

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 27th February 2017
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, T Bennett, Mrs S Dobson, Mrs W Alexander, R Shing, D Shing, M Falkner (14)

Not Present: -Cllrs E Board (1)
1 member of the public

Minute No.	Subject/Resolution
11994	Opportunity for public comment None
11995	Apologies for absence Cllr E Board (work) <i>D Shing arrived at 7.31pm</i>
11996	Declarations of interest in any items on the agenda None
11997	<p>Minutes of full council Meeting 30th January 2017 Comments were made about the emerging Local Plan and the Town Councils emerging Neighbourhood development plan. Many of the meetings for the current applications had been cancelled awaiting the Wealden Local Plan. A town and district councillor stated that the webcam for the full council meeting (Wealden District Council) was available to view and included the 5 year land supply and the Berwick decision. https://wealden.public-i.tv/core/portal/webcast_interactive/271362</p> <p>It was resolved to accept the minutes of the full council meetings of 30th January 2017 as accurate. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p>
11998	<p>Minutes and Recommendations of Committees and Standing Committees</p> <p>a) Planning Committee 6th February 2017 It was resolved to adopt the minutes and recommendations of the Planning committee of 6th February 2017. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p> <p>b) Finance & Policy Committee 10th February 2017 It was resolved to adopt the minutes and recommendations of the Finance & Policy committee of 6th February 2017. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p>

<p>11999</p>	<p>Working group notes and recommendations</p> <p>a) Buildings and Land working group</p> <p>The reports were noted by all present.</p> <p>It was resolved to adopt the recommendations: To transfer any remaining surplus budget funds for skate park (at year end) to an ear marked reserve for Oakleaf Play Area equipment. (The sum was expected to be around £5207.)</p> <p>To appoint Clifford Dann to carry out the feasibility study for 49/51 High Street at an approximate cost of around £1680 +VAT with additional costs as required. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p> <p>b) Parking working group</p> <p>The report was noted by all present. Councillors commented that there had been a few more meetings and an interim measure was imminent.</p> <p>c) Website working group</p> <p>The report was noted by all present.</p> <p>It was resolved to adopt the recommendation to delegate to the website working group (Cllrs D Dunbar, R Shing, D Watts & Town clerk) to finalise the website, (including finishing the handover and populating the remainder of the site, checking for errors to facilitate the finishing of the website) and as agreed to set up .gov email addresses for the councillors and staff as required. The ongoing maintenance and updating of the site to be delegated to the clerk. For the group to sign off the contract with the contractor once satisfied that the contract is completed. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p>
<p>12000</p>	<p>Reports from representatives for outside bodies</p> <p>a) Changes to representatives and new appointment to sports</p> <p>It was resolved to appoint Cllr Bernie Goodwin as the council's sports representative. VOTE all in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p> <p>b) Polegate Community Association</p> <p>The report was noted by all present.</p>

<p>12001</p>	<p>Mayors report – verbal The Mayor updated the council on the events he had been attending and many parking meetings. He also commented that he was making a donation to the drama group and understood that one of their next plays would be Vicar of Dibley.</p>
<p>12002</p>	<p>Financial Update</p> <p>a) Approval of payments as presented It was resolved to approve the accounts for payments as presented to the value of £4580.98 VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p> <p>b) Barclaycard Statements – already authorised for noting £135.95 It was resolved to accept the Barclaycard statements.</p> <p>c) Income & expenditure accounts, bank reconciliations, Ear Marked Reserves, journals To agree note overspends in some areas not already approved The accounts were noted and it was resolved to accept the variations in the accounts as presented.</p> <p>d) To agree to set aside an ear marked reserve for play equipment from any remaining funds in budget code 4242(playground equipment). The chair of finance explained that funds would be needed for the equipment but that no figures were yet confirmed and therefore a reserve would need to be set aside. A councillor queried the amount and was advised £1800. It was resolved to set aside the remaining budget (up to £1800) from the code 4242 into the ear marked reserve for play equipment. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing</p> <p>e) To agree to set aside the returned funds for the signal box pending the new claim as advised £1000. The report was noted by all present. The chair of finance explained that the claim may not be received prior to the end of year and it would be clearer in the accounts that an ear marked reserve be set aside rather than allowing it to fall into general reserves. Particularly as next year’s budget for grants was reduced. A councillor asked if a timescale could be set. It was resolved to set aside £1000 in an ear marked reserve for the signal box equipment relocation as advised (PADMEC). The funds would need to be spent before the end of the financial year 2017/18 or would return to general reserves</p>

	(pending a further resolution) VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing
12003	Appointment of Internal Auditor It was resolved to appoint Mark Mulberry as the internal auditor. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing
12004	Minor amendment to the Best Garden competition rules It was resolved that the best garden rules would be amended to include: councillors to submit front gardens for shortlisting. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing
12005	Correspondence for action a) Letter requesting to erect a sign (as per letter) on council owned amenity lighting in Aberdale Road, to warn off cyclists using the privately owned area as a short cut for cycling. It was resolved that council give permission for the signs to be erected on the lamp post subject to approval by the clerk and being overseen by the council's maintenance person. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, T Bennett, M Falkner, D Shing
12006	Proposed dates of next cycle of meetings (for approval and noting) Annual Town Assembly 6th March 2017 (7.30pm) Full Council 27th March 2017 Full Council 24th April 2017 Annual Statutory Meeting 22nd May 2016 (Election of Mayor) Full Council 26th June 2017 Full Council 31st July 2017 Full Council 25th September 2017 Preliminary budget meetings October TBA Full Council 30th October 2017 Full Council 27th November 2017 (initial budgets) Full council 11th December 2017 Budget and precept agreements Full Council 8th January 2018 precept and budget 2018/19 final

The meeting closed at 8.23 pm

Signed Mayor of Polegate _____

Date _____