

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 30<sup>th</sup> January 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, Mrs S Dobson, Mrs W Alexander, R Shing, D Shing, E Board, M Falkner (14)

**Not Present:** -Cllrs T Bennett (1)

1 member of the public

<b>Minute</b>	<b>Subject/Resolution</b>
<b>11954</b>	<b>Opportunity for public comment</b>
<b>11955</b>	<b>Apologies for absence Cllr T Bennett (personal)</b>
<b>11956</b>	<b>Declarations of interest in any items on the agenda</b> None
<b>11957</b>	<b>Minutes and Recommendations of Personnel Committee Meeting 13<sup>th</sup> January 2017</b> It was resolved to adopt the minutes and recommendations of the personnel committee meeting of 13 <sup>th</sup> January 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, E Board, M Falkner
<b>11958</b>	<b>Working group notes and recommendations</b> a) <b>Buildings &amp; Land Working group 9<sup>th</sup> December 2016 and 13<sup>th</sup> January 2017</b> It was resolved to adopt the recommendations of the building and land working group:  <ul style="list-style-type: none"> <li>• Resolved that the clerk is delegated to make the appropriate arrangements to copy the watercolour at an approximate cost of £28 and for an a2 dab graphics lectern with the watercolour lectern sign to be made with Option 2 mild steel at an expected cost of around £554 plus sundry costs for installation and for this to be installed in the meadow (near the picnic benches at the main entrance gate of the meadow). Total cost to be within the budget of £1148.41 and initially expected to be £582 + VAT to come from the Ear Marked Reserves for Brightling Road (528.21) and the remainder to come from the town focal enhancement Ear Marked Reserve (£620.20) (Total reserves £1148.41) the arrangements to be delegated to the clerk to have the watercolour prepared, the lectern made and installed in the Meadow</li> <li>• It was resolved that the specification for the grounds maintenance be amended to have two additional strims added to Cophall allotments.</li> </ul>

- It was resolved that the charge be £100 for a day (hire) if the area is to be hired with exclusive use (larger events) and delegated to the clerk to assess once the event details are known.
- It was resolved that council adopt the hire pack procedure for hiring Brightling Road. It was also recommended that the clerk create a similar document pack for the hire of Wannock recreation field/pavilion.
- It was resolved that any persons/group hiring the field would pay a deposit of £200 to cover any losses from damage and would require insurance to cover the hire period. The cost of hire would be assessed on an event by event basis by the town clerk. This would be returned if there was no damage or once any damage was repaired.
- It was recommended that Mrs A Cottingham be a keyholder at Wannock office and be added as a volunteer to the council's insurance and follow a similar procedure as Mr Wright did for the chambers.

**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, E Board, M Falkner**

*D Shing arrived at 8.06pm*

**b) Parking Working Group 16<sup>th</sup> January 2017**

The report was noted by council.

**c) Principles of development Group (Neighbourhood Plan)  
Recommendation to send the letter of designation to Wealden District Council (from meeting October 2016)**

The report was noted by council. Cllr Board commented that at this stage there would be no financial requirements. A summary of what was expected including having 3 more meetings, drafting a formal document and after March a proposal document for full council to assess. He requested that a special full council be arranged for that meeting. He commented on street furniture and liaising with the town centre steering group to spruce up the town. The potential to have a facility for parking, pedestrians and single lane on street parking and bus issues. He stated that there were many opportunities to make the town centre more appealing.

He commented that at this stage ideas for obtaining the library/community centre may be put forward and what might happen with the development land to the west, mid and North of Polegate. If development had to go ahead it was essential that the development plan influenced how this took place. He indicated the preference for a recreation/open space in the North and the town council creating a Health Community Strategy. He understood that residents may not want development, but that if

	<p>development was accepted it was easier to shape the community, rather than having it forced or scattered. He mentioned the possibilities of having the current council office site developed and release funds to obtain the library site and have a parking facility for the town. It was important to have the plan in place as the Infrastructure Levy could then be used to fund the list of essential infrastructure requirements. As it was obvious that the council could not afford to demolish and redevelop the site, it was important that all of the considerations be carefully assessed for affordability and delivery.</p> <p>Other councillors voiced their concerns about the amount of development going on around Polegate in the surrounding towns and the impact the additional traffic would have on parking and the tow in general. It was also expressed that there was a real possibility that a new railway station (parkway) if that were to go ahead would have a real impact on the town centre and housing. It was agreed that to start the plan and start discussing it at council and with the public was a good starting point to the Neighbourhood Development Plan.</p> <p><b>It was resolved that the letter and accompanying requirements would be sent to Wealden District Council to commence the Neighbourhood Plan process of designation. 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, E Board, M Falkner, D Shing</b></p> <p>The notes from the bins working group from previous months were also attached and noted.</p>
11959	<p><b>Mayors report</b> The Mayor commented briefly on some of the events attended.</p>
11960	<p><b>Minutes of full council Meeting 12<sup>th</sup> December 2016 and 9<sup>th</sup> January 2017</b> <b>It was resolved to accept the minutes of the full council meetings of 12<sup>th</sup> December 2016 and 9<sup>th</sup> 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, E Board, M Falkner, D Shing</b></p>
11961	<p><b>Reports from representatives for outside bodies</b></p> <p><b>a) Wealden Citizens advice (report and verbal update)</b> The report was noted by all present. Funding has now been secured and the council representative would be meeting with the chief executive to discuss the possibility of having Wealden citizen's advice back in Polegate.</p> <p><b>b) Twinning</b> The report was noted by all present. Twinning are desperate for support for fundraising and those who wish to join and be host families and go to the twinned towns.</p> <p><b>c) Hailsham Area Action Plan notes 13<sup>th</sup> December 2016</b> The report was noted by all present.</p>

	<p><b>d) Police liaison – report plus verbal update re speed watch</b>  The report was noted by all present. There is a new Sussex Police Peoples Voice, where you can sign up and complete a survey every quarter. Speed watch and crackdown is being completely overhauled and a brand new website which identified a list of previous offenders to the police. It would also have links to stolen vehicles and be much more streamlined. It would be used for police intelligence purposes. New lower costs devices were now being issued for speed watch, which were smaller and cheaper than the £1500 laser ones. It may be possible that the town council buys its own. They cost £250 each and have to be used on a set date and time.</p>
<p><b>11962</b></p>	<p><b>Financial Update</b></p> <p><b>a) Approval of payments as presented</b>  No payments were approved.</p> <p><b>b) Barclaycard Statements – already authorised for noting £26.90 (Nov), £77.94 (Dec)</b></p> <p><b>It was resolved to accept the Barclaycard statements.</b></p> <p><b>c) Income &amp; expenditure accounts, bank reconciliations, Ear Marked Reserves, VAT Return, journals</b>  To agree note overspends in some areas not already approved  <b>It was resolved to accept the variations in the accounts as presented.</b></p> <p><b>d) Increase for councillors’ expenses code of £200</b>  <b>It was resolved to increase the budget for councillors’ expenses by £200 to the 31<sup>st</sup> March 2017.</b></p> <p><b>e) To adopt the recommendation from the Wealden Parish Remuneration panel and increase the 2017/18 councillors and chairman’s allowance to £387 and £608 respectively and subsistence as per the attached report</b>  <b>It was resolved to increase the budgets for the councillors’ allowances in accordance with the Wealden Parish Remuneration Panel recommendations.</b></p> <p><b>f) To move the funds of £11,454 from the general reserve to the street lighting reserve (335) in preparation for the hand over to ESCC and to resolve to transfer any surplus in the street lighting cost centre to the ear marked reserve for street lighting (335)</b>  <b>It was resolved to increase the Street Lighting Reserve by £11,454 and to move any surplus from the costs codes under street lighting cost centre at the end of the financial year (31<sup>st</sup> March 2017)</b>  <b>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, E Board, M Falkner, D Shing</b></p>
<p><b>11963</b></p>	<p><b>Motion to delegate to the town clerk to make the appropriate arrangements and advertising for the Annual Town Assembly each</b></p>

	<p><b>year, with small refreshments, to be paid from the general reserves in liaison with the Mayor</b></p> <p><b>It was resolved to delegate to the town clerk to make the appropriate arrangements and advertising for the Annual Town Assembly each year, with small refreshments, to be paid from the general reserves in liaison with the Mayor 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, E Board, M Falkner, D Shing</b></p>
<b>11964</b>	<p><b>Motion for the town clerk to set up an official Facebook group for Cophall allotments, (and potentially Gosford allotments) as a way of allotment holders to communicate with each other and also a way of promoting council ideas. To invite Mr H (who has already set up a non-council page) as an admin in addition to the clerk to add content on behalf of allotment holders and useful information on allotments etc. Town clerk to check regularly to make sure all content is ok and in line with the social media policy.</b></p> <p><b>It was resolved to delegate to the town clerk to set up official Facebook pages for Cophall allotments and Gosford allotments) as a way of informing the allotment holders of events and notices. VOTE 13 for 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, M Falkner, D Shing 1 against E Board</b></p>
<b>11965</b>	<p><b>Council to hold a clean-up day in spring in liaison with Wealden District Council and to involve volunteers from the town – to delegate to arrangements to the clerk in liaison with Cllrs D Watts &amp; Ms A Snell.</b></p> <p><b>It was resolved to hold a clean-up day in spring in liaison with Wealden District Council and to involve volunteers from the town – to delegate to arrangements to the clerk in liaison with Cllrs D Watts &amp; Ms A Snell (but that it would not cover areas covered by Wealden District Council’s responsibility). 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, E Board, M Falkner, D Shing</b></p>
<b>11966</b>	<p><b>Motion to delegate to the clerk in liaison with Cllr Dunbar to arrange emergency life support training</b></p> <p><b>a) for councillors (and council staff – in personnel minutes) with Heartstart Eastbourne.</b></p> <p><b>b) Motion to delegate to the town clerk in liaison with Cllr Dunbar to investigate if local shop owners and workers would be interested in attending an emergency life support training session and arrange session(s) as appropriate with Heartstart Eastbourne.</b></p> <p><b>Cost – hire of halls if required (within budget) and training is free, council could look at a donation to Eastbourne Area Community First responders.</b></p>

	<p><b>It was resolved to delegate to the clerk in liaison with Cllr Dunbar to arrange emergency life support training</b></p> <p><b>a) for councillors (and council staff – in personnel minutes) with Heartstart Eastbourne.</b></p> <p><b>b) to delegate to the town clerk in liaison with Cllr Dunbar to investigate if local shop owners and workers would be interested in attending an emergency life support training session and arrange session(s) as appropriate with Heartstart Eastbourne. The cost to hire of halls if required (within the budget) and training is free</b></p> <p><b>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, E Board, M Falkner, D Shing</b></p>
<p><b>11967</b></p>	<p><b>Request from resident and supported by Tree Warden (Tim Saunders) to plant 4 donated (free) saplings in the location suggested by the tree warden on council land. (Meadow – woodland fringes and boundary near the model railway</b></p> <p><b>It was resolved to accept the donation of the 4 saplings and to delegate to the clerk in liaison with the Tree warden, Tim Saunders to accept the saplings and arrange planting in the Meadow fringe areas. 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, E Board, M Falkner, D Shing</b></p>
<p><b>11968</b></p>	<p><b>Proposed dates of next cycle of meetings (for approval and noting)</b></p> <p><b>Full Council 27<sup>th</sup> February 2017</b></p> <p><b>Annual Town Assembly 6<sup>th</sup> March 2017 (7.30pm)</b></p> <p><b>Full Council 27<sup>th</sup> March 2017</b></p> <p><b>Full Council 24<sup>th</sup> April 2017</b></p> <p><b>Annual Statutory Meeting 22<sup>nd</sup> May 2016 (Election of Mayor)</b></p> <p><b>Full Council 26<sup>th</sup> June 2017</b></p> <p><b>Full Council 31<sup>st</sup> July 2017</b></p> <p><b>Full Council 25<sup>th</sup> September 2017</b></p> <p><b>Preliminary budget meetings October TBA</b></p> <p><b>Full Council 30<sup>th</sup> October 2017</b></p> <p><b>Full Council 27<sup>th</sup> November 2017 (initial budgets)</b></p> <p><b>Full council 11<sup>th</sup> December 2017 Budget and precept agreements</b></p> <p><b>Full Council 8<sup>th</sup> January 2018 precept and budget 2018/19 final</b></p>

The meeting closed at 9.22 pm

Signed Mayor of Polegate \_\_\_\_\_

Date \_\_\_\_\_