

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL ANNUAL COUNCIL MEETING
HELD ON TUESDAY 14th May 2019 at 7.00 p.m.
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

Present: Councillors P Julian (Chair), A Turner (Vice Chair), D Gravenor, G Hazell, S Hitchcock and S Lo Fan Hin
In Attendance: S Mills (Parish Clerk)

- SHPC 19-076** 1. **Election of Parish Council Chairman and Vice Chairman 2019/2020**
Councillor Paul Julian was elected as Chair, and Councillor Alfred Turner as Vice Chair of South Heighton Parish Council for the 2019/2020 municipal year. Councillor Julian signed the Declaration of Acceptance of Office as Chairman and Councillor Turner signed the Declaration of Acceptance of Office as Vice Chairman.
- SHPC 19-077** 2. **Declaration of Acceptance of Office – All Councillors**
Councillors Gerry Hazell, Shane Lo Fan Hin and Stephen Hitchcock signed a Declaration of Acceptance of Office as Councillor to South Heighton Parish Council.
Members **AGREED** that Mr Andrew Willey, who was not able to attend the meeting, shall sign his Declaration of Acceptance of Office at the next Council Meeting on 25th June 2019.
- SHPC 19-078** 3. **Public Participation**
There was 1 member of the public present.
- SHPC 19-079** 4. **Apologies**
Apologies were received, and noted, from Cllr A Willey.
- SHPC 19-080** 5. **To receive declarations of interest from Councillors in respect of items on the agenda**
Cllrs Hitchcock and Turner declared a non-pecuniary interest in item 20 as they are members of the bonfire society. There were no other declarations of interest to note.
- SHPC 19-081** 6. **Minutes**
6.1. **To Approve and sign the minutes of the meeting on 9th April 2019**
The Minutes of the meeting held on 9th April 2019, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.
- 6.2. **Matters Arising** (not covered below)
There were no matters arising to note.
- SHPC 19-082** 7. **Co-option of Councillor**
The Chairman welcomed Mr Daniel Gravenor to the meeting and suspended standing orders to enable Mr Gravenor to speak. Mr Gravenor gave Members an overview of his reasons for wanting to join the Council and answered questions from Members. The Chairman resumed standing orders and Members voted with a show of hands on Mr Gravenor's co-option.
It was **RESOLVED**, via a unanimous show of hands, to co-opt Mr Daniel Gravenor to the role of Councillor on South Heighton Parish Council. Mr Gravenor signed the acceptance of office and joined Members at the table as Councillor.
- SHPC 19-083** 8. **Chairman's Announcements**
The Chairman welcomed all elected and co-opted Members to the new Council. The Council has a full compliment of Councillors for the first time in many years with a good mix of knowledge and experience. Building on the success of the recent Hollow Project, the Chairman is excited to work with the Councillors, Clerk, residents and local organisations to continue the great work that the Council do for the benefit of the village of South Heighton and the hamlet of Norton.
The Chairman made the following additional announcements:
- The Chair and Vice Chair have installed 3 of the new playground signs and will be installing the no dogs signs shortly.
 - The door to HMS Forward door has been forced open, the Chairman has reported it to the police.

SHPC 19-084 9. District/County/Parish Councillor Reports

No district or County Councillor reports were received.

Cllr Turner reported that the dog bin along the bridleway by the Old Forge is not being regularly collected. The bin does not have an identification number, this has been raised with Lewes District Council before, the Clerk will raise the issue of non-collection again.

SHPC 19-085 10. Committee Memberships

The Council currently has one committee – a Personnel Sub-Committee. Members reviewed proposed new terms of reference for this committee and considered whether any further committees were required.

It was **RESOLVED** to retain the Personnel Sub-Committee and to adopt the new terms of reference. Members of the committee shall be Cllr Turner (Chair), Cllr Julian and Cllr Lo Fan Hin.

SHPC 19-086 11. Representation on Outside Bodies

It was **RESOLVED** to approve the following council representatives on outside bodies:

Group/Organisation	Lead Representative	Substitute Representative
Lewes District Association of Local Councils (LDALC)	Cllr Gravenor	Cllr Hitchcock
South Highton Village Hall Management Committee (SHVHMC)	Cllr Hazell	Cllr Turner
Denton and South Highton Junior Football Club (DaSHJFC)	Cllr Hitchcock	Cllr Lo Fan Hin
Parishes of the Lower Ouse (POLO)	Cllr Turner	Cllr Julian
Veolia Liaison Group	Cllr Julian	Cllr Hazell
Strategic Local Relationship's Board – Newhaven (SLR)	Cllr Julian	Cllr Gravenor
East Sussex Fire and Rescue Service (ESFRS)	Cllr Hazell	Cllr Turner

SHPC 19-087 12. New Council Information

- **Policies and Procedures:** The Clerk handed out a bound pack containing all of the Council's policies and procedures to each Councillor. Members were asked to sign a copy of the Code of Conduct and return to the Clerk.
- **SALC Welcome Letter:** The Clerk provided Members with a welcome letter from SALC.
- **Declaration of Interests Forms:** New Councillors were handed a Declaration of Interests Form and asked to complete this and return it to the Clerk. Previous Members were advised that, as they had only recently completed a Declaration of Interest Form, they only need to complete a new one if their circumstances have changed.
- **Election documentation to sign/return:** The Clerk advised Members that, following the local council elections on 2nd May 2019, all elected Councillors need to complete a candidate spending return and declaration, even if they did not incur any expenses in relation to the local elections, within 35 days after the election result was declared. For South Highton this deadline will be 7th June 2019.

Members **NOTED** the above.

SHPC 19-088 13. Grass Cutting Schedule

The Clerk handed out the grass cutting dates supplied by Burleys. Members **NOTED** the update.

SHPC 19-089 14. South Highton Village Fete

Members reviewed correspondence from the South Highton Village Hall Management Committee enquiring whether the Council would like to provide a raffle prize in lieu of paying for a stall at the upcoming village fete on Saturday 29th June 2019.

It was **RESOLVED** to donate a voucher for Sunday lunch for 2 at The View Hotel in Eastbourne for £26. Cllr Hazell will purchase this and pass to the SHVHMC and will provide the receipt to the Clerk for reimbursement.

SHPC 19-090 15. The Hollow Project

15.1. Update on progress

Members received an update from the Chairman and Clerk. The matting at the front entrance and trim trail is now in place and the new water drinking fountain has been installed. The Clerk

will speak to Chris Bibb regarding regular maintenance of the water fountain. The new wooden play bridge and bench are still to be installed. Members discussed the trees at the Hollow and it was agreed that the Clerk will speak to Daniel Wynn at LDC regarding arranging a tree survey to assess the condition of the trees, particularly the trees in high risk areas such as the play area. The Chairman reminded Members that the County Councillor will be attending the Hollow on 28th May. Cllr Turner confirmed that he needs some additional wood to erect the remaining 3 no-dogs signs.

Members **NOTED** the update. It was **RESOLVED** for Cllr Turner to purchase wood to erect the no-dog signs at a maximum cost of £30.

15.2. Finance Update

Members received a financial statement of all invoices received in conjunction with the Newhaven Community Fund Grant. All grant monies have been received and all invoices have been paid. Still outstanding is the deposit of £24,000 from Lewes District Council which cannot be paid back until the VAT claim has been received.

Members **NOTED** the update.

SHPC 16. Village Green Project

19-091 Members received an update from Cllr Turner who confirmed that the fencing contractor is still waiting for the gate and will then start the installation. Cllr Turner and the Clerk will put together a flyer to ascertain public opinion on potential improvements to the Village Green to be reviewed at the next meeting and then distributed to all households. Cllr Hazell suggested that Members approach Paradise Park about the possibility of providing planters and/or plants for the project. It was **RESOLVED** that Cllr Turner and Cllr Hazell will approach Paradise Park regarding donating planters and/or plants.

SHPC 17. Annual Parish Meeting

19-092 The Clerk has confirmed attendance with all speakers. Additional chairs cannot be borrowed from the Village Hall due to a clash with their bingo night. The Chairman confirmed that George Taylor has kindly agreed to photograph the event and that Andy Strickland will be the representative from Neighbourhood First. The Clerk prepared a flyer for the meeting which Members have delivered to all households in the Parish to encourage attendance. Members **NOTED** the update.

SHPC 18. Planning

19-093 Members reviewed the following planning applications:

- **SDNP/19/01860/HOUS** – *Norton Cottage, Norton Road – Erection of two storey extension.* Members reviewed the application form, plans and supporting documents in relation to the application.

It was **RESOLVED** not to object providing that the materials used are in keeping with adjacent properties and the character of the local area.

SHPC 19. Finance

19-094 19.1. Internal/External Audit Update

The Clerk gave an overview of the internal audit which took place on 7th May 2019. The audit was very positive and commended the Clerk and Council on the governance systems and procedures that are in place. The dates for the notice of public rights and publication of unaudited annual governance and accountability return will be 17th June – 26th July 2019. The auditor did recommend that the Council move to council owned email addresses if possible as this “gives a natural segregation so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers”. The Clerk confirmed that the Council’s web hosting package allows for unlimited email addresses to be set up, at no extra cost, which are linked to the Council’s domain and can be easily administered by the Clerk. Cllr Gravenor offered to provide assistance to any Councillors with setting the email up on their devices. It was **RESOLVED** for the Clerk to set up email addresses in the format cldr.lastname@southheighton-pc.org.uk.

19.2. Approval of Annual Governance Statement 2018/2019 – Section 1

Members reviewed and agreed responses to the 9 items contained within Section 1 'Annual Governance Statement 2018/19' of the Annual Governance and Accountability Return 2018/19 Part 3, page 4.

It was **RESOLVED** to approve the Annual Governance Statement 2018/19. The Chairman and Clerk signed the Annual Governance Statement (minute ref SHPC19-094/19.2).

19.3. Approval of Accounting Statements 2018/2019 – Section 2

Members reviewed Section 2 'Accounting Statements 2018/19' of the Annual Governance and Accountability Return 2018/19 Part 3, page 5 signed by the Clerk on 7th May 2019.

It was **RESOLVED** to approve the Accounting Statements as presented. The Chairman signed the Accounting Statements (minute ref SHPC19-094/19.3).

19.4. Council Insurance

The Council's insurance is due for renewal on 1st June 2019. The Clerk presented the Council with 3 quotes as recommended by Came & Company, however the quotes did not include the updated asset schedule valuations which include the new play equipment and fencing. The Clerk has provided Came & Company with the updated asset register and is awaiting revised quotes.

It was **RESOLVED** to approve the Ecclesiastical quote of £650 per year. If the new quotes increase the insurance beyond £650, the Clerk will discuss the most suitable option with the Chair and bring before the Council at the next meeting for ratification.

19.5. Payments since last meeting

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

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Parish Clerk Salary for May 2019, stationery and expenses	£391.11
Mr R Knight	Installation of noticeboards. Ratification of electronic payment made on 10/04/19.	£704.83
Mrs S Mills	Correction to salary payment in April which was listed as £316.19 but should have been £335.11. Ratification of additional payment of £18.92 made on 28/04/19.	£18.92
T Pickstock	Grant from Veolia for South Heighton Defibrillator (minute ref SHPC19-044, 12/03/19)	£1,000.00
Lewes District Council	Dog bin emptying 01/04/19-30/06/19	£280.80
Lewes District Council	Annual Play Inspection	£154.68
Lewes District Council	Monthly Play Inspection May 2019	£18.00
East Sussex County Council	Additional urban grass cuts for 2019/20	£360.00
Mulberry & Co	Internal Audit 7th May 2019	£143.10
Total:		£3,071.44

It was **RESOLVED** that payments totalling £3,071.44 be made. Cllrs Turner and Hazell signed the cheques.

SHPC 20. Consultations/Meetings/Activities

19-095 Members reviewed a consultation from Lewes District Council regarding road closures for the South Heighton Bonfire on 9th November 2019.

It was **RESOLVED** to present no objection to the proposed road closures.

SHPC 21. Date and location of next Council Meeting

19-096 It was **NOTED** that the next meeting would be an Ordinary Meeting of the Council on Tuesday 25th June 2019 at 7.00 p.m. at the South Heighton Village Hall, Heighton Road.

SHPC 19-097 The meeting ended at 9:01pm

Signed:

Date:

Print Name: