

**UNADOPTED**

**POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory Meeting held on Monday 20<sup>th</sup> May 2013 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs M Cunningham(Mayor) **MC**, J Harmer **JH**, T Voyce **TV**, M Clewett **MCI**, Mrs C Berry **CB**, , Mrs M Piper **MP**, G Gibbs MBE **GG**, Mrs J Voyce **JV**, D Shing **DS (late arrival)**, S Shing **SS (late arrival)**, D Broadbent **DB**, (11)

Not Present: Cllrs H Parker **HP**, E Board **EB**, J O’Riordan **JOR**, M Pybus **MPy** (4)

2 Members of the Public

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**10605 Election of Town Mayor**

It was proposed Cllr M Cunningham be elected to the position. The motion was Seconded.

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| <p><b>It was resolved to elect Cllr M Cunningham as Town Mayor A vote was taken All 10 for 1 abstention Cllr M Cunningham</b></p> |
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**10606 To receive the Mayors declaration of acceptance of Office**

The Mayor signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.

**10607 Apologies for absence**

Apologies were received from Cllrs E Board (other meeting), H Parker (illness), M Pybus (work), J O’Riordan (personal) – Cllrs D Shing & S Shing arriving late due to other meeting at Willingdon.

**10608 To receive any declarations of interest in any item on the agenda**

Cllr J Harmer minute 10626 non prejudicial  
Cllrs Mrs J Voyce, T Voyce Gilda Crescent minute 10624 b non prejudicial  
Cllr D Broadbent Oakleaf minute 10624 non prejudicial  
Cllr M Clewett Old drive minute 10624 non prejudicial

**10609 Election of Deputy Town Mayor**

The Town Mayor called for nominations for the office of Deputy Town Mayor. It was proposed that Cllr J Harmer be elected for the ensuing year. This was Seconded and there being no other nominations

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| <p><b>It was resolved to elect Cllr J Harmer as Deputy Town Mayor. VOTE 10 for 1 abstention (J Harmer)</b></p> |
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Cllr J Harmer duly signed his declaration of acceptance of office as Deputy Mayor and this was counter signed by the Town Clerk.

**10610 Opportunity for public comment  
Standing Orders suspended**

A resident stated that he would like clarity on the councils Policy on sale of land as he felt that unwritten policy lead to confusion of both the public and members.

**Standing order reinstated**

**10611 To receive and confirm the minutes of the meeting of the council held on 29<sup>th</sup> April 2013.**

The minutes of the meeting were agreed as correct and signed by the Mayor.

**10612 Standing Committees**

**a. Appointment of Members to Standing Committees**

**A resolution for all members (as provided in the background papers with two additions – Cllrs Mrs J Voyce and H Parker to be added to the Buildings & Land committee) was taken en bloc.**

**It was resolved to appoint the following councillors to committees as shown below**

|  |  |  |
|--|--|--|
| <p><b>Finance &amp; Policy Committee</b></p> <p><i>(quarterly – 2<sup>nd</sup> Monday)</i></p> <p><b>delegated authority</b></p> | <p><b>Chair</b><br/>Vice Chair</p> <p>1 ex officio</p> | <p>Malcolm Cunningham<br/>Hugh Parker<br/>Jill Voyce<br/>Tim Voyce<br/>Mark Pybus<br/>Chris Berry<br/>Stephen Shing<br/>Ed Board</p> |
| <p><b>Personnel Committee</b></p> <p><i>(as and when)</i></p> <p><b>no delegated authority</b></p>                               | <p><b>Chair</b><br/>Vice Chair</p> <p>1 ex officio</p> | <p>Jill Voyce<br/>Chris Berry<br/>John Harmer<br/>Joseph O’Riordan<br/>Margaret Piper<br/>Don Broadbent</p>                          |
| <p><b>Planning Committee</b></p> <p><i>(as and when)</i></p> <p><b>delegated authority</b></p>                                   | <p><b>Chair</b><br/>Vice Chair</p> <p>2 ex officio</p> | <p>Michael Clewett<br/>Tim Voyce<br/>Margaret Piper<br/>Chris Berry<br/>Jill Voyce<br/>Hugh Parker</p>                               |
| <p><b>Buildings &amp; Land Committee</b></p> <p><i>(as and when)</i></p> <p><b>no delegated authority</b></p>                    | <p><b>Chair</b></p> <p>2 ex officio</p>                | <p>Michael Clewett<br/>Tim Voyce<br/>Margaret Piper<br/>Chris Berry<br/>Joseph O’Riordan<br/>Mrs J Voyce</p>                         |

|   |              |  |
|---|--------------|--|
|   |              | H Parker   |
| <b>Business Plan Committee (as &amp; when)</b><br><br><b>No delegated authority</b>   | 1 ex officio | Jill Voyce<br>Chris Berry<br>Tim Voyce<br>Malcolm Cunningham         |
| <b>Emergency Plan Committee (as &amp; when)</b><br><b>no delegated authority</b>      | 2 ex officio | Chris Berry<br>Stephen Shing<br>George Gibbs MBE<br>Joseph O'Riordan |
| <b>Best Dressed Garden Committee (as &amp; when)</b><br><b>no delegated authority</b> | 2 ex officio | Margaret Piper<br>Jill Voyce<br>Chris Berry<br>Daniel Shing          |

**VOTE All in favour**

**b. Review Terms of references for Committees**

A motion to vote en bloc was proposed

**It was resolved to accept the Terms of references for Finance & Policy committee; Planning committee, Personnel committee, Buildings & Land Committee, Emergency Plan committee, Business Plan committee, Best dressed garden committee VOTE All in favour**

**c. Appointment of Chairpersons to Standing Committees**

A motion to vote en bloc was proposed

**a) It was resolved to appoint Cllr M Cunningham as Chair of Finance & Policy committee**  
**b) It was resolved to appoint Cllr M Clewett as Chair of Planning committee**  
**c) It was resolved to appoint Cllr Mrs J Voyce as Chair of Personnel committee**  
**d) It was resolved to appoint Cllr Mrs C Berry as chair of Emergency Plan Committee**  
**e) It was resolved to appoint Cllr Mrs J Voyce as chair of Business Plan committee**  
**f) It was resolved to appoint Cllr Mrs M Piper as chair of Best Dressed Garden Committee**  
**VOTE All in favour**

**10613 Adoption of Standing Orders (with amendments)**

**It was resolved to adopt the new Standing orders with amendments as presented VOTE All in Favour**

**10614 Adoption of Financial Regulations**

**It was resolved to adopt the financial regulations with amendments as presented VOTE All in favour**

**10615 To receive statements of:**

**a) Deeds etc held by solicitors**

The deeds were noted by all present.

**b) Details of Asset Register**

The register was noted by all present.

**c) Details of Insurance Cover**

The insurances were noted by all present.

**10616 Appointment of representatives of outside organisations**

A motion to vote en block was proposed

| <b>Organisation</b>                                 | <b>Councillor:</b>                   |
|---|--------------------------------------|
| Citizens Advice Bureau                              | John Harmer                          |
| Civil Protection                                    | George Gibbs                         |
| Community Association                               | Joseph O'Riordan, Chris Berry        |
| Cuckmere Community Bus                              | George Gibbs                         |
| Crime Prevention/Neighbourhood Watch/Police Liaison | George Gibbs, Chris Berry            |
| Eastbourne Area Transport Forum                     | Malcolm Cunningham, George Gibbs MBE |
| Bus Group   | George Gibbs                         |
| Polegate School Governors                           | Jill Voyce                           |
| Polegate Twinning Association                       | Joseph O'Riordan                     |
| Polegate Windmill                                   | John Harmer, Hugh Parker             |
| Press Liaison - Newsletter                          | Jill Voyce, Mark Pybus, Chris Berry  |
| South Wealden Association of Local Councils (WDALC) | Michael Clewett                      |

|                                     |                 |
|-------------------------------------|-----------------|
| Sports – Cricket/Football/Stoolball | Joe O’Riordan   |
| Tree Warden                         | Henk Duinhoven  |
| Wealden Planning Panel              | Michael Clewett |
| Youth/Elderly                       | Michael Clewett |

**It was resolved to appoint the representatives as presented in the above table VOTE All in favour**

**10617 Tree warden** – Mr Henk Duinhoven

It was resolved to appoint Mr Henk Duinhoven as the tree warden VOTE All in favour

**10618 Appointment of Internal Auditor – M Mulberry**

**It was resolved to appoint M Mulberry as internal auditor. VOTE All in favour**

**10619 Adoption of Complaints Procedure/Freedom of Information/data Protection**

**It was resolved to adopt the complaints/Freedom of Information/ Data Protection VOTE All in favour**

**10620 Adoption of Council Policies**

A motion to vote en bloc was proposed

- a. Bee Keeping on Allotments**
- b. CCTV Policy**
- c. Local Government Pension Scheme – staff entrance to Scheme Policy**
- d. Grants to Organisations Policy**
- e. Smoke Free Policy**
- f. Document retention Policy**
- g. Stress Policy**
- h. Disciplinary Code & Procedure**
- i. Grievance Procedure**
- j. Health & Safety Policy**
- k. Risk Management Policy**
- l. Press/Media policy**
- m. IT Policy**
- n. Recruitment of ex-offenders Policy**
- o. Storage of CRB disclosures Policy**
- p. Airs Manual for staffing Policies (including some health & safety issues)**

**q. Street Lighting Policy in principle only as being redrafted.**

**It was resolved to adopt the above policies en bloc VOTE All in favour**

**10621 Financial Matters**

**a. Accounts for Payment**

**It was resolved to accept the accounts for payment to the value of £12512.60 VOTE All in favour**

**b. Bank Reconciliation**

Noted by all present

**c. Barclaycard statement**

Noted by all present

**d. Income & Expenditure List including budgets**

Noted by all present

**e. Fees & Charges review**

**It was resolved to accept the following fees and charges for 2013/14**

|   |            |
|---|------------|
| <b><u>Allotment Rents</u></b>   |            |
| Cophall – per rod (includes Water)  |            |
| Gosford Way – per rod   | £3.00      |
| Deposits (refundable at termination provided terms of agreement adhered to) | £3.00      |
|   | £50.00     |
| <b><u>Polegate War Memorial Recreation Ground</u></b>                       |            |
| Cricket – per match (includes use of pavilion)                              | £30.00     |
| Football – per match (includes use of pavilion)                             | £30.00     |
| Stoolball – per match (includes use of pavilion)                            | £10.00     |
| <b><u>Brightling Road Pleasure Ground</u></b>                               |            |
| Model Engineering Club – per annum  | £120.00    |
| <b><u>Council Office</u></b>  |            |
| Chamber – hourly rate including Kitchen                                     | £10.00     |
| Key holder charge (if required)   | £10.00     |
| <b><u>Wannock Centre</u></b>  |            |
| Annual income from rental of old Council Office to PCT                      | £10,000    |
| Electricity recharged 67% each quarter billed                               |            |
| Insurance recharged 50% of building insurance annually                      |            |
| <b><u>51 High Street Polegate</u></b>                                       | £5000 p.a. |

**VOTE All in favour**

**10622 Communications from the Town Mayor**

The Mayor stated that the previous year had been a challenging one. There were already many civic invites for the next few months. He stated he would be attending the Civic Service at St Johns Church on Sunday 26<sup>th</sup> May at 10.30am and that he would like to get involved with a number of the other churches within the town.

The Mayor asked if the clerk would write a letter of thanks to The Twinning Association via Cllr Joe O’Riordan as thanks for the wonderful event that had been arranged for the French Mayor and visitors.

**10623 Adoption of Minutes and recommendations from last cycle of Meetings  
a. Planning**

**It was resolved to adopt the minutes and recommendations of the Planning Committee meeting of the 29<sup>th</sup> April 2013. VOTE All in favour**

**b. Personnel**

**It was resolved to adopt the minutes and recommendations of the Personnel Committee meeting of the 10<sup>th</sup> May 2013. VOTE All in favour**

**10624 Correspondence for Action**

**a) Dog Bins requests**

**It was resolved that due to budgetary constraints no additional dog bins would be provided. Any requests now received would be replied to stating that no further dog bins will be provided and the letters would be kept on file to consider at the budget. VOTE All in favour**

**Cllr D Shing arrived at 8.24pm**

**Cllr S Shing arrived at 8.25pm**

**b) Parking review**

**It was resolved to respond to Mr Ward's consultation letter as follows:**

**Polegate Town Council do wish to prioritise the bus stops for restriction and marking in the following order**

- 1. High Street Bus stop outside of Downlands medical centre and for the provision of two disabled parking spaces to be installed**
- 2. High Street bus stop opposite the council offices**
- 3. Eastbourne Road bus stop on the Wannock side of the road**
- 4. Dittons Road bus stop near the business park and phone booth.**

**VOTE 9 for 2 abstentions (Cllrs D Shing, S Shing)**

**Gilda Crescent**

**It was agreed that the double yellow lines should be marked along the rear of the garages but that it should not be extended around the crescent.**

**VOTE 7 for 4 abstentions (Cllrs Mrs J Voyce, T Voyce, D Shing, S Shing)**

**Oakleaf Drive Junction with Greenleaf Gardens**

**It was agreed that yellow lines should be installed at the junction of Greenleaf Gardens and Oakleaf drive nearest the school. (Not Malcolm Gardens).**

**VOTE 8 for 3 abstentions (Cllrs D Broadbent, S Shing, D Shing)**

**Old Drive**

**It was agreed that yellow lines should be placed over 35 Old Drive as per East Sussex County Council location plan L.**

**VOTE 8 for 3 abstentions (Cllrs M Clewett, S Shing, D Shing)**

**Brook Street**

**Council resolved to leave the plug in place as Council had received conflicting responses from the residents and councillors felt that to remove the restrictions could cause more problems to residents by inconsiderate commuter parking.**

**VOTE 9 for 2 abstentions (Cllrs S Shing, D Shing)**

**Church Road**

**Polegate Town Council are happy to proceed with the East Sussex County Council proposal to extend by one car length.**

**VOTE 9 for 2 abstentions (Cllrs S Shing, D Shing)**

**10626 Grant Request Polegate First Responders**  
**It was resolved to grant £1000 to the Polegate First responders VOTE 10 for 1 abstention (Cllr J Harmer)**

**10627 Date of next cycle of Meetings**

The Mayor stated there would be an additional Special full council meeting on 17<sup>th</sup> June 2013.

Full Council 24<sup>th</sup> June 2013  
Full council 29<sup>th</sup> July 2013  
Full Council 30<sup>th</sup> September 2013  
Full Council 28<sup>th</sup> October 2013  
Budget Planning 4<sup>th</sup> November 2013  
Budget Personnel 4<sup>th</sup> November 2013  
Budget Finance & Policy 11<sup>th</sup> November 2013  
Full Council 25<sup>th</sup> November 2013  
Full Council 9<sup>th</sup> December 2013  
Full Council precept setting 13<sup>th</sup> January 2014  
Full Council 24<sup>th</sup> February 2014  
Full Council 31<sup>st</sup> March 2014

The meeting closed at 9.00pm