report from the Clerk/Chairman regarding the Parish Council Equipment Register to review and agree a revised format to aid the preparation and signing at the Annual Council Meeting in May. **Decision Required.**

### 8.3. Proposed Media and Communication Policy

To receive a verbal report from the Chairman to consider and adopt a new Media and Communications Policy to incorporate the annual review of the current Publication and Promotion Protocol and Media Contact Protocol. **Decision Required.**

### 8.4. Review of Complaints Procedure

To receive a verbal report from the Chairman on the annual review of the Council's Complaints Procedure. **Decision Required.**

### 8.5. Review of Bonfire Event Licence

To receive a verbal report from the Chairman to consider and adopt a revised Bonfire Event Licence to take into account the future restoration of the bonfire site through re-turfing. **Decision Required.**

### 8.6. Review Key Holder Policy and Requirements

To receive a verbal report from the Chairman on the annual review of the Council's Key Holder Policy and Requirements to aid preparation of the Key Holder Register to be signed at the Annual Council Meeting in May. **Decision Required.**

## 9. PARISH PLAN

To receive a verbal report from the Chairman regarding the Parish Plan to agree proposals and information, including for the Village Green, to be displayed and consulted on at the Annual Parish Meeting. **Decision Required.**

## 10. FINALISE ARRANGEMENTS FOR PARISH MEETING

To receive a verbal report from the Clerk/Chairman to consider and agree arrangements for and publication of the Annual Parish Meeting. **Decision Required.**

## 11. CHAIRMAN'S ANNUAL REPORT

To receive a verbal report from the Chairman requesting items Members wish to be included in the Chairman's Annual Report to be presented at the Annual Parish Meeting. **Decision Required.**

## 12. UPDATE ON PROGRESS ON THE HOLLOW PROJECT

To receive a verbal report from the Clerk/Chairman outlining progress of The Hollow Project and to reach agreement on the following items:

12.1. Financial situation including progress on short term loan. **To Note.**

12.2. Ratification of changes to Timber Playhouse. **Decision Required.**

12.3. Consideration of treatment for recycling area and rubbish bin provision. **Decision Required.**

12.4. Publication arrangements for closure of Play Area. **Decision Required.**

12.5. Consideration of arrangements for opening of Play Area. **Decision Required.**

# SOUTH HEIGHTON PARISH COUNCIL

## 13. PLANNING AND TREE APPLICATION CONSULTATIONS

To consider planning/tree works applications the Council has been consulted on and/or those relevant to the Parish.

## 14. CONSULTATIONS/MEETINGS/ACTIVITIES

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

**14.1. Southern Water - Water Resources Management Plan & Drought Plan Consultations.**

**14.2. ESCC Household Waste Recycling Site Service Consultation** – Review and approve draft objection letter to the proposals following discussion during the meeting on 13<sup>th</sup> March 2018 (minute ref SHPC 449-18).

**14.3. Raising Awareness of Domestic Abuse Pilot** – Ratification of the agreement-in-principle made by Members in the meeting on 13<sup>th</sup> March 2018 to participate in the pilot phase of the above project as presented by Madelaine Hunter (minute ref SHPC 437-18).

**14.4. South Heighton Summer Fete** – Ratification of the agreement-in-principle made by Members in the meeting on 13<sup>th</sup> March 2018 to have a stall at the South Heighton Summer Fete at a cost of £10 (minute ref SHPC 442-18).

## 15. ACTION LIST

To receive a verbal report from the Chairman introducing the updated Parish Council's Action List, to note progress, consider ways for any outstanding tasks and actions to be progressed and approve any additional tasks and actions. **Decision Required.**

## 16. PARISH CLERK'S ANNOUNCEMENTS

To receive verbal reports from the Clerk on items and notices received by the Council not covered above. **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. **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, the Annual Council Meeting, is scheduled for 7pm on 15<sup>th</sup> May 2018 in South Heighton Village Hall. **To Note.**