

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 22nd October 2019 at 7.00 p.m.
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

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

SHPC 19-157 1. Public Participation

There was 1 member of the public present.
Vanessa Rowlands addressed the Council and confirmed that she was elected by the Parishes in June 2019 to sit on the South Downs National Park Authority and is also on the SDNPA Planning Committee. Ms Rowlands updated the Council on the adoption of the SDNPA Local Plan in July 2019 which will take planning within the authority up to 2030 and on the take-over of the Seven Sisters Country Park expected to occur in April 2020. The Chair thanked Ms Rowlands for her attendance and raised the current SDNPA planning application SDNP-19-02722-FUL, extension of the Titan Marine Recycling Yard further into the National Park, as an area of concern for the Council which Ms Rowlands noted.

SHPC 19-158 2. Apologies

Apologies were received, and noted, from Cllrs Gravenor and Twaits.

SHPC 19-159 3. Declarations of Interest

- Cllr Hitchcock declared a non-pecuniary interest in item 16 as his partner rents land from the farm.
- Cllr Turner declared an interest in item 9 having submitted a quote. It was decided that Cllr Turner shall not take part in discussions or vote on item 9.

SHPC 19-160 4. Minutes

4.1. To Approve and sign the minutes of the meeting on 10th September 2019

The Minutes of the meeting held on 10th September 2019, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.

4.2. Matters Arising (not covered below)

The Clerk has signed the bonfire licence for the bonfire event on 9th November 2019 and will request the £500 deposit from SHVHMC.

SHPC 19-161 5. Chairman's Announcements

The Chairman made the following announcements:

- The Parish Council's annual Christmas Carols event will take place at Denton Hall on the evening of Wednesday 4th December, all Councillors and residents are invited to attend.
- The Chair will be laying a remembrance wreath on behalf of the Council at Newhaven Memorial on Sunday 10th November. All Councillors who are able to attend are welcome.

SHPC 19-162 6. Parish/District/County Councillor Reports

The following reports were made:

- No District or County Councillor reports were received.
- Cllr Hazell gave an update on the Village Hall meeting which she attended on Monday 21st October. The Clerk will speak with the Village Hall Committee regarding accessing their container in May for the Village Fete. Cllr Hazell also advised Councillors that the Christmas Tree on the Village Green will be erected over the weekend of 30th November and asked if any Councillors can assist with transporting the tree.

SHPC 19-163 7. Registering the Hampden Arms as a Community Asset

Cllr Turner gave an overview of the process to register a local pub as an asset of community value. Registering a pub acts as a marker that the pub is important to the local community and, in the event that the pub is sold, triggers a 6 month moratorium on the sale giving the community time to put together a suitable bid to purchase the pub should they wish to. Once an asset of community value is registered it remains an asset for 5 years.

It was **RESOLVED** to proceed with the registration of the Hampden Arms as an asset of community value and for Cllr Turner to progress.

- SHPC 19-164** **8. Use of Village Green for VE Day Celebrations 2020**
Cllr Turner has received a request from a resident to hold street party style VE Day celebrations on the Village Green in May 2020. Members agreed this would be a good community event but that there must be consultation with surrounding neighbours first and the Council must establish a booking process and insurance implications.
It was **RESOLVED** to support the idea in principal and for the Clerk to investigate the process and procedures involved.
- SHPC 19-165** **9. Finger Signpost repair**
Members, excluding Cllr Turner, reviewed 4 quotes for the repair/replacement of the broken fingerpost at the hollow.
It was **RESOLVED** to approve the quote for £150.00 from A Turner.
- SHPC 19-166** **10. Rubbish Bins**
The Chair thanked the Day Group for their generous donation of a new bin at the Village Green. Cllr Turner cleaned the old bin and took it to the Hollow as an additional bin with the permission of Lewes District Council.
Members **NOTED** the update.
- SHPC 19-167** **11. The Hollow**
- 11.1. Hollow Project Update**
Members received an update from the Clerk and Chair. The Council has received an additional retention fee invoice from Playsafe for £2,990.22. The Council has paid £3,037.69 to purchase a new wooden play bridge and bench which Members agreed should be cancelled to offset the retention fee invoice with alternative income sought to repair the play bridge.
It was **RESOLVED** for the Clerk to speak to Playsafe to agree payment of the invoice in lieu of the play bridge.
- 11.2. Hollow Bookings**
No booking requests have been received since the last meeting.
- 11.3. Monthly Play Inspection**
No new play inspection has been received since the last meeting.
- 11.4. Tree Work**
The Chair updated Members that a representative of the forestry team at Glynde Estates visited the Hollow to look at the trees and will return to complete a tree survey.
Members **NOTED** the update.
- 11.5. Entrance Sign**
Cllr Turner has moved the sign that was on the noticeboard to the gate and has also put the no fly-tipping sign at the Downs Villas gate back up. The Clerk will print and laminate some no-parking signs to put by the vehicle access gate as parking here continues to be a problem.
Members **NOTED** the update.
- SHPC 19-168** **12. Village Green Project**
- 12.1.** Cllr Turner advised Members that the donated planter has been built and planted and is now in-situ. The new bin is also in place and residents have already commented positively on the improvements.
Members **NOTED** the update.
- 12.2.** Members discussed 'donation publicity' with Paradise Park.
It was **RESOLVED** for the Clerk to liaise with Paradise Park, the Councillors and Sussex Express regarding a suitable date and for the Chair to obtain prices for a donation plaque similar to the one installed for the donated tree on the Village Green.
- SHPC 19-169** **13. Unregistered Footpaths and Byways Project**
In the absence of Cllr Gravenor, this item will be deferred to the next meeting.

SHPC 19-170 14. Newsletter
 Members discussed content, costs and format for the autumn/winter Parish Council Newsletter. The following articles were approved: Update on Annual Parish Meeting; welcome to new Council/Councillors; Hollow update including trees, water fountain and hollow booking procedure; update on unregistered footpaths and village green projects; Christmas Carols event; thank you to Day Group and Paradise Park for donations; update on registering the Hampden Arms as a community asset project; update on planning applications including Titan Marine. A separate flyer will be put into the newsletter asking for community feedback on Village Green improvements. It was **RESOLVED** to approve printing costs of up to £150 for 500 A4 folded copies to be printed by 22nd November and delivered by Councillors on the weekend of 23rd/24th November 2019. Cllr Lo Fan Hin and the Clerk will put the articles together based on the agreed content.

SHPC 19-171 15. FOI Publication Scheme
 Members reviewed the SHPC Freedom of Information Publication scheme circulated prior to the meeting. It was **RESOLVED** to adopt the publication scheme with a disbursement cost of 10 pence per page for photocopying in A4 black and white.

SHPC 19-172 16. Planning
 Members reviewed the following applications:

- TW/19/0080/TCA – South Highton Farm – Fell 1 sycamore tree.

It was **RESOLVED** to ratify the decision to present no objection.

SHPC 19-173 17. Finance
17.1. Q2 Bank and Account Reconciliation
 Members reviewed the Council’s bank and account reconciliation for Q2 2019. It was **RESOLVED** to authorise Councillors Julian and Hazell to sign the bank and account reconciliation and bank statements as presented.

17.2. Update on External Audit
 The Clerk advised Members that the limited assurance review of the council’s annual governance and accountability return for 2018/2019 has been completed by the external auditor PKF Littlejohn who found no issues to note. The public rights of inspection were placed on the external noticeboards and website well before the deadline of 30th September 2019. Members **NOTED** the update and the Chair noted the positive outcome and thanked the Clerk for her hard work with the annual audit process.

17.3. Payments since last meeting
 The Council reviewed the list of payments to be paid this month as detailed below:

Payee	Product/Service	Amount
Mrs S Mills	Parish Clerk Salary for October 2019	£335.11
Mrs S Mills	Parish Clerk Expenses from 11/09/19-22/10/19 (Office allowance 01/08/19 - 31/10/19, stamps)	£33.59
SHVHMC	£200 grant towards Bonfire medical costs	£200.00
Lewes District Council	Monthly Play Inspection for October 2019	£18.00
Lewes District Council	Dog bin emptying 01/10/19-31/12/19	£280.80
Lewes District Council	Expenses incurred in uncontested election 02/05/19	£138.35
Mrs G Hazell	Remembrance Day Wreath	£19.25
Mr P Julian	Reimbursement for purchase of 3m link chain for litter bin (B&Q)	£8.52
SSALC Ltd	Legal & Finance Training Day for Clerk 26/09/19	£144.00
PKF Littlejohn	Limited assurance review of AGAR for year ended 31/03/19.	£480.00
Total:		£1,657.62

It was **RESOLVED** that payments totalling £1,657.62 be made. Cllrs Lo Fan Hin and Turner signed the cheques.

17.4. Parish Council Bank Mandate

It was **RESOLVED** for the Clerk to bring bank mandate forms to the November meeting to enable the 3 new Councillors to be added as signatories to the Council's bank account.

17.5. Budget

Members reviewed the budget for 2019/2020 against spend-to-date and the forecast for 2020/2021 in preparation for precept discussions and agreement to take place in the November meeting.

It was **RESOLVED** for the Clerk to send the forecasted budget figures to all Councillors as supporting documentation for the next meeting.

SHPC 18. Consultations/Meetings/Activities

19-174 Members received an update on the following:

- Cllr Julian gave an update on the Brett Aggregates Newhaven Liaison Group Meeting which he attended on 17th September 2019 and confirmed that meetings will take place twice a year. Members **NOTED** the update.
- Cllr Hitchcock gave an update on the SDNPA Workshop which he attended on 15th October 2019. Attendees received an overview of the South Downs Local Plan adopted on 2nd July 2018 and members of the planning policy team gave an overview of sustainable development, eco-systems services and major developments and showed how the Authorities' policies are directly affecting developments. Cllr Hitchcock noted that Council's without a neighbourhood plan receive a smaller portion of potential community infrastructure levies than those with a plan and asked Members if the Council should consider having a neighbourhood plan. It was **RESOLVED** for the Clerk to add this to the next agenda for consideration with a summary of the neighbourhood planning process.

Members considered the following new consultation:

- SDNPA Affordable Housing Supplementary Planning Document Consultation. It was **RESOLVED** to provide no response to the consultation.

SHPC 19. Date and location of next Council Meeting

19-175 It was **NOTED** that the next meeting would be an Ordinary Meeting of the Council on Tuesday 26th November 2019 at 7.00 p.m. at the South Heighton Village Hall, Heighton Road.

SHPC
19-176

The meeting ended at 9:15pm

Signed:

Date:

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