

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 17th APRIL 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 and A Turner.
In Attendance: S Mills (Parish Clerk)
There were no members of the public present.

SHPC 1. Public Participation

456-18 There were no members of the public present.

SHPC 2. Apologies

457-18 Apologies were received and **NOTED** from Cllr Hazell and Cllr Miller.

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

458-18 Cllr Turner declared an interest in Item 8.5, being a member of the bonfire society. In consultation with the Clerk it was **AGREED** that there was not considered to be a substantive conflict or pecuniary interest and Cllr. Turner should be allowed to take part in the debate and vote on the item.

SHPC 4. Minutes

459-18 4.1. To Approve and sign the minutes of the meeting on 13th March 2018

The Minutes of the meeting held on 13th March 2018, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record subject to the following amendments: Cllr Hazell was erroneously listed as present at the top of the Minutes.

4.2. Matters Arising (not covered below)

Minute ref 443-18/7.3: Cllr Bradshaw has not yet sent the text relating to the Performance Management and Appraisal Policy and Process but this will be done before the next meeting.

SHPC 5. Finance

460-18 5.1. Finance update and bank account progress

The Clerk is working with the Chairman to reconcile the updated working cashbook against the budget for the 2017-2018 financial year end. The full end-of-year accounts for the financial year 2017-2018 will be presented to the Council during the Annual Council Meeting on 15th May 2018.

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

| Account | Balance |
|---------------------------------------|-------------------|
| Main Current Account | £16,182.06 |
| Instant Access 1 | £6,819.69 |
| Instant Access 2 (The Hollow) | £1,007.05 |
| Total Balance of all accounts: | £24,008.80 |

Members **NOTED** the update.

5.2. Publication/Notice of Accounts Arrangements

The audit details have now been received from PFK Littlejohn and the Clerk has reviewed the documentation for critical dates. The statutory period for the exercise of public rights must include the first 10 working days of July. The deadline for the submission of the Annual Governance and Accountability Return (AGAR) is 11th June, however it is unlikely that the Parish Council's AGAR will be ready for submission by this date until we have confirmed an Internal Audit date. The Clerk will contact PKF Littlejohn to request a later submission date to occur after the June Parish Council Meeting; this will enable the internal audit to be completed prior to the meeting and the Annual Return to be signed off in the June meeting whilst still allowing the Council to adhere to the statutory periods. Members **NOTED** the update.

5.3. Proposed internal and external Auditors' Arrangements

The Clerk gave a verbal report on a quote received from Mulberry & Co (£60 p/hour) to provide internal audit services for the 2017-2018 financial year. The last two external audit reports expressed a lack of confidence in the figures presented on the annual return. Members agreed that it was imperative that an internal auditor with extensive experience of auditing Parish Councils was selected to ensure confidence in the annual return for the last financial year.

It was **RESOLVED** that the Clerk obtains 2 further quotes, in line with the Council's Financial Regulations, from similarly experienced Accountancy Organisations and, subject to these being of a similar value, approves the appointment of Mulberry & Co as internal auditors for the Parish Council.

5.4. Annual Insurance Review

Members received a verbal update from the Clerk regarding the Parish Council's Insurance Review. The Clerk confirmed that the Council's has a current long-term Insurance Agreement with Came & Company which expires on 31st May 2019. The Policy renews yearly on the 1st June and an invoice for the upcoming renewal is expected to be received during April. Once the new play equipment has been installed at The Hollow, the Clerk will ensure that both the Council's Insurance Policy and the

Asset Register are updated to reflect the correct equipment and values. Cllr Julian queried what insurance cover is in place to cover the equipment whilst the works are taking place, the Clerk will contact Came & Company and Playsafe to check this.

Members **NOTED** the update.

5.5. Payments since last Meeting

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

| Name Cheque made payable | Product/Service | Amount |
|----------------------------|--|------------------|
| Parish Clerk | Salary for April 2018, overtime and Expenses for March 2018. | £484.23 |
| East Sussex County Council | Invoice 108784 - Maintenance and electricity supply for 24 street lights for 01/04/17-31/03/18 | £1,939.37 |
| Lewes District Council | Invoice 6169030 - Play area inspection for 01/04/18-30/04/18 | £18.00 |
| Lewes District Council | Invoice 6169771 - Dog Bin emptying for 01/04/18-30/06/18 | £280.80 |
| Tansleys Printers | Invoice 5117 - Printing of Spring Newsletter | £180.00 |
| ESALC Limited | ESALC and NSALC subscriptions for 2018-19 | £276.69 |
| Mr C Bradshaw | Reimbursement for Christmas Tree and Lights (minute ref SHPC405/18a 16/01/18) | £168.24 |
| Total: | | £3,347.33 |

It was **RESOLVED** that payments totalling £3,347.33 be made. Cllrs Bradshaw and Lo-Fan-Hin signed the cheques except for the cheque addressed to Cllr Bradshaw which was signed by Cllrs Julian and Lo-Fan-Hin.

SHPC 461-18 6. Application to hold DaSHJFC's 2018 Mini Soccer Tournament

Members received a verbal report from the Chairman referring to an application from Denton and South Heighton Junior Football Club (DaSHJFC) to hold their annual Mini Soccer Tournament on the recreation ground on Saturday 28th and Sunday 29th July 2018. Members noted that the old Clerk's address was on the application form and there was a typed signature. The Clerk confirmed that the form had been updated and was available on the website but that the information contained was the same and would check to ensure that the signature was valid.

It was **RESOLVED** to approve the application subject to confirmation by the Clerk that an electronic signature is sufficient. The Clerk will also forward the updated 'Control of Vehicle Access and Manoeuvring Requirements' document to DaSHJFC to ensure they were aware of the updated policy.

SHPC 462-18 7. Denton Challenge 2018 Grant Application

Members received a verbal report from the Clerk referring to a Grant Application for £200, circulated during the meeting, from the Denton Community Challenge 2018. Members recognised that the event supported local charities and provided an event attended by many South Heighton residents

It was **RESOLVED** to approve the full grant request of £200.

SHPC 463-18 8. Council Documentation and Policies

8.1. Review of Inventory and Asset Register and 8.2 Review of Equipment Register

Members received a verbal update from the Chairman and Clerk regarding progress on the reviews. The Clerk confirmed that she was in the process of converting both the Inventory and Asset Register and Equipment Register to spreadsheet format and amalgamating the two registers. The final spreadsheet will be presented at the next Council Meeting.

Members **NOTED** the updates.

8.3. Proposed Media and Communication Policy

Members received a verbal report from the Chairman regarding a Proposed Media and Communication Policy. The Chairman is in the process of putting together an outline template for the policy and will circulate this to Members for consideration at the next Council Meeting.

Members **NOTED** the update.

8.4. Review of Complaints Procedure

Members received a verbal update from the Chairman regarding the review of the Complaints Procedure in response to updates issued by SSALC. The Chairman will prepare a revised version and will circulate this to Members for comment and adoption at the next Council Meeting.

Members **NOTED** the update.

8.5. Review of Bonfire Event Licence

Members received a verbal update from the Chairman regarding the review of the Bonfire Event Licence. The Chairman explained that the Licence review was not yet complete as the changes entailed more work than initially anticipated. The final trim trail location would also have an impact on the licence review in addition to the requirement to add entry for mobility scooters. The Chairman will

prepare a draft version of the Licence following agreement on the trim trail location and will circulate this to Members for comment and formal adoption at the next Council Meeting.

Members **NOTED** the update.

8.6. Review of Key Holder Policy and Requirements

Members received a verbal report from the Chairman regarding the review of the Key Holder Policy and Requirements. As the keys are the property of the Council, the Clerk will incorporate the keys into the Asset Register and will devise a separate form for management of the keys which will be circulated to Members for comment and formal adoption at the next Council Meeting.

Members **NOTED** the update.

SHPC 9. Parish Plan

464-18 Members received a verbal update from the Chairman regarding the Parish Plan outlining the need for a formal plan summarising what is proposed for the Village Green for consultation at the Annual Parish Meeting. Cllr Turner raised that the fence around the Green is in need of repair and Members discussed that the funds earmarked for the purchase of a new noticeboard could be put towards the repair of the fence now that Veolia were funding the purchase of the new noticeboard.

It was **RESOLVED** to agree-in-principle to the use of the funds earmarked for the purchase of a new noticeboard to contribute towards the repair of the Village Green fence and that quotes be brought before the Council for consideration once funding for the new noticeboard has been received from Veolia and the consultation at the Annual Parish meeting had been completed.

SHPC 10. Finalise arrangements for Annual Parish Meeting

465-18 Members received a verbal update from the Chairman and Clerk regarding arrangements for the Annual Parish Meeting to be held on Wednesday 23rd May 2018. The Chairman circulated a draft leaflet advertising the meeting to be distributed to residents. Confirmed speakers for the meeting are:

- Madelaine Hunter speaking about the Domestic Abuse in rural areas project
- East Sussex Fire and Rescue
- Lewes District Council Neighbourhood First

Members discussed items they felt should be included and exhibited at the meeting. The Clerk will send an invitation and copy of the final agenda to the District and County Councillors.

Members **NOTED** the update.

SHPC 11. Chairman's Annual Report

466-18 Members received a verbal update from the Chairman referring to a draft list of items proposed to be included in his Annual Report to be presented at the Annual Parish Meeting. Members discussed these and additional items they felt should be included within the report.

Members **NOTED** the update.

SHPC 12. Update on progress on the Hollow Project

467-18 Members received a verbal update from the Chairman regarding progress on the Hollow Project. The Chairman confirmed that the project was on schedule and due to start on Monday 23rd April with the target completion of Friday 25th May. The Chairman had contacted Daniel Winn at Lewes District Council regarding the necessary tree management, who confirmed that formal applications needed to be made. The Chairman, referring to plans circulated at the meeting, outlined the annual maintenance of the trees and overgrown areas based on the Council's approved Management Plan and the need to remove the leaning pine tree and limbs of the tree which overhangs the swings.

It was **RESOLVED** that the Chairman, in liaison with the Clerk, be authorised to submit the necessary applications on the basis of the management regimes discussed including the removal of suckers and the raising and thinning of the tree crowns and start work on implementation as soon as possible.

12.1. Financial Situation and short term loan

Members received a verbal report from the Chairman, referring to documentation circulated prior to the meeting, giving an overview of the financial status of the project to date. The Clerk confirmed that she needs to contact Trevor Leggo of SSALC to seek advice on progressing the short-term loan from LDC to cover the VAT element of the Project.

Members **NOTED** the update.

12.2. Ratification of changes to Timber Playhouse

Members received a verbal report from the Chairman, referring to documentation circulated prior to the meeting. Members agreed that the playhouse provided within the initial tender at 1.2m x 1.8m was smaller than required and it should be the size of the current playhouse at 1.8m x 3m.

It was **RESOLVED** to approve the purchase of a larger playhouse at an additional cost of £1,450 sized 1.8m x 3m providing the pitch of the roof is lowered to discourage use by teenagers at night.

12.3. Recycling area and rubbish bin provision

Members received a verbal report from the Chairman, referring to plans and pictures circulated prior to the meeting, regarding the provision of rubbish bins and recycling in the play area. The Chairman confirmed that new larger bins would need hardstanding and a pathway and gate access for emptying. Members unanimously agreed that the large bins look too industrial and not in keeping with

the play area. A new general rubbish bin would cost £547.20 to buy and install and an additional £1.74 three times per week for emptying.

It was **RESOLVED** to initially move the existing litter bin near to the gate entrance; for the Clerk to investigate reducing the cost of an additional bin and trial retaining the existing recycling facilities with improved signage with a view to reassessing the situation after the play area had been opened.

Cllr Julian left the meeting at 8:50pm due to a prior commitment.

12.4. Publication of closure of play area

Members received a verbal report from the Chairman regarding the proposed publication of closure of the play area and discussed methods to ensure that users of the play area and recreation ground were informed of the upcoming closure.

It was **RESOLVED** to put large visible public notices on the fence surrounding the play area, the noticeboards and on the Parish Council facebook page and website.

12.5. Arrangements for opening of play area

With the limited number of Members present the Chairman asked Members to think about ideas for an opening to be presented for consideration and approval at the next Council Meeting so that these could be publicised at the Annual Parish Meeting on 23rd May.

Members **NOTED** the request.

SHPC 468-18 13. Planning and tree application consultations

There were no planning or tree applications to consider

SHPC 469-18 14. Consultations/Meetings/Activities

14.1. Southern Water – Water Resources Management Plan & Drought Plan Consultations

Members received a verbal report from the Clerk regarding the above consultation.

It was **RESOLVED** that the Parish Council would not respond to this consultation but will encourage local residents to respond by publicising the consultation on the Council website and Facebook page.

14.2. ESCC Household Waste Recycling Site Service Consultation

The draft objection letter was not completed prior to the meeting.

It was **RESOLVED** that the Clerk and Chairman be authorised to compose a reply to the consultation outlining the Council's position on the basis of discussions at the previous Council meeting.

14.3. Raising Awareness of Domestic Abuse Pilot

It was **RESOLVED** to ratify the agreement-in-principle made by Members in the meeting on 13th March 2018 for the Parish Council 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

It was **RESOLVED** to ratify the agreement-in-principle made by Members in the meeting on 13th March 2018 to have a stall at the South Heighton Summer Fete at a cost of £10 (Minute ref SHPC 442-18).

SHPC 470-18 15. Action List

It was **RESOLVED** to defer this item to the next Parish Council Meeting.

SHPC 471-18 16. Parish Clerk's Announcements

The Clerk advised Members of an offer to purchase the Charles Arnold-Baker Local Council Administration Handbook at a 50% reduced rate of £52.50. Members felt that the purchase was not necessary at this time due to the age of the publication but would consider purchasing at a future date.

SHPC 472-18 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.

Members **NOTED** the update.

SHPC 473-18 18. Councillors' Update

Cllr Julian reported that the dog waste bag dispenser had run out of bags. The Clerk will order refills.

SHPC 474-18 19. Date and location of next Council Meeting

It was **RESOLVED** that the next meeting (the Annual Council Meeting) would be on Tuesday 15th May 2018 at 7.00 p.m. at the South Heighton Village Hall, Heighton Road.

The meeting ended at 9:25pm

Signed:

Print Name: Cllr. Chris Bradshaw

Date:

Chairman South Heighton Parish Council