

**MINUTES OF THE VIRTUAL SOUTH HEIGHTON PARISH COUNCIL MEETING  
HELD ON TUESDAY 16<sup>th</sup> June 2020 at 7.00 p.m.**

**Present:** Councillors: P Julian (Chair), D Gravenor, G Hazell, S Hitchcock and S Lo Fan Hin  
**In Attendance:** S Mills (Parish Clerk), District Cllrs J Denis and E O'Brien

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- SHPC 20-037**    **1. Election of Parish Council Chairman and Vice Chairman**  
Under Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, all Members of the Council **AGREED** that the Chairman and Vice Chairman of South Heighton Parish Council, who served for the 2019-2020 municipal year, will continue to serve in the same roles for the 2020-2021 municipal year until the next Annual Meeting.
- SHPC 20-038**    **2. Public Participation**  
There were no members of the public present.
- SHPC 20-039**    **3. Apologies**  
Apologies were received and noted from Cllrs Turner and Twaits.
- SHPC 20-040**    **4. Declarations of Interest**  
There were no declarations of interest to note.
- SHPC 20-041**    **5. Minutes**  
**5.1. To Approve and sign the minutes of the meeting on 25<sup>th</sup> February 2020**  
The Minutes of the meeting held on 25<sup>th</sup> February 2020, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.
- 5.2. Matters Arising** (not covered below)  
Item 13 – Village Defibrillator. The defibrillator that the Council provided a £400 grant towards in March 2019 and sourced a further £1000 grant from Veolia, has not yet been installed. The Council has been contacted by residents asking when this vital life-saving community asset will be installed. It was **AGREED** that the Clerk will write to the Hampden Arms Defibrillator Cause to confirm if an installation date has been agreed and to pass on an offer assistance with installation from Veolia and from the Council in selecting an alternative site if the chosen site is not viable.
- SHPC 20-042**    **6. Chairman's Announcements**  
The Chairman thanked Cllr Turner for repairing the kick-boards on the fencing around the village green and for watering the planters. The Chairman thanked Cllr Hitchcock for donating hazard tape and placing this around the playground which has successfully deterred individuals from using the play equipment during the lockdown restrictions. The Chairman would also like to pass the thanks of the Council to the Neighbourhood First Team, and Andy Strickland in particular, for their assistance and pro-activeness during this difficult period. The Chairman thanked a local resident, Richard Woodland, who disinfected the play equipment at the start of the pandemic and has kindly offered further assistance with this once the play area re-opens.
- SHPC 20-043**    **7. District/County Councillor/MP Reports**  
The following reports were made:
- District Cllr Denis gave an update regarding the increasing incidences of fly-tipping within the Parish and commended the pro-active relationship the Council has built up with the Neighbourhood First Team in arranging the prompt removal of rubbish. Cllr Denis advised that Cllr O'Brien and he are available to support and progress any future fly-tipping or other issues. Cllr Denis asked if the Council has had a chance to consider registering any Assets of Community Value. The Clerk confirmed that the Council had submitted a request and associated paperwork to register the Hampden Arms and Cllr Hitchcock confirmed that this has now been registered with confirmation going to the Hampden Arms directly. The Chairman asked Cllr Denis if he would be able to assist with arranging for portable CCTV to attend the Hollow to help address fly-tipping, Cllr Denis will progress this with LDC.
  - District Cllr O'Brien updated Members that she has been attending weekly, now 2-weekly, zoom calls with covid-19 groups including representatives from the Denton and South

Heighton group to ensure that the Council is listening to concerns and providing support where required. Cllr O'Brien commended the South Heighton residents and the community response to covid-19. There are currently 2 virtual planning committees which can be viewed on the Lewes District Council website. Fly-tipping continues to be a problem and residents are urged to report where possible using the report-it app or the LDC website. Cllr O'Brien and Cllr Denis are holding Facebook live updates via their Councillor Facebook pages on Sundays at 5pm, residents are encouraged to attend to hear the latest updates and raise issues [<https://www.facebook.com/GreenEmilyOBrien>].

- The Clerk provided a written update from District Cllr Macleod confirming that he is trying to arrange a meeting between LDC and Glynde Estates regarding how best to tackle the increase in fly-tipping at the Hollow. Cllr Macleod is awaiting an update from Sussex Police regarding an individual sleeping in their car at the Hollow.

## SHPC 20-044 8. Council Organisation for the 2020-2021 Municipal Year

### 8.1. Roles and Responsibilities of Councillors

It was **RESOLVED** to approve the following Roles and Responsibilities of Councillors for the 2020-2021 municipal year. In the absence of Cllrs Turner and Twaits, the Council will re-visit the roles and responsibilities at a future meeting to adjust the responsibilities as needed.

Role/Responsibility	Lead Member	Substitute/Deputy
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

### 8.2. The Representation of Councillors on Outside Bodies

It was **RESOLVED** to approve the following Representation on Outside Bodies for the 2020-2021 municipal year. In the absence of Cllrs Turner and Twaits, the Council will re-visit the representation at a future meeting to adjust as needed.

Group/Organisation	Lead Representative	Substitute Representative
Lewes District Association of Local Councils (LDALC)	Cllr Gravenor	Cllr Hitchcock
South Heighton Village Hall Management Committee (SHVHMC)	Cllr Hazell	Cllr Turner
Denton and South Heighton Junior Football Club (DaSHJFC)	Cllr Gravenor	Cllr Hitchcock
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

### 8.3. Parish Council Committees for the year

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

#### **8.4. New Declarations of Acceptance of Office**

The Clerk updated Members that, as recommended by the internal auditor, Members will be asked to complete new Declarations of Acceptance of Office confirming acceptance of electronic methods of communication.

Members **NOTED** the update.

### **SHPC 9. The Hollow**

#### **20-045 9.1. Covid-19 Play Area Closure Update**

The Clerk confirmed that the latest Government advice is for play areas to remain closed but will advise as soon as this changes. The Clerk and Chairman will complete a risk-assessment of the play area and will confirm insurance cover prior to opening as recommended by NALC. Members **NOTED** the update.

#### **9.2. Annual Play Inspection**

It was **RESOLVED** for the Clerk to progress the issues identified within the play inspection report in conjunction with Cllr Julian and Cllr Hazell and to approve a maximum budget of £500 for urgent repairs.

#### **9.3. Tree Work**

The Chairman confirmed that tree work is currently on-hold due to the bird nesting season. Members **NOTED** the update.

#### **9.4. DaSHJFC Annual Licence Fee**

It was **RESOLVED** to increase the annual licence fee according to the licence terms [Schedule One of the Licence Agreement]. The clerk will apply a percentage increase to the existing fee of £255 based on the Consumer Price Index at 1<sup>st</sup> August 2020 for the 2020-2021 season which commences on 1<sup>st</sup> August 2020 and ends on 30<sup>th</sup> June 2021.

### **SHPC 10. Council Documentation**

**20-046** It was **RESOLVED** to approve the following documentation as presented:

#### **10.1. Standing Orders**

#### **10.2. Financial Regulations**

#### **10.3. Members' Code of Conduct**

#### **10.4. Risk Management Strategy and Assessment**

#### **10.5. Asset Register** - Cllr Hitchcock advised that the dog bins have now all been labelled, the Clerk will add the new labels into the asset register.

#### **10.6. Business Continuity Plan**

### **SHPC 11. Grass Cutting**

**20-047** Members discussed revising the areas of grass cutting based on feedback from residents and to ensure the most economical distribution of cuts across the Parish.

It was **RESOLVED** that the Chairman and Clerk will speak with Burleys to convey the Council's revised requirements and will report to Council at the next meeting.

### **SHPC 12. Finance**

#### **20-048 12.1. 2019-2020 Year End Update**

**a) Q4 Finances** – Members reviewed the bank reconciliation, working cashbook, bank statements, bank reconciliation and spend-against-budget for the 2019-2020 financial year ending on 31<sup>st</sup> March 2020.

Members **NOTED** the update and gave authorisation for Cllrs Julian and Hazell to sign the bank reconciliation as presented. The Clerk will upload the Q4 financial update to the 'Finances and Audits' section of the Parish Council website.

**b) Internal Audit** – Members received an update from the Clerk regarding the Internal Audit which took place on 8<sup>th</sup> June 2020 and was very positive about the Council's governance processes.

Members **NOTED** the update. The Clerk will upload the Internal Audit Report to the 'Finances and Audits' section of the Parish Council website.

**c) Public Rights** – The Clerk advised Members that the public right of inspection runs from 29<sup>th</sup> June 2020 – 7<sup>th</sup> August. The public rights notice will be displayed on the Parish Council website and the 4 physical noticeboards from 26<sup>th</sup> June 2020 to 8<sup>th</sup> August 2020.

Members **NOTED** the update.

- d) AGAR arrangements** – The Clerk advised Members that the AGAR and supporting documentation will be submitted to the external auditor PKF Littlejohn by 30<sup>th</sup> June 2020. Members **NOTED** the update.

The Chairman thanked the Clerk for her hard work in preparing and uploading the audit documentation for the internal audit and for the thorough arrangements regarding the external audit.

#### 12.2. Approval of the Annual Governance Statement 2019/2020 – Part 3, Section 1

Members reviewed and agreed responses to the 9 items contained within Section 1 'Annual Governance Statement 2019/20' of the Annual Governance and Accountability Return 2019/20 Part 3, page 4.

It was **RESOLVED** to approve the Annual Governance Statement 2019/20. Authorisation was given for The Chairman and Clerk to sign the Annual Governance Statement (minute ref SHPC20-048/12.2).

#### 12.3. Approval of the Annual Governance Statement 2019/2020 – Part 3, Section 2

Members reviewed Section 2 'Accounting Statements 2019/20' of the Annual Governance and Accountability Return 2019/20 Part 3, page 5 signed by the Clerk on 15<sup>th</sup> June 2020.

It was **RESOLVED** to approve the Accounting Statements as presented. Authorisation was given for the Chairman to sign the Accounting Statements (minute ref SHPC20-048/12.3).

#### 12.4. Council Insurance

The Clerk updated Members that the Insurance Renewal had been received and the amount, which is part of a 3-year insurance agreement, is £870.58, an increase of £23.90 from the previous year.

Members **NOTED** the update.

#### 12.5. Payments since last meeting

The Council reviewed the list of payments to be paid for June 2020 and payments to be ratified since the last meeting as detailed below:

Payee	Product/Service	Amount
Mrs S Mills	Payment to ratify: Clerk salary payment for April 2020	£335.11
Mrs S Mills	Payment to ratify: Clerk salary payment for May 2020	£335.11
Came & Company Insurance	Parish Council Insurance Fee from 01/06/2020 - 31/05/2021	£870.58
ESALC Ltd	ESALC/NALC Subscription for 2020/2021	£304.47
Lewes District Council	Monthly Play Inspection for May 2020	£18.00
Lewes District Council	Monthly Play Inspection for June 2020	£18.00
Lewes District Council	Monthly Play Inspection for July 2020	£18.00
Mulberry & Co	Internal Audit for 2019-2020	£144.00
JRB Enterprise Ltd	Dog waste bags refill for Village Green	£101.70
Mrs S Mills	Clerk salary payment for June 2020	£335.11
Mrs S Mills	Parish Clerk Expenses (office allowance from 01/11/19 - 30/04/20 plus mobile phone)	£46.00
<b>Total:</b>		<b>£2,526.08</b>

It was **RESOLVED** to approve payments totalling £2,526.08 and to authorise Cllrs Julian and Hazell to sign the cheques.

Members **NOTED** the following receipts received since the last meeting:

Payee	Product/Service	Amount
Newhaven Town Council	Delivery of Newhaven Matters	£100.00
The Co-operative Bank	Interest on Parish Council Instant Access General Bank Account	£17.04
The Co-operative Bank	Interest on Parish Council Instant Access Hollow Bank Account	£3.02
Lewes District Council	Precept 2020-2021 Payment 1 of 2	£6,189.00
The Co-operative Bank	Interest on Parish Council Instant Access General Bank Account	£17.08
The Co-operative Bank	Interest on Parish Council Instant Access Hollow Bank Account	£3.02
SHPC - Internal Bank Transfer	Transfer of £3,000 from Instant Access Account to Current Account	£3,000.00
<b>Total:</b>		<b>£9,329.16</b>

**12.6. VAT Claim**

It was **RESOLVED** to approve the Clerk to submit a VAT Claim for 2019-2020 totalling £2,386.53.

**SHPC 20-049 13. ESFRS Consultation**

Members reviewed the East Sussex Fire and Rescue Service 'Planning for a Safer Future' Consultation and discussed the opinions of residents that have contacted Councillors regarding this.

It was **RESOLVED** to present a strong objection to the reduction in second fire engines and the move to on-call staff during evenings and weekends. The Clerk will prepare a response for Councillors to approve to be submitted by the deadline of this Friday 19<sup>th</sup> June 2020.

**SHPC 20-050 14. Date and location of next Council Meeting**

It was **NOTED** that the next Ordinary Meeting of the Council is on Tuesday 14<sup>th</sup> July 2020 at 7.00 p.m. The venue or virtual meeting details will be confirmed nearer the time dependent on Government advice.

The meeting ended at 7:40pm

**Signed:**

**Date:**

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