

**MINUTES OF THE VIRTUAL SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 15th September 2020 at 7.00 p.m.**

Present: Councillors P Julian (Chairman), D Gravenor, G Hazell, S Hitchcock, S Lo Fan Hin, A Turrner, D Twaits.
Absent: None
In Attendance: S Mills (Parish Clerk), District Cllr E O'Brien and District Cllr Denis for item 6.

- SHPC 20-066** **1. Public Participation**
There were no members of the public present.
- SHPC 20-067** **2. Apologies**
There were no apologies to note.
- SHPC 20-068** **3. Declarations of Interest**
Cllr Hitchcocks and Twaits declared an interest in item 7 as the owner of the property is personally known to them.
Cllr Turner declared an interest in item 7 as he owns a neighbouring property and knows the owner personally.
Cllr Turner declared an interest in item 14 as the item refers to him personally.
- SHPC 20-069** **4. Minutes**
The Minutes of the meeting held on 14th July 2020, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.
- SHPC 20-070** **5. Chairman's Announcements**
The Chairman welcomed everybody to the meeting and made the following announcements:
- Road markings on Heighton Road have slowly disappeared, ESCC Highways have confirmed they will be repainting these in the next few weeks.
 - There are new wooden sign posts at The Hollow, Court View and West View Terrace which have been replaced by Lewes District Council.
 - Would like to organise a socially distanced working bee at the Hollow to clear up the leaves.
- SHPC 20-071** **6. District/County Councillor/MP Reports**
The following reports were made:
- District Councillor Emily O'Brien gave the following updates:
 - Thanked the Chairman for reporting the numerous incidents of fly-tipping. Officers are responding to these incidents as quickly as they can.
 - Council business is continuing with on-line meetings and there is a full LDC meeting this Thursday. Planning and Infrastructure has been concerned with the proposed planning reforms; a District Council response will be prepared and views of interested parties will be sought to ensure the District Council response is as robust and representative as possible.
 - In response to a query raised by the Chairman regarding concerns over the potential use of the old chalk pit on the A26 as a lorry park, Cllr O'Brien confirmed that although emergency legislation gives the Government permission to build lorry parks, there are currently no plans to build any in our district at the current time. If any plans are put forward, the District Council and Town and Parish Councils would be consultees. The emergency legislation does not give permission for building in the South Downs National Park which would still have to go through the normal planning process.
 - In response to a query raised by Cllr Hazell regarding concerns from residents regarding the pond near Drove Park in Newhaven which is full of bull-rushes and very overgrown with no ducks, Cllr O'Brien has made enquiries and District Councillor Carr has confirmed she is dealing with this and will contact the Chairman directly with an update.
 - District Councillor Johnny Denis gave the following update:
 - Regarding the proposed lorry parks, the recent works done at Newhaven Port increased the available space to perform the extra checks within the port area which should hopefully mean that extra lorry parking is not required.
 - The District Council have been working on the equality plan which he is happy to share in due course.

- SHPC 20-072** **7. Planning Applications**
 Councillors considered the following application:
 LW/20/0463 | Single storey rear extension | 7 South View Terrace Heighton Road South Heighton East Sussex BN9 0JL
 It was **RESOLVED** to present no objection to the application.
- SHPC 20-073** **8. The Hollow**
- 8.1. Monthly Play Inspection**
 Members reviewed the latest play inspection report. The only new issue raised is the removal of the small play bouncer which is broken and has been removed by Councillors for safety. It was **RESOLVED** for the Clerk to obtain quotes for the repair of the play bouncer.
- 8.2. Denton and South Heighton Junior Football Club**
 Members received an update from Cllr Gravenor who has met with DaSHJFC three times. The current licence has been reviewed with the club and was found to contain some contradictions and be prohibitive to working together. The following amendments were discussed:
- To reduce the licence term from 10 years to a 2 year rolling contract.
 - To potentially reduce the licence area to remove the area used for the annual bonfire.
 - To clarify out-of-season bookings and to streamline the process for these bookings.
 - To increase the annual licence cost.
- Cllr Gravenor will continue discussion with the club and will present the full proposal and recommendations for approval by the November meeting.
 Members **NOTED** the update.
- 8.3. Tree Work**
 Members received an update from the Chairman. The overgrown willow trees at the Hollow require assessment for potential pollarding to avoid issues in high winds over the winter. It was **RESOLVED** for the Clerk to contact Glynde Estates and additional tree surgeons to obtain costs for pollarding the affected trees.
- 8.4. Fly-Tipping**
 The Chairman updated Members that Cllrs Hitchcock, Turner and Julian tidied up a fly-tip which had been scattered over the verge and road at the Hollow. This has been reported to Neighbourhood First for removal.
 Members **NOTED** the update.
- 8.5. Vandalism to play hut**
 The Chairman updated Members regarding a generous donation from Londis Newhaven who, following an update on social media regarding the vandalism of the playhouse roof, have kindly donated £500 for its repair. The Chairman has been in contact with some organisations regarding vandal-proof roofing and has a meeting arranged in the coming week.
 It was **RESOLVED** for the Clerk to send a letter of thanks from the whole Council to Londis Newhaven for their generous donation.
- 8.6. Water Fountain**
 The Clerk updated Members regarding the water fountain which has been switched off since March. The Clerk has reported the leak and missing screws to the providers who will be attending site to repair.
 It was **RESOLVED** to keep the water fountain switched off to help reduce the spread of covid-19. The Clerk will prepare signs confirming the fountain is out of use.
- SHPC 20-074** **9. Accidents at the junction of the A26 and Avis Road**
 Members received an update from Cllr Twaits who is concerned about the accidents at the A26/Avis Road junction. The Chairman suspended standing orders to enable District Councillor O'Brien to speak who confirmed that a safety review is underway and Cllr Denis has contacted Highways England to progress this. The Chairman resumed standing orders. Cllr Twaits will contact District Councillor Macleod and County Councillor Grover for further information and will report back at a future meeting.
 Members **NOTED** the update.
- SHPC 20-075** **10. Bench**
 Cllr Lo Fan Hin has received a request from a local resident to take on the old Council bench that has been in his garage for 2 years. The bench is unsuitable to donate to an organisation due to its age and disposal would represent a cost the Council.
 It was **RESOLVED** to pass the bench onto the resident.

- SHPC 20-076 11. Wreath**
It was **RESOLVED** to approve the purchase of a remembrance day wreath at a maximum cost of £25 to be deducted from the Chairman's Allowance. Cllr Hazell will order from the British Legion.
- SHPC 20-077 12. Christmas Tree and event**
Cllr Hazell proposed that, in the light of the ongoing social distancing restrictions, and to protect the local community, the Christmas carol event should not take place this year but the tree on the Village Green should still be purchased and erected.
It was **RESOLVED** to purchase a Christmas Tree at a maximum cost of £150.
- SHPC 20-078 13. Newsletter**
It was **RESOLVED** to distribute a winter newsletter at a maximum cost of £150. A draft version will be put together by Cllr Lo Fan Hin and the Clerk for approval at the October meeting.
- SHPC 20-079 14. Councillor Meeting Attendance**
Members unanimously **RESOLVED** to accept the reasons for Cllr Turner's apologies for absence for non-attendance to meetings since the covid-19 pandemic and acknowledged his continuing active work as a Councillor.
- SHPC 20-080 15. Meeting location**
It was **RESOLVED** to continue virtual meetings until the end of the year as advised by the National Association of Local Councils and the Government and to approve a Zoom subscription for October and November 2020.
- SHPC 20-081 16. Finance**
16.1. Payments since last meeting
The Council reviewed the list of payments to be paid for September 2020 and payments to be ratified since the last meeting as detailed below:

Payee	Product/Service	Amount
Mr P Julian	Ratification of reimbursement for payment to Easy Internet Solutions for web domain hosting for 1 year 15/08/20-14/08/21)	£59.99
Mrs S Mills	Ratification of Clerk salary payment for August 2020	£335.11
Lewes District Council	Dog Bin Emptying 01/07/20-30/09/20	£280.80
Lewes District Council	Monthly Play Inspection for August 2020	£18.00
Lewes District Council	Monthly Play Inspection for September 2020	£18.00
Lewes District Council	Dog Bin Emptying 01/10/20-31/12/20	£280.80
Lewes District Council	Monthly Play Inspection for October 2020	£18.00
South Highton Village Hall	Hall Hire 2019/2020	£80.00
Mrs S Mills	Reimbursement for payment to Easy Internet Solutions for domain name renewal for 1 year from 09/08/20 - 08/08/21.	£8.39
Mrs S Mills	Reimbursement for payment of McAfee Anti-Virus for 1 year at a cost of £25 (full price is £49.99 to be shared with Glynde and Beddingham PC)	£25.00
Mrs S Mills	Reimbursement for payment to Zoom for 1 month virtual meeting subscription for September 2020 at a cost of £7.19 (full price is £14.39 to be shared with Glynde and Beddingham PC)	£7.19
Mrs S Mills	Reimbursement for Parish Council Mobile Phone costs for August and September 2020 at £3 per month (full price is £6 per month to be shared with Glynde and Beddingham PC).	£6.00
Mrs S Mills	Clerk salary payment for September 2020	£335.11
Total:		£1,472.39

It was **RESOLVED** to approve payments totalling £1,472.39 and to authorise Cllrs Julian and Hazell to sign the cheques.

Members **NOTED** the following receipts:

Payee	Product/Service	Amount
Londis Newhaven	Donation for repair of play house roof	£500.00
Newhaven Town Council	Delivery of Newhaven Matters	£100.00
Lewes District Council	Precept 2020-2021 Payment 2 of 2	£6,188.00
Total:		£6,788.00

16.2. Internet Banking

The Clerk updated Members that the bank mandate forms to add Cllrs Gravenor, Hitchcock and Twaits as signatories to the Parish Council Bank Accounts have been submitted to the Council's banking provider. The Clerk, in her capacity as Responsible Financial Officer, proposed that, once the new signatories have been agreed, the Council considers moving to Internet Banking. This can be done with the council's current banking provider and will still require 2 signatories to sign off payments.

It was **RESOLVED** for the Clerk to prepare the forms to allow the Council to pay invoices online once the new signatories have been approved. The Clerk will review the Council's Standing Orders and Financial Regulations for any required changes and will prepare an internet banking process for approval by the Council at a future meeting once the forms are ready to be signed.

SHPC 20-082 17. Parish Councillor Update and items for future agendas

- Cllr Hitchcock made the following updates:
 - Members of the public have reported that a refreshment vehicle was serving members of the public within the Hollow grounds last weekend during the football training. Cllr Gravenor will raise with DaSHJFC and report back at the next meeting.
 - Provided an update on the Lewes District Association of Local Council's virtual meeting which took place yesterday.
 - Has received complaints from residents regarding Artwave parking and lack of access for emergency services vehicles. The Clerk will address with the organisers and Cllr Twaits will speak with County Councillor Grover regarding possible parking restrictions at future Artwave events to discourage dangerous parking. District Councillor O'Brien offered assistance with any further issues.
- Cllr Gravenor made the following updates:
 - Has been made aware that Sussex Soccer have been using the Hollow for football matches. Cllr Gravenor will be speaking with the group to confirm that organised matches must be approved by the Parish Council.
 - Rights of Way Project – Cllr Gravenor has had two virtual meetings with the Sussex Don't Lose Your Way group. ESCC investigations on applications are taking longer due to covid-19. There are two potential historic unregistered rights of way that have been raised by residents, both have had previous claims and section 31 notices which Cllr Gravenor is obtaining. Cllr Gravenor requested a future agenda item to propose the formation of a temporary committee of the Council to review the proposed routes and to submit applications to register them as rights of way.
- Cllr Twaits – District Cllr Macleod was looking for volunteers to undertake training for Community Speedwatch; Cllr Twaits has completed the online training and will be setting up a Community Speedwatch initiative within the village.
- Cllr Hazell – Newhaven Town Councillor Carr made an enquiry about the bus shelter on Avis Road which requires replacing at a cost of £9,000. This was bought by South Highton Parish Council in 1989 as a gift but isn't actually in the Parish. The Clerk will speak with Newhaven Town Council to confirm options to bring before the Council at a future meeting.

SHPC 20-083 18. Date and location of next Council Meeting

It was **NOTED** that the next Virtual Ordinary Meeting of the Council will be on Tuesday 20th October 2020 at 7.00 p.m.

The meeting ended at 8.10pm

Signed:

Date:

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