

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING  
HELD ON TUESDAY 25<sup>th</sup> June 2019 at 7.00 p.m.  
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

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

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- SHPC 19-098 1. Public Participation**  
There were no members of the public present.
- SHPC 19-099 2. Apologies**  
Apologies were received, and noted, from the Chairman, Cllr P Julian. In the absence of the Chairman, the meeting will be chaired by the Vice Chairman Cllr Turner.
- SHPC 19-100 3. Declaration of Acceptance of Office**  
Mr Andrew Willey was unable to attend the meeting. The Clerk will contact the Electoral Services Lead at Lewes District Council to advise of a vacancy in the role of Councillor for South Heighton Council.
- SHPC 19-101 4. Declarations of Interest**  
There were no declarations of interest to note.
- SHPC 19-102 5. Minutes**  
**5.1. To Approve and sign the minutes of the meeting on 14<sup>th</sup> May 2019**  
The Minutes of the meeting held on 14<sup>th</sup> May 2019, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.
- 5.2. Matters Arising** (not covered below)  
There were no matters arising to note.
- SHPC 19-103 6. Chairman's Announcements**  
None made.
- SHPC 19-104 7. Parish/District/County Councillor Reports**  
The Parish Councillors gave the following reports:
- Cllr Turner reported that the Council had previously agreed to a budget of £30 to obtain wood and fixings to erect the new signs for the Hollow playground, however Cllr Turner was able to obtain the wood and affix the signs free of charge.
  - Cllr Hazell attended the last South Heighton Village Hall Management Committee meeting and gave them the voucher for the Village Fete on behalf of the Council. The SHVHMC were very pleased and pass their thanks to the Council. Cllr Hazell has reported the overgrown twittens to the road steward, nothing has been done as yet but she will continue to monitor.
- SHPC 19-105 8. Roles and Responsibilities**  
Members reviewed the roles and responsibilities for the forthcoming municipal year. It was **RESOLVED** to approve the following Lead and Deputy Members:

Role/Responsibility	Lead Member	Deputy Member
1. COMMUNICATIONS & COMMUNITY ENGAGEMENT	Cllr Gravenor	Cllr Hitchcock
2. WEBSITE CONTENT & MANAGEMENT	Cllr Gravenor	Cllr Hitchcock
3. NEWSLETTER & FLIERS PREPARATION	Cllr Lo Fan Hin	Cllr Hitchcock
4. NOTICEBOARD POSTINGS & MAINTENANCE	Cllr Julian	Cllr Turner
5. DOG BAG DISPENSER	Cllr Turner	Cllr Hitchcock
6. DOG BIN REPORTING	Cllr Turner	Cllr Hitchcock

7. GRIT BIN REPORTING	Cllr Julian	Cllr Hazell
8. FLY TIPPING REPORTING	Cllr Julian	Cllr Hazell
9. LITTER CLEARANCE	Cllr Julian	Cllr Turner
10. PLANNING APPLICATIONS	Cllr Lo Fan Hin	Cllr Gravenor
11. PLAY AREA & RECREATION GROUND	Cllr Julian	Cllr Hazell
12. RIGHTS OF WAY & TWITTENS	Cllr Gravenor	Cllr Hazell
13. ROAD CLEANSING REPORTING	Cllr Julian	Cllr Gravenor
14. ROADS & HIGHWAYS MAINTENANCE REPORTING	Cllr Julian	Cllr Gravenor
15. STREET LIGHTING MAINTENANCE REPORTING	Cllr Julian	Cllr Hitchcock
16. TREE OFFICER	Cllr Hitchcock	Cllr Turner
17. CHRISTMAS TREE & LIGHTS	Cllr Hazell	Cllr Julian
18. VILLAGE MAINTENANCE	Cllr Hitchcock	Cllr Turner
19. WATER DRINKING FOUNTAIN MAINTENANCE	Cllr Hazell	Cllr Julian

## **SHPC 19-106 9. The Hollow**

The Clerk advised Members that, since the last meeting, the Council had received 2 requests to use the Hollow playing field for private bookings. One of these events took place before the next Council Meeting and the Clerk sought approval from the Chairman for this to be held. Small events to be held at the Hollow may often be requested in-between Council Meetings and the Clerk, in liaison with the Chairman, asked if any Members objected to such small events being approved by the Chairman and Members will then be notified of such events at the next meeting through a standing 'Hollow Bookings' agenda under the Hollow. This is for small events only, larger events will still go through the full Council.

It was **RESOLVED** to approve the Clerk to input small events into the Hollow Booking calendar after approval from the Chairman and to report to full Council at the next available meeting.

### **9.1. Hollow Project Update**

The Clerk confirmed that the new wooden play bridge was being constructed and has chased for a date for the delivery of the bench.

### **9.2. Monthly Play Inspection**

Members reviewed the risks and issues identified in the monthly play inspection circulated prior to the meeting and agreed the following actions:

- Musical play loose fitting – Cllr Hitchcock and Cllr Turner to look at a fix for the fittings
- Rope climb loose fitting – Cllr Hitchcock and Cllr Turner to look at a fix for the fittings
- Gym area surface – Cllr Hitchcock and Turner to review the surface area

The Clerk advised Members that the Council had received an email from a parent of a 3 year old who fell from the hanging walkway and broke their arm. It was agreed that the Chair and the Clerk will visit the walkway to review the height of the safety rail. The Clerk will speak to the insurance company to confirm the signage that should be in place to comply with our insurance cover. Members wished the child well with their recovery.

The Tree risks identified in the play inspection are addressed under item 9.3.

### **9.3. Tree Work**

Following on from the 2 recent fallen branches of a willow tree bordering the Hollow play area, the Council arranged for 4 tree surgeons to visit site to assess the condition of all the trees surrounding the play area and to provide quotes for any required work. 2 reports have been received so far and both stress the need for the complete removal of several of the large willow

trees within the play area due to rotten and hollow interiors. Members agreed that removing the trees would be a very last resort as would change the much-loved vista from the play area, however the play area by nature is considered a high risk zone and public safety must be the top priority. The final tree surgeon reports are due to be received in the next 3 days; however the most urgent work will need to start before the next meeting, particularly given that the school summer holidays are due to start and attendance at the park will increase.

Based on quotes received so far, it was **RESOLVED** to allow £3,000 for urgent tree works. The Clerk will meet with Cllrs Julian, Turner and Hitchcock once the final quotes have been received to agree the highest priority tree work and to approve a contractor to be engaged as soon as possible.

#### **SHPC 19-107 10. Village Green Project**

Members received an update from Cllr Turner. All fencing is now complete, the Clerk will speak to the Contractors regarding the kick boards which have been put on the wrong side of the fence. Cllr Hazell visited Paradise Park to request a meeting regarding a possible donation of plants. Paradise Park have asked the Council to request the meeting in writing; the Clerk will send an email to Mark Gilbert, Director to request a meeting. Members agreed that any spend on the Village Green Project should be delayed until the full cost of the urgent tree works discussed under item 9.3 is known.

Members **NOTED** the update.

#### **SHPC 19-108 11. Sign-post repair**

Cllr Hitchcock asked Members to consider methods to repair or replace the broken sign-post near the Hollow. Members agreed that replacement may prove too costly at the current time but repair is an option that should be explored.

It was **RESOLVED** for Cllr Hitchcock to obtain a quote to repair the sign-post and for the Clerk to speak to Newhaven Town Council regarding their similar sign-post at Denton Corner.

#### **SHPC 19-109 12. Council Email Addresses**

Members received an update from the Clerk regarding the resolution at the meeting on 14<sup>th</sup> May 2019 (SHPC19-094/19.1) for all Councillors to have email addresses linked to the Parish Council web domain. The Clerk has finished setting up the email accounts for all Councillors and will be emailing details of these to Members with a useful screen recording containing instructions for set-up prepared by Cllr Gravenor. Once Councillors have access to their new addresses, the Clerk will update the website with these and will use them for all Council related business.

Members **NOTED** the update.

#### **SHPC 19-110 13. Unregistered footpaths and byways**

Cllr Gravenor gave a presentation on his proposal for a new project for the registering of local byways and footpaths that are not currently registered. A clause in the right-to-roam legislation introduced in 2000 means that any pre-1949 paths must be recorded by 2026 to continue to carry public rights. The Countryside and Rights of Way Act contains a provision that will extinguish those rights if the paths have not been properly recorded. This could affect popular shortcuts on many housing developments; even if the homes were built after 1949, the path around which they were constructed could have existed for longer and so be at risk. The same applies to “desire lines”, or well-worn informal direct routes. In the Parish of South Heighton and Norton, there are local paths which our residents use frequently and are not currently registered as rights of way on the ESCC Right of Way Register. Cllr Gravenor proposed that this should be addressed by encouraging reports from local residents for any of these routes so that the Council can investigate and submit DMMO Applications for them to be officially recorded. The Open Space Society (OSS) assist with the administration and paperwork of registering each route at a cost of £45 per year. It was **RESOLVED** for Cllr Gravenor to run the project. Cllr Hitchcock kindly offered to personally pay the fee of £45 for membership to the OSS.

#### **SHPC 19-111 14. Planning**

- No planning applications had been received since the last meeting.
- The Clerk provided Members with an update on a planning application to extend the Titan Marine Recycling Yard. The application initially appeared on the LDC Planning Portal in May but was then handed over to the SDNPA. The Clerk spoke with the Case Officer at the SDNPA who said that, upon inspection, they have found the application to be invalid and have

asked the applicant to undertake a flood risk assessment and a noise risk assessment. Once these have been completed, the application will be reviewed and residents will then be re-consulted by the SDNPA; this process could take some time to complete. Members **NOTED** the update.

**SHPC 15. Finance**

**19-112 15.1. Annual Governance and Accountability Return 2018-19**

The Clerk confirmed that the AGAR for 2018-2019 has been sent to the external auditors and the notice of public rights has been placed on the parish council noticeboards and website and will remain in-situ until the end of the inspection period on 26<sup>th</sup> July 2019.

Members **NOTED** the update.

**15.2. Council Insurance**

The Clerk advised Members that the Council Insurance had increased to £846.68 due primarily to the new play area and fencing and that this was the most competitive quote available.

Members **NOTED** the update.

**15.3. Chairman's Allowance Payment**

It was **RESOLVED** to approve the purchase of a gift voucher for £20 to be presented to Mr George Taylor for freely giving up his time to attend and take photos at the Annual parish Meeting.

**15.4. Payments since last meeting**

The Council reviewed the list of payments to be paid this month as detailed below:

Name payable to	Product/Service	Amount
Parish Clerk	Parish Clerk Salary for May 2019, stationery and expenses	£345.11
Mrs G Hazell	Purchase of voucher for View Hotel for South Heighton Fete tombola.	£25.90
Lewes District Council	Monthly Play Inspection June 2019	£18.00
Lewes District Council	Dog bin emptying 01/07/19-30/09/19	£280.80
Lewes District Council	Monthly Play Inspection July 2019	£18.00
JPB Fencing Ltd	Removal of old and provision and installation of new fencing around Village Green	£4,918.08
Came & Company	Parish Council Insurance 01/06/19-31/05/20	£846.68
<b>Total:</b>		<b>£6,452.57</b>

It was **RESOLVED** that payments totalling £6,452.57 be made. Cllrs Turner and Lo Fan Hin signed the cheques.

**SHPC 16. Consultations/Meetings/Activities**

**19-113** Newhaven SLR Meeting 28<sup>th</sup> June 2019 – Cllrs Julian and Gravenor will be attending this meeting on behalf of the Council.

**SHPC 17. Date and location of next Council Meeting**

**19-114** It was **NOTED** that the next meeting would be an Ordinary Meeting of the Council on Tuesday 30<sup>th</sup> July 2019 at 7.00 p.m. at the South Heighton Village Hall, Heighton Road.

**SHPC 19-115** The meeting ended at 8.50pm

**Signed:**

**Date:**

**Print Name:** Cllr Paul Julian - Chairman South Heighton Parish Council