

South Heighton Parish Council

parishcouncil@southheighton-pc.org.uk • 07432 478247 • www.southheighton-pc.org.uk

Chairman: Cllr Paul Julian • Clerk: Steve Carter, 84 Barnett Road, Brighton BN1 7GH

Present: Councillors P Julian – (Chairman) G Hazell, S Hitchcock, B Skinner
In Attendance: S Carter (Parish Clerk). One member of the public present to introduce item 4

Minutes of Council Meeting 8th March 2022

SHPC 22-43.	1.	Public Participation
SHPC 22-44.	2.	Acceptance of apologies for absence The Clerk advised that apologies had been received from; Cllr A Turner- (Vice- Chairman), Cllr D Twaits, Cllr Emily O'Brien, Cllr Johnny Denis and Ms M Caulfield
SHPC 22-45.	3.	Declarations of Interest There were no Declarations of Interest at this stage.
SHPC 22-46.	4.	South Downs National Park Project Ouse Valley Climate Action – funded by the National Lottery, there is no financial commitment for South Heighton Parish Council. The project is completing its development year – and is now to request funding for the main project delivery. The project area starts at Barcombe Mills and follows the River Ouse to the Sea also including Peacehaven, Newhaven and Seaford .The bid is for 2.3M to complete projects in the area, including: 1. Projects to create green corridors across and between communities and connections to the wider countryside and National Park , 2. Projects to enhance wellbeing, knowledge and skills, 3. Reducing emissions, sustainable energy and transport, 4. Projects to ensure a legacy It was RESOLVED to support the principles of the project.
SHPC 22-47.	5.	Approval of Minutes The minutes of the Council Meeting held on 8 th February 2022 were signed with no amendment
SHPC 22-48.	6.	Chairman's Announcements <ul style="list-style-type: none"> ○ Chairmans meeting attended – two main areas of concern; a)there is a shortage of Parish Clerks, and b) ESCC not filling pot holes, ○ Glynde estates are taking down ash trees at The Hollow due to Ash Dieback– request made to keep the sections in bigger chunks to avoid risk of being moved prior to formal removal
SHPC 22-49.	7.	District/County Councillor Reports Cllr Emily O'Brien / Cllr Johnny Denis- • We are all very shocked by Ukraine situation and council doing everything we can to encourage a more compassionate approach re Ukrainian refugees & support for them via councils with respect to housing etc. • Council budget- focus on fairness including council tax reduction scheme for those on lowest income plus a £500k hardship scheme. •Councillors to encourage people to sign up to pay council tax by direct debit if they can – it means those eligible will get their £150 rebate coming soon for cost of living crisis automatically – otherwise people have to apply •Budget included major investment in housing stock, parks, green spaces and toilets •Cllr Denis very busy with his cabinet role especially given the above focus in budget •Cllr O'Brien still very active on planning issues and the quality of water in our rivers and seas. Ms Maria Caulfield - Storm Eunice – some residents left without power for a number of days following Strom Eunice, Ms Caulfield in close contact with UK Power Network throughout, helping the vulnerable / pushing for updates and support. Payments expected for anyone cut off for an extended period of time. UK Power Network should contact directly if eligible - Contact Ms Caulfield if you have any trouble accessing this or see claim form online at: https://forms.ukpowernetworks.co.uk/power-cut-payment-form

		<p>Dentist Appointments - Ms Caulfield understands concerns regarding access to Dentist Appointments. Anyone struggling to get a space at a dentist’s surgery, should try calling 111 for advise regarding a local dentist with space. If advised that no local dentists have space get in touch with Ms Caulfield who will raise this with the local Clinical Commissioning Group. The Government has recently invested £50million to help access to appointments.</p> <p>Extra Support for East Sussex Schools - Schools in East Sussex will receive extra support as one of 55 new Education Investment Areas under plans to Level Up education for disadvantaged children and young people across England. This includes funding to help schools retain teachers and priority for new specialist sixth form free schools to give talented children from disadvantaged backgrounds the highest standard of education. The Government is targeting investment and support– helping to level up education standards, and children fulfil potential.</p> <p>£1.1m funding boost for local authorities for Domestic Abuse Victims – ESCC to receive £1,072,232, Lewes District Council £32,867 and Wealden District £32,381, giving a total of £1,137,480. Domestic abuse is a horrific crime, and we must do everything we can to help victims recover and rebuild their lives. I am pleased the Government is giving additional funding to both District Councils and the County Council in my Lewes constituency to help local victims of abuse and their children start again with better services such as healthcare, social workers and benefits.</p> <p>Support for Household energy costs in Lewes - plans from the Government will mean 34,145 households across Lewes District are set to be supported with a £150 non-repayable cash rebate for homes in Council Tax bands A-D helping both lower and middle-income families. This is as well as a £200 ‘smoothing’ rebate on energy bills for all households, to be paid back over the next five years at £40 per year – starting from April 2023.</p> <p>Licence fee Freeze - Ms Caulfield backing plans to freeze the BBC License fee at £159 until 2024 and then rise in line with inflation for the following four years.</p>
SHPC 22-50.	8.	<p>Parish Councillor Reports</p> <p>8.1 Cllr Hitchcock - Two local Farmers have re-fenced part of the field by Heighton Road, opposite Port View, kindly leaving space to allow dog walkers to get in. LDALC meeting: community safety being discussed, further work progressing with electric scooters due to their being illegal, for use on public highways and the lack of electric vehicle charging points. Trevor Leggo has advised he is a conduit to ESCC and may be of use for the Avis Way project.</p> <p>Cllr Hazell – Day Group are donating a bench seat to be placed on the village green to commemorate the Queens Platinum Jubilee, this commemoration seat will have the official, licenced Jubilee logo and an inscription stating it was presented by Day Group for the community.</p> <p>The HMS Forward Tunnels have been broken in to. We are awaiting further information from the owner.</p> <p>8.2 – Street Lighting Contract – no update</p>
SHPC 22-51.	9.	<p>9. Clerk Items</p> <p>9.1. Outstanding Items Carried Forward from Previous Minutes –</p> <p>9.1.1. SHPC-21-0149 - Bench for Village Green – awaiting the Spring for installation</p> <p>9.2. Clerk Matters</p> <p>9.2.1. The updates to the Risk Register were reviewed and it was RESOLVED that the update to be accepted and signed off</p> <p>9.2.2. Annual Parish Meeting - to 17/5/22 6:30pm - The Clerk has written to Denton Hall requesting use for this meeting. The Clerk has had positive support for the meeting from Neighbourhood First, Sussex Police and East Sussex Fire and Rescue Service.</p> <p>9.2.3. Annual Council Meeting – 03/05/22 – 7pm followed by normal council meeting</p> <p>9.2.4. Meeting Dates for Next Municipal year - it was resolved to accept the Meeting dates for the next financial year as... 14/06/2022, 12/07/2022, 09/08/2022, 13/09/2022, 18/10/2022, 08/11/2022, 10/01/2023, 07/02/2023, 14/03/2023, 11/04/2023</p> <p>9.2.5. Clerk Matters–ESALC has advised that they are running several training courses - councillors interested in attending to advise the clerk</p> <p>9.2.6. Clerk Annual Leave – on minutes to monitor The Clerk is entitled to 21.7 days Annual Leave up to 31/3/22 – 12.7 Days remaining. The Clerk has booked leave in 2022: 25/04/22 – 29/04/22, 09/05/22 – 13/05/22, 23/06/22 – 01/07/22, 11/10/22 – 14/10/22 It was resolved in the</p>

		February 2022 meeting to permit any unused leave at year end as a one off – Clerk to update annual leave forms to reflect carry forward amount.
SHPC 22-52.	10.	<p>10. 2020-21 Internal Audit Carried out by MULBERRY & CO 29/04/21</p> <p>10.1. It was RESOLVED to accept the 2020/21 Audit report</p> <p>10.2. There were no further actions arising</p>
SHPC 22-53.	11.	<p>11. Planning</p> <p>11.1. No planning items to discuss</p>
SHPC 22-54.	12.	<p>12. South Heighton Parish Council Spring Newsletter</p> <p>12.1. It was RESOLVED that a Spring newsletter will be produced – Cllr’s to discuss ownership and to undertake preparation for proof reading next meeting</p>
SHPC 22-55.	13.	<p>13. The Hollow Play Area</p> <p>13.1 Monthly play inspections report - two new items reported -</p> <p>13.2 Update on improvement actions</p> <p>13.2.1 filling required areas with earth – outstanding</p> <p>13.2.2 Removal/Repair of Log Benches – outstanding</p> <p>13.2.3 Removal of “steel” in ground by play hut – Cllr Hitchcock has a generator and is planning to contact Cllr Twaits to meet to move forward re removal and use of a “breaker”</p> <p>13.3 New Aeroplane/Activity for smaller children - not moved forward</p> <p>13.4 Repair and Re-instatement of Water Fountain – Cllr Hazell to pursue quotations</p>
SHPC 22-56.	14.	<p>14. D.A.S.H. Football Club Contract</p> <p>14.1. Licence – Cllr Hitchcock has begun early stage discussions</p>
SHPC 22-57.	15.	<p>15. Personnel Committee</p> <p>The Chairman and Vice Chairman met with the Clerk, 13:00 Thursday 10/02/22 for a performance review/appraisal.</p> <p><i>Cllr Hazel advised the meeting of her relationship to the Clerk by a marriage and took no further part in this item.</i></p> <p>15.1 Cllr Turner had submitted a proposal to the Council regarding Clerk hours of employment and rate of pay.</p> <p>15.2 The Clerk left the room – it was RESOLVED to end the Clerk’s probation period, to move from 5 to 6 hours a week, and to salary spine point 24 as per recommendation</p> <p>The Clerk re-joined the room</p>
SHPC 22-58.	16.	<p>16. Queens Platinum Jubilee – June 2022</p> <p>16.1 National Association of Civic Officers) Tree Planting Day - Friday 11 March – no action due to lateness information</p> <p>16.2 The Queens Green Canopy – Cllr Hitchcock to seek advice on tree species and report back</p> <p>16.3 Update from Village Jubilee Committee – Cllr Hazel – Meetings progressing, big thanks to Veolia donation for £700 and ideverde donation for £200. Cllr Hazel has also worked with several local businesses who have provided some raffle prizes.</p> <p>16.4 With reference to the generous donations towards the Jubilee activities, It was RESOLVED that;</p> <ul style="list-style-type: none"> • South Heighton Parish Council will control the spending of the £900 donated to the council in support of the jubilee by ideverde and Veolia, • that spending up to the £900 by the jubilee committee is approved in advance to be released as required with anything remaining being returned pro-rata to the sponsors, • this donation will also be used to fund Tea/Coffee/Cream Teas’ etc which will be served/managed by Cllr Hazel, • that the preferred method of managing expenditure is for the supplier to invoice the council, where this is not possible payment will be made by bank transfer within one week (or as soon as possible after) of a receipt being received by the Clerk (preferably scanned in to an email), • all transactions will be presented to Council Meetings as part of financial reporting.
SHPC 22-59.	17.	<p>Denton Challenge</p> <p>It was RESOLVED to permit the placing of a banner on fencing at the Hollow to advertise the Denton Challenge this year.</p>
SHPC 22-60.	18.	<p>18. Avis Road Traffic Project –</p>

		<p>18.1 A number of locally impacted organisations have been contacted and are very supportive. Cllr Skinner taking to the April NTC meeting after which the paper will be re-issued.</p> <p>18.2 ESCC have offered the opportunity for an SLR meeting to begin discussions regarding this and any other issue. Clerk has requested a meeting later in June at Ringmer and is chasing a response.</p>																																	
SHPC 22-61.	19.	<p>Fund Raising Committee Update Deferred to next month</p>																																	
SHPC 22-62.	20.	<p>20. Finance 20.1. Payments and Receipts It was resolved to approve the payments for March, and receipts noted as follows:</p> <p>PAYMENTS</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Product/Service</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Lewes District Council</td> <td>Period 01/03/2022 to 31/03/2022 Monthly Play Area Inspections Recharge</td> <td>£ 18.00</td> </tr> <tr> <td>S Carter</td> <td>Clerk expenses - office allowance for 1 quarter's 24/10/21-23/01/22 at £20/quarter Reimbursement for purchase of Printer Paper £6.10 Total = £26.10</td> <td>£ 26.10</td> </tr> <tr> <td>S Carter</td> <td>Clerk Salary for Mar 2022</td> <td>£ 229.47</td> </tr> <tr> <td>S Carter</td> <td>Payment to HMRC to cover 3 months Clerk Tax Payment @£57.40/month - no invoice available but payslips available</td> <td>£ 172.20</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>£ 445.77</td> </tr> </tbody> </table> <p>RECEIPTS</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Product/Service</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>VAT Reclaim 1/1/21-31/12/21</td> <td>£ 869.68</td> </tr> <tr> <td>Newhaven Town Council</td> <td>Payment of £100 for delivery of Newhaven Matters</td> <td>£ 100.00</td> </tr> <tr> <td>Veolia</td> <td>Payment of £700 as donation towards South Heighton Queens Jubilee Celebrations</td> <td>£ 700.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>£ 1,669.68</td> </tr> </tbody> </table> <p>20.2. VAT Payment, It was noted that South Heighton Parish Council's application for a refund of VAT had been processed and the sum of £869.68 received and identified on the recent bank statement.</p> <p>20.3. Audit Update 2021-22 Annual Audit is scheduled for 6th May 2022</p>	Payee	Product/Service	Amount	Lewes District Council	Period 01/03/2022 to 31/03/2022 Monthly Play Area Inspections Recharge	£ 18.00	S Carter	Clerk expenses - office allowance for 1 quarter's 24/10/21-23/01/22 at £20/quarter Reimbursement for purchase of Printer Paper £6.10 Total = £26.10	£ 26.10	S Carter	Clerk Salary for Mar 2022	£ 229.47	S Carter	Payment to HMRC to cover 3 months Clerk Tax Payment @£57.40/month - no invoice available but payslips available	£ 172.20	Total:		£ 445.77	Payee	Product/Service	Amount	HMRC	VAT Reclaim 1/1/21-31/12/21	£ 869.68	Newhaven Town Council	Payment of £100 for delivery of Newhaven Matters	£ 100.00	Veolia	Payment of £700 as donation towards South Heighton Queens Jubilee Celebrations	£ 700.00	Total:		£ 1,669.68
Payee	Product/Service	Amount																																	
Lewes District Council	Period 01/03/2022 to 31/03/2022 Monthly Play Area Inspections Recharge	£ 18.00																																	
S Carter	Clerk expenses - office allowance for 1 quarter's 24/10/21-23/01/22 at £20/quarter Reimbursement for purchase of Printer Paper £6.10 Total = £26.10	£ 26.10																																	
S Carter	Clerk Salary for Mar 2022	£ 229.47																																	
S Carter	Payment to HMRC to cover 3 months Clerk Tax Payment @£57.40/month - no invoice available but payslips available	£ 172.20																																	
Total:		£ 445.77																																	
Payee	Product/Service	Amount																																	
HMRC	VAT Reclaim 1/1/21-31/12/21	£ 869.68																																	
Newhaven Town Council	Payment of £100 for delivery of Newhaven Matters	£ 100.00																																	
Veolia	Payment of £700 as donation towards South Heighton Queens Jubilee Celebrations	£ 700.00																																	
Total:		£ 1,669.68																																	
SHPC 22-63.	21.	<p>Matters Arising in this meeting for inclusion on next agenda not otherwise covered</p> <ul style="list-style-type: none"> • None recorded 																																	
SHPC 22-64.	22.	<p>The next Ordinary Meeting of the Council is on 12th April 2022 at 7pm at The Village Hall.</p>																																	

The meeting closed at 20:38

Signed:

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

Date: