

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 28th May 2012 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs M Cunningham(Mayor) **MC**, T Voyce **TV**, M Clewett **MCI**, Mrs C Berry **CB**, J O’Riordan **JOR**, J Harmer **JH**, Mrs M Piper **MP**, M Pybus **MPy**, E Board **EB**, G Gibbs MBE **GG**, Mrs J Voyce **JV** (11)

Not Present: Cllrs D Shing **DS**, S Shing **SS**, R Martin **RM**, G Carter **GC** (4)

6 Members of the Public
C Hale - Admin Assistant
S Godfrey – Admin/Committee Clerk
J Ognjanovic **JO** – Town Clerk

Cllr T Voyce thanked his wife for all her hard work and support over his term as Mayor.

10232 Election of Town Mayor

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

It was resolved to elect Cllr M Cunningham as Town Mayor A vote was taken All 10 for 1 abstention Cllr M Cunningham

10233 To receive the Mayors declaration of acceptance of Office

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

10234 Apologies for absence

Apologies were received and accepted from D Shing & S Shing due to work commitments.

Apologies were received from Cllrs R Martin and G Carter and accept under section 85 of the Local Government Act 1972 for reasons of long term ill health.

It was resolved to accept the apologies from R Martin & G Carter under s85 of the Local Government Act 1972 for reasons of long term illness. All in favour.

10235 To receive any declarations of interest in any item on the agenda

None

10236 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

It was resolved to elect Cllr J Harmer as Deputy Town Mayor. VOTE 10 for 1 abstention (J Harmer)

Cllr J Harmer duly signed his declaration of acceptance of office as Deputy Mayor.

**10237 Opportunity for public comment
Standing Orders suspended**

A member of the public commented on the location of the Scout Oak Tree and voiced his concerns over the location. The chair stated that the matter would be discussed after the meeting had closed by the delegated buildings & Land Working group members and suggested that the tree location should stay the same until after the weekend ceremony.

Standing order reinstated

10238 To receive and confirm the minutes of the meeting of the council held on 30th April 2012.

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

10239 Appointment of Members to Standing Committees

A resolution for all members (as provided in the background papers) was taken en bloc.

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

a) Finance & Policy Members

**Cllrs
J O’Riordan
M Cunningham
Mrs J Voyce
T Voyce
G Carter
M Pybus
Mrs C Berry
S Shing
E Board**

b) Environment & Leisure

**Cllrs
T Voyce
Mrs M Piper
J O’Riordan
Mrs J Voyce
G Carter
M Clewett
G Gibbs MBE
Mrs C Berry
R Martin**

c) Planning

**Cllrs
M Clewett
T Voyce
G Carter
Mrs M Piper
Mrs C Berry
R Martin
E Board**

d) Personnel

**Cllrs
Mrs J Voyce
J Harmer
J O’Riordan
Mrs M Piper
Mrs C Berry
R Martin**

VOTE All in favour

10240 Review Terms of references for Committees

A motion to vote en block was proposed

It was resolved to accept the Terms of references for Finance & Policy; Environment & Leisure; Planning and Personnel with amendments removing the building regulations from the Planning and a note made of the amendment to the Planning to make provision for emergency circumstances with delegated authority. VOTE All in favour

10241 Appointment of Chairpersons to Standing Committees

A motion to vote en block was proposed

**a) It was resolved to appoint Cllr J O’Riordan as Chair of Finance & Policy
b) It was resolved to appoint Cllr T Voyce as Chair of Environment & Leisure
c) It was resolved to appoint Cllr M Clewett as Chair of Planning
d) It was resolved to appoint Cllr Mrs J Voyce as Chair of Personnel
VOTE All in favour**

10242 Appointment of lead councillors and members of Working Groups

A motion to vote en block was proposed

**a) It was resolved to appoint the following members to The Buildings & Land Working Group
Cllrs: M Clewett (lead councillor)
T Voyce
G Carter
Mrs M Piper
Mrs C Berry
R Martin
E Board**

**b) Town Wellbeing Working Group
Cllrs: J O’Riordan (lead councillor)
Mrs J Voyce
Mrs M Piper
Mrs C Berry
D Shing
E Board**

**c) Town Masterplan & Planning Policy Working Group
Cllrs: M Clewett (lead councillor)
Mrs J Voyce
T Voyce
Mrs C Berry
E Board**

d) Business Plan Working Group
M Cunningham
Mrs J Voyce
T Voyce
Mrs C Berry
E Board
S Shing
VOTE All in favour

10243 Adoption of Standing Orders (with amendments)

The amendment relates to the changes in the Planning Terms of reference.

It was resolved to adopt the new Standing orders VOTE All in Favour

10244 Adoption of Financial Regulations

It was resolved to adopt the Financial regulations VOTE All in favour

10245 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.

10246 Appointment of representatives of outside organisations

A motion to vote en block was proposed with an amendment that M Clewett be removed from the CAB.

a) Citizens Advice Bureau – Cllr J Harmer
b) Civil Protection – Cllrs G Gibbs MBE; R Martin
c) Community Association – Cllrs J O’Riordan; Mrs C Berry
d) Cuckmere Community Bus – Cllrs G Gibbs MBE; R Martin
e) Crime Prevention/Neighbourhood Watch/Police Liaison – G Gibbs MBE; Mrs C Berry
f) Eastbourne Area Transport Forum – Cllrs M Cunningham; R Martin
g) Polegate Twinning Association – Cllrs J Harmer; R Martin
h) Polegate Windmill – Cllrs J Harmer; R Martin
i) Press Liaison – Cllrs Mrs J Voyce; Mrs C Berry
j) South Wealden Association of local Councils – Cllrs M Clewett; E Board
k) Wealden Planning Panel – Cllrs M Clewett; E Board
l) Polegate School Governors – Mrs J Voyce
m) Hailsham Working Bus Group – G Gibbs MBE
VOTE All in favour

10247 Tree warden – Vacant

Those present noted that the post was vacant and currently being advertised.

10248 Appointment of Internal Auditor – M Mulberry

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

10249 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

10250 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)**

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

10251 Financial Matters

- a. To review the Council/Employees memberships of other bodies/to approve schedule of subscriptions**

It was resolved to subscribe to SALC; NALC; Airs; WDALC; Data Protection registration; LCR (Local Council review); SLCC (Clerk Membership) ; Airs Handbook for personnel policies; CPRE (Campaign to Protect Rural England; Polegate Community Centre. VOTE All in favour

- b. Accounts for Payment**

It was resolved to accept the accounts for payment to the value of £13429.93 VOTE All in favour

c. Bank Reconciliation

Noted by all present

d. Barclaycard statement

Noted by all present

e. Budgets

Noted by all present

f. Income & Expenditure List

Noted by all present

g. Annual Accounts verbal update

The clerk stated that the accounts were complete and had been successfully audited and this would appear on a special full council meeting to approve the accounts and risk assessments on 18th June 2012. The clerk stated that the close down by RBS software solutions had some errors and she had had to raise this with RBS to resolve.

10252 Communications from the Town Mayor

The Mayor stated that there were a number of invites that he would need to attend over the coming months. He stated that the office had prepared an online diary of events for him to accept and attend. He asked the former Mayor if he wished to say a few words about events in the last month. Cllr T Voyce stated that he had attended some very worthy events, of particular note the Fostering Fun day.

10253 Clerks report

The clerks report had been circulated prior to the meeting.

A number of points were raised: Pride in Polegate signs – these were ready to be erected and were waiting for the licence from ESCC Highways authority following some issues with the ESCC database.

The progress on the column in Northfield – this had been delayed as ESCC had not sent through a quotation for the works, this had now been received approved by council and should be completed shortly.

The staff were thanked for their help in making the High Street look particularly tidy for the run up to the Lord Lieutenants visit despite most of the issues being the District or County matters.

The clerk was asked about the Dittons road, bollard lighting and positioning. The clerk stated that a query/complaint had been raised and that she was waiting for a reply.

The clerk also stated that she had now received a draft code of conduct form Wealden District Council and it was likely this would need to be approved in July.

**10254 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 14th May 2012. VOTE All in favour

10255 Correspondence for Information Only

None

10256 Correspondence for Action

a) Letter from Mr Keeley

It was resolved to send a letter stating that no councillor had volunteered to be part of the Land Community Trust VOTE All in favour

b) Audit Commission Consultation

It was resolved that there were no objections to the appointment of LittleJohn as selected by the Audit Commission. VOTE All in favour.

10257 c) Street Names – Shepham Development

It was resolved to submit the following names to Wealden District Council:

- 1. Appen**
- 2. Saintry**
- 3. Buckingham**
- 4. Sandringham**
- 5. Royal Windsor**
- 6. Diamond Jubilee (way)**
- 7. Queen Elizabeth (Close)**
- 8. Prince Philip (Place)**
- 9. Prince Charles**
- 10. Balmoral**

VOTE All in favour

10258 Date of next cycle of Meetings

Special Full Council 18th June 2012 7.15pm
Environment & Leisure 18th June 2012 7.30pm
Finance & Policy 25th June 2012
Full Council 30th July 2012
Finance & Policy 17th September 2012
Full Council 24th September 2012
Environment & Leisure 29th October 2012

Budgets:

Planning 5th November 2012 7.30 pm
Personnel 5th November 2012 8.00 pm
Environment & Leisure 12th November 2012
Finance & Policy 19th November 2012
Full Council (BUDGET) 26th November 2012
Full Council 28th January 2013
Environment & Leisure 25th February 2013
Finance 11th March 2013
Full Council 25th March 2013

The meeting closed at 8.28pm

BUILDINGS & LAND WORKING GROUP

Following the annual statutory meeting the buildings & Land group who had been delegated to make a decision on the location of the tree discussed the points raised by the chairman of the football club.

The working group discussed the matter and how the decision had been reached to locate the oak sapling in the War Memorial Recreation Ground. Other areas had been considered but had been deemed unsuitable.

It was agreed that at this late stage it would not be sensible to change the arrangements for the Lord Lieutenants visit.

It was agreed to leave the tree planting ceremony as it is, but as soon as possible afterwards to invite the cricket, football and scouts to attend a meeting with the buildings group to discuss what should happen to it next.

The football club made it clear that they were not happy with the location despite reassurances otherwise. The council will reconsider, but did not want to change the arrangements for Saturday 2nd June 2012.

It was agreed that if the scouts choose to remove the tree, that would be their prerogative as it was gifted to the Scouts and is therefore their tree. The Town council was only asked to give permission for the tree to be planted on council land.

It was agreed that after a site meeting the group may still reach the same decision at the next meeting.

The DJCC have only been involved in arranging the LL visit only and therefore have no input into the location of the tree. They have stated their non involvement.

A meeting will be arranged by the clerk as soon as possible after the Diamond Jubilee.

28th May 2012.