

**MINUTES OF THE VIRTUAL SOUTH HEIGHTON PARISH COUNCIL MEETING  
HELD ON TUESDAY 20<sup>th</sup> October 2020 at 7.00 p.m.**

**Present:** Councillors P Julian (Chairman), D Gravenor, G Hazell, S Hitchcock, S Lo Fan Hin, A Turner, D Twaits.  
**Absent:** None  
**In Attendance:** S Mills (Parish Clerk)

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**SHPC 20-084 1. Public Participation**

There was 1 member of the public present. Mr Penaluna, as the applicant, spoke in favour of planning application LW/20/0659 to be considered under item 7. Mr Penaluna also spoke regarding the blocking of an unregistered footpath behind Tarring Close. Cllr Gravenor confirmed that this footpath forms part of a Section 31 notice and an unsuccessful attempt to claim it has previously been made outside of the Council. The footpath is on the list of unregistered rights of way currently being looked at by the council under the Rights of Way Project and Cllr Gravenor asked Mr Penaluna or any resident with any information regarding this footpath's existence to forward this via the Clerk to be added to the evidence file for this right of way.

**SHPC 20-085 2. Apologies**

There were no apologies to note.

**SHPC 20-086 3. Declarations of Interest**

Cllr Gravenor declared an interest in item 9 as the applicant is closely related to him. It was **RESOLVED** that Cllr Gravenor will not take part in any discussions or decisions regarding agenda item 9.

**SHPC 20-087 4. Minutes**

The Minutes of the meeting held on 15<sup>th</sup> September 2020, circulated prior to the meeting, were **AGREED** and signed by the Chairman as a true record.

**SHPC 20-088 5. Chairman's Announcements**

The Chairman welcomed everybody to the meeting and made the following announcements:

- Thank you to Cllr, Hitchcock and local resident Mr Johnson for helping to tidy up the hollow playground and recreation ground. The Clerk will send a letter of thanks to Mr Johnson.

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**SHPC 20-089 6. District/County Councillor/MP Reports**

Maria Caulfield MP sent apologies for not being able to attend the meeting as she is busy in parliament and asked for any issues requiring her input to be forwarded to her. District Councillors O'Brien and Denis sent apologies for not being able to attend the meeting and provided the following update:

- District Councillor Emily O'Brien has been busy with the Governments proposals on planning reform and preparing a robust response from the District Council. First steps have been taken towards launching a new local plan which will look wider than housing to take into account other land use such as commercial and employment sites or renewable energy. Cllr O'Brien has written to the County Council to ask them to review their approach to potholes to take into account the impact on residents of noise and vibrations and not just depth. The response was disappointing and Cllr O'Brien will continue to pursue this.
- District Councillor Johnny Denis has been pursuing change in the accountability of the Sussex Safer Roads Partnership to give towns and parishes a voice and is following up a reform of policy through the SSRP which would see them adopt a tighter approach to speeding with greater enforcement and less leeway.

**SHPC 20-090 7. Planning Applications**

Councillors considered the following application:

LW/20/0659 | Demolition of existing double garage and erection of 1x two-bedroom dwelling with associated landscaping, off road car parking and cycle parking | Land To The Rear Of 6-12 Tarring Close South Heighton East Sussex

It was **RESOLVED** to submit a neutral response to the application.

- SHPC 20-091** **8. The Hollow**
- 8.1. Monthly Play Inspection**  
There have been no updated play inspection reports received since the last meeting.
- 8.2. Safety Review of Multi Unit**  
The Clerk reported that a child has fallen from the wooden bridge of the large climbing unit and broken their arm; Councillors pass their best wishes to the child and hope that they are recovering. The unit has been in place since 2004 and was refurbished as part of the Hollow playground project in 2018.  
It was **RESOLVED** to undertake a safety review of this piece of play equipment in relation to the risk of falling and age/height recommendations. The Clerk will contact the District Council play inspection team and the original manufacturers and will prepare a sign advising of the age range for this particular piece of play equipment to be placed close to the play unit; the Clerk will report back to Council on the outcome of the safety review.
- 8.3. Denton and South Heighton Junior Football Club**  
Cllr Gravenor reported that there is a meeting this Saturday and report will be provided at the next meeting.  
Members **NOTED** the update.
- 8.4. Tree Work**  
The Clerk updated that she is liaising with Glynde Estates as the land-owners to obtain their advice regarding tree work required.  
Members **NOTED** the update.
- 8.5. Fly-Tipping**  
The Chairman updated that the fly-tipping hotspot is monitored by Councillors every morning and there have been no incidents of fly-tipping in the last few weeks. The Chairman will continue to monitor and report future incidents.  
Members **NOTED** the update.
- 8.6. Vandalism to play hut**  
Members received an update from the Chairman confirming that the play hut is ready to be re-roofed thanks to a generous donation from Londis Newhaven and Independent Roofing.  
It was **RESOLVED** to approve the installation at a cost of £180 and for the Clerk to prepare a press-release thanking Londis and Independent Roofing.
- 8.7. Broken Play Bouncer**  
Members reviewed quotes received for the repair of the play bouncer.  
It was **RESOLVED** to approve the repair at a cost of £210.
- SHPC 20-092** **9. Coffee Hut Application**  
Members reviewed a request to site a mobile coffee hut at the Hollow.  
It was **RESOLVED** to agree in principal to the application and to invite the applicant to speak at the next meeting to answer queries regarding the proposal and for formal consideration.
- SHPC 20-093** **10. Bus Shelter**  
The Clerk reported that she had been in contact with the Clerk at Newhaven Town Council regarding transferring ownership of the bus shelter on Avis Road, which sits within the Newhaven boundary, from the Parish Council to the Town Council. The NTC Clerk is raising this with the their Planning and Development committee and will report back.  
Members **NOTED** the update.
- SHPC 20-094** **11. Newsletter**  
The Clerk updated that the newsletter has not yet been finalised but will be completed by the next meeting.  
Members **NOTED** the update.
- SHPC 20-095** **12. Finance**
- 12.1. Financial Update**

Members received an update on the status of the Parish Council's finances for Q1-Q2 (1<sup>st</sup> April – 30<sup>th</sup> September 2020) and reviewed the bank reconciliation, bank statements, detailed payments and accounts, unpresented cheques and working cashbook.

Members **NOTED** the update and authorised Cllrs Julian and Hazell to sign the bank reconciliation and documentation as presented.

## 12.2. Budget Review

Members reviewed the 2020-2021 budget spend-to-date, forecast to the end of the current financial year and reviewed a provisional forecast for the next financial year (2021-2022).

It was **RESOLVED** to make the following amendments:

- Change the name of 'Room Hire' to 'Room Hire/Virtual Meetings'
- Change the name of 'Website' to 'Website, Anti-Virus and Office 365'
- Increase the forecast spend under 'Website, Anti-Virus and Office 365' to £125 for the 2021-2022 budget.

## 12.3. 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
Mrs S Mills	Clerk salary payment for October 2020	£335.11
Lewes District Council	Monthly Play Inspection for November 2020	£18.00
Mrs G Hazell	Reimbursement for purchase of remembrance day wreath to be deducted from Chairman's Allowance.	£19.25
Mrs S Mills	Clerk expenses: Reimbursement for Zoom subscription for October £14.39; Mobile Phone for October £3 (shared with GBPC); Microsoft 365 Office and Cloud Storage for 1 year £39.99 (shared with GBPC).	£57.38
<b>Total:</b>		<b>£429.74</b>

It was **RESOLVED** to approve payments totalling £429.74 and to authorise Cllrs Julian and Hazell to sign the cheques except for the cheque to Cllr Hazell which will be signed by Cllr Lo Fan Hin.

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## 13. Parish Councillor Update and items for future agendas

- Cllr Turner gave the following update:
  - Planted two trees at the Hollow last week and cleared a substantial amount of wood from the football pitch.
  - Raised an issue of increased dog walkers using the Hollow disregarding the no dogs sign.
- Cllr Gravenor gave the following update:
  - Raised regarding emails from tree wardens regarding tree planting. The Clerk will respond to the tree wardens and refer them to Highways England for permission.
  - Raised regarding street lights energy, LED upgrades and possible grants and reduction of street light hours. The Clerk will investigate and add to a future agenda for consideration.
  - Newhaven Chamber of Commerce are running free Business Webinars free, agreed this will be added to the South Highton Facebook Page.
- Cllr Hazell gave the following update:
  - The remembrance wreath has been purchased.
  - The Christmas tree will be collected on 28<sup>th</sup> November.

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## 14. Date and location of next Council Meeting

It was **NOTED** that the next Virtual Ordinary Meeting of the Council will be on Tuesday 24<sup>th</sup> November 2020 at 7.00 p.m.

The meeting ended at 8.20pm

**Signed:**

**Date:**

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