

**UNADOPTED
POLEGATE TOWN COUNCIL**

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

Present: Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing (11)

Not Present: Cllrs D Murray, Mrs S Dobson, R Shing, T Bennett (4)
1 member of the public

Minute No.	Subject/Resolution
12235	Opportunity for public comment No one wished to speak
12236	Apologies for absence Cllrs D Murray, Mrs S Dobson, R Shing, T Bennett
12237	Declarations of interest in any items on the agenda Cllr D Shing, S Shing (County Cllrs) minutes 12245, 12246 and minutes 12239 (f) (non-prejudicial)
12238	To approve the minutes of full council 30th October 2017 It was resolved to accept the minutes of full council 30th October 2017 as a true and accurate record. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing
12239	Minutes and Recommendations of Committees, working groups and Standing Committees a) Finance & Policy Committee minutes of 17th November 2017 The meeting closing time was amended to 9.03 am It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee minutes of 17th November 2017 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing b) Planning Committee Minutes of 6th November 2017 It was resolved to adopt the minutes and recommendations of the Planning Committee of 6th November 2017 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing

	<p>c) Personnel Minutes 23rd November 2017 <i>Withdrawn not yet available</i></p> <p>d) Buildings and Land working group meeting of 3rd November 2017 including recommendations for full council discussion and approval</p> <p>The report was noted by all present. A Comment was made on the public toilets. The clerk stated that at the moment it looked like the quotes for the moving of the toilets would be over budget and therefore potentially coming back to full council for discussion.</p> <p>e) Business Plan working group It was resolved to accept the business plan with amendments on page 20 re the dog order being superseded and to remove the names at 4.7. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p> <p>f) Library working group minutes of 20th November 2017 (delegated) These are not yet publicly available. A discussion took place over the meeting and the public meeting. A town council questionnaire was being sent out Tuesday to be returned by 7th to allow the council to gather further evidence and write a second letter in respect of the potential closure.</p> <p>g) Neighbourhood development Plan (principles of development working group minutes of 17th November 2017. Withdrawn the meeting to be rescheduled on 14th December 2017</p>
<p>12240</p>	<p>Reports from representatives for outside bodies A councillor stated that the Citizen’s Advice had been funded by the people’s lottery and that had paid for the new service at Polegate and Willingdon. She stated that the AGM paperwork would be available in the office to read.</p>
<p>12241</p>	<p>Mayors report – verbal The Mayor announced that the Christmas event was on Friday 1st December and a second event the next day on 2nd the lights switch on would be Friday 1st at 6pm. She thanked Team Polegate for all their hard work in organising the event. The Saturday event starts at 10am and finished at 3pm. She announced that the Mayors tea party would take place on Monday 4th December 2-4pm in St Johns Church hall, helpers would be welcome. She stated that she had booked the staff and councillor meal (not paid for by council) on 15th December and the pantomime event on 18th January 2018. She stated that she had attended the Remembrance services and laying of the wreath on 11th and has also attended on the 12th at St Johns church. She had also attended the scout’s awards in</p>

	Eastbourne.
12242	<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 £1211.99 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p> <p>b) Barclaycard Statements – already authorised for noting £397.39 It was agreed to accept the Barclaycard statements.</p> <p>c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals</p> <p>It was resolved to accept the accounts and the reconciliations and statements were signed by the Mayor presiding. It was agreed to accept the variations in the accounts as presented. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p> <p>d) Following a request from personnel a motion that staff attend a bespoke stress management course at an approximate cost of £200 plus VAT to be paid from general reserves. (morning only session) It was resolved to allow staff to attend the bespoke stress management course at an approximate cost of £200 plus VAT to be paid from general reserves. (morning only session) as requested by the personnel committee. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p> <p>e) Motion to accept the Wealden Remuneration Panel recommendation allowances for 2018/19 if available Withdrawn not yet available.</p> <p>f) Motion to set up a working group to discuss the CIL (Community Infrastructure Levy) funding It was resolved to set up a CIL working group to discuss what the CIL money should be spent on and to report back to full council. To include Cllrs D Murray, D Dunbar, D Watts, S Shing, Ms A Snell VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W</p>

	<p>Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p> <p>g) Toilet budget and High street toilet budget to be increased 2017/18 due to increase in charges as per contract, code 4235 £6400 to £6700; code 4500 £8000 to £8500</p> <p>It was resolved to increase the 2017/18 due to increase in charges as per contract, code 4235 £6400 to £6700; code 4500 £8000 to £8500 VOTE 10 for Cllrs Ms A Snell, D Watts, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing 1 against Mrs W Alexander</p>
12243	<p>Interim Internal audit report 2017/18</p> <p>The internal audit report was noted and accepted by council. It was noted that the Mayor would now sign all banks statements and reconciliations. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p>
12244	<p>Motion to write to the local policing team and copy to Giles York requesting that the local police to liaise with Polegate Town Council on burglaries and robberies in the Polegate area as well as anti-social behaviour and other issues as they used to do with the local police meetings. This does not have to be in the form of a meeting which they would not do anyway, but could be an update to Council in some way via on line.</p> <p>Comments were made on the £5 increase and yet no increase in the police locally. It was agreed to copy in Emma Brice, Katy Bourne and the Divisional Commander asking why did Kent still have PCSOs and why is Sussex so different?</p> <p>It was resolved to write to the local policing team and copy to Giles York, Emma Brice, Katy Bourne and the Divisional Commander requesting that the local police to liaise with Polegate Town Council on burglaries and robberies in the Polegate area as well as anti-social behaviour and other issues as they used to do with the local police meetings. This does not have to be in the form of a meeting which they would not do anyway, but could be an update to Council in some way via on line VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p>
12245	<p>Correspondence for action</p> <p>a) East Sussex County Council review of parking restrictions, corporate comment required on proposed parking restrictions as per attached list affecting: Western Avenue/Junction Street; Northern Avenue/Eastern Avenue/North Close; Romney</p>

	<p>Road/Hythe Close; Victoria road/Albert road; Windsor Way</p> <p>It was resolved to submit no objections to the parking restrictions (especially Windsor Way), but to comment whether it had any value as it would not be enforced.</p> <p>VOTE 9 for Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, Mrs M Piper 2 abstentions S Shing, D Shing</p> <p>b) Belltower Power – to set up a joint working group with Westham Parish council on behalf of Stone Cross community with a view to administering the community benefit fund being granted by Belltower power (wind farm) for the residents of Polegate and Stone cross.</p> <p>Withdrawn/amended.</p> <p>The clerk stated that having spoken to the clerk for Stone cross who had stated that her council were not interested in being involved. The clerk has therefore agreed with Belltower power to take it on as a resident along with a resident of Stone cross. The clerk stated that she would be setting up a bank account separate to the town council, but would still need a councillor representative to be part of the group. Cllrs B Goodwin, Mrs M Piper, Ms A Snell, S Shing and D watts volunteered. VOTE 10 for Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper 1 abstention D Shing</p> <p>i) To delegate to the Town Clerk to select the 6 members each year 3 from each area (intended to be the clerk from both areas Polegate and Stone cross, a councillor from both areas and a resident from both areas.)</p> <p>Withdrawn as per above.</p> <p>ii) To delegate to the Town Clerk to set up a separate bank account in accordance with internal audit requirements</p> <p>Withdrawn as per above.</p>
<p>12246</p>	<p>Correspondence for noting</p> <p>a) Response from East Sussex Highways to Town Council corporate comment on the Hailsham to Eastbourne Transport Corridor</p> <p>Noted by all present</p> <p>b) Approval of change of use for 51 High Street, Polegate</p> <p>Noted by all present</p>

<p>12247</p>	<p>Motion to write to Network Rail regarding the crossing times and copy in East Sussex Highways</p> <p>A discussion took place on the barrier times both closing time and the length of time they were closed for. There were huge concerns over the lack of CCTV at the crossing now that the signal box was gone. The number of incidents where elderly had been knocked to the ground or trapped inside the barrier was increasing. A resident had kindly supplied more information on the crossing timings which were inadequate for the population of Polegate due a large number of infirm and elderly residents.</p> <p>It was agreed to write stating concerns over:</p> <ol style="list-style-type: none"> 1) The time for crossing being too short for the elderly population which was high in Polegate 2) The time the barriers were left down waiting for the trains from the London/Brighton direction. 3) Concerns over yet another accident with an elderly person being struck by the barriers. 4) The queues that formed up to the crossroads was bound to cause an incident at that location in the longer term if something wasn't done. 5) Concerns over the sensors and the lack of CCTV which Hampden Park had at their crossing. <p>The clerk was asked to write to Network rail with the above concerns and to copy in the rail regulator, querying safety lack of cameras and the length of time the barriers were down and the short amount of time that the barriers lowered after the initial lights and bells. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs W Alexander, Mrs M Phillips (co-opted), M Falkner, B Goodwin, Mrs C Berry, D Dunbar, S Shing, Mrs M Piper, D Shing</p>
<p>12248</p>	<p>2018/19 preliminary budget discussions – first draft</p> <p>The draft budgets were noted along with the ear marked reserves and five year plan based on the full provisional budget, these were noted to carry forward to the next meeting when the tax base would be known. It was noted that with the inclusion of the street lighting and Neighbourhood Plan allocation the budget was a high increase.</p>
<p>12249</p>	<p>Dates of the next scheduled meetings</p> <p>Full council 11th December 2017 Budget and precept agreements</p> <p>Full Council 8th January 2018 precept and budget 2018/19 final</p> <p>Full Council 29th January 2018</p> <p>Full Council 26th February 2018</p> <p>Full Council 26th March 2018</p> <p>Annual Town Assembly 16th April 2018</p> <p>Full Council 30th April 2018</p> <p>Annual Statutory Meeting 21st May 2019 (Election of Mayor)</p> <p>Full Council 25th June 2018</p> <p>Full Council 30th July 2018</p>

	Full Council 24th September 2018 Full Council 29th October 2018 Full Council 26th November 2018 Full Council 10th December 2018
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The meeting closed at 9.25 pm

Signed Mayor of Polegate _____

Date _____