

UNADOPTED  
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 24<sup>th</sup> October 2011 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs T Voyce (chair), M Cunningham, G Carter, J O’Riordan, J Harmer, G Gibbs, E Board, R Martin, S Shing, Mrs M Piper, M Pybus, Mrs J Voyce, M Clewett (13)  
Not Present: Cllrs Mrs C Berry D Shing, (2)

Also present  
6 members of the public  
PCSO Hannah Parks, PCSO Wilfort

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**9939** Apologies for absence

Cllrs Mrs C Berry (holiday), D Shing (work)

It was resolved to accept the above reasons for absence VOTE All in favour

**9940** Declarations of interest

Cllrs:

J Harmer minute 9957i prejudicial (trustee)

M Clewett minute 9957i non prejudicial (volunteer)

G Gibbs minute 9957i non prejudicial (volunteer)

E Board minute 9947i non prejudicial (wife voluntary treasurer of playgroup)

**9941** Opportunity for public comment

*Standing orders suspended*

Minute 9949 Mr Black spoke on behalf of the Football club that they would be interested in using the office space for sports/recreation 1 hour before and 2 hours after each Saturday match. The football club were keen to help/work with PTC in obtaining grants to improve the facilities there.

Minute 9949 Mr Woolmer had previously circulated a letter to all councillors. Mr Woolmer brought to the attention of the new councillors the covenant that has been placed on the land when the land was given over to the council. Mr Woolmer gave some history of the grounds and more recent events. Mr Woolmer requested that a motion be put to use the buildings for recreation purposes only. He stated that 30<sup>th</sup> January 2012 was the 90<sup>th</sup> anniversary of the transfer of the land. He also asked if the Council would consider withdrawing their objection to the village green application.

Minute 9949, 9951,9952,9953,9954,9956. Mr Northcott commented that he felt the agenda showed a lack of new ideas and many issues were old issues that were being looked at again and again. He commented on the motion to amend the advisory committees to working groups. He questioned why councillors wanted to do inspections as the clerk as proper officer is responsible for the property and land under local government law and it was for her to produce reports to council to enable them to act. He stated that the reason for this was to avoid conflict of interest on behalf of the councillors. He commented on the advice give to the council about Polegate War Memorial recreation ground. He commented that having Cllr CVs would assist the Town Clerk in carry out her duty of care and to check who is qualified.

*Standing orders reinstated*

**9942** Minutes of the Council Meeting held on 26<sup>th</sup> September 2011

<p><b>It was resolved that the minutes of the Meeting held on 26<sup>th</sup> September 2011 were signed by the chairman as a true and accurate record of the meeting VOTE All in favour</b></p>
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**9943** Mayor's Report

The report was circulated to all prior to the meeting. No comments were made.

**9944** PCSO report

The report had been circulated prior to the meeting and noted by those present.

Standing orders suspended

PCSO Hannah Parks spoke on the changes in priorities deriving from the recent Polegate Panel meeting. The priorities were changing from anti social behaviour at the skate park (of which there was now none) and parking and to prioritise Operation Twilight (opportunistic burglars) and to focus on Bogus & Rogue Traders. No Trick or Treat leaflets were being circulated and school ones are being given out at school.

Standing orders reinstated

**9945** District/County Councillors' Reports

Written reports had been received from all councillors prior to the meeting and circulated to all members. No comments were made.

**9946** Reports from Representatives

a) Citizens Advice Bureau – Cllr Clewett reminded those present that the Town Clerk has a copy of the annual report if anyone wishes to see it.

b) Civil Protection – Cllr Martin said he had further information which he had passed through to Cllr Gibbs.

c) Cuckmere Community Bus – Cllr Martin stated that increases in services were being looked at and that the recent breakdowns had been very expensive for the company.

Cllr Mrs Piper left the room at 7.50pm

d) Neighbourhood Watch – Cllr Gibbs stated that Neighbourhood watch was having a number of changes at present and were considering expanding from Pevensey to Polegate borders and anyone interested in being a co-ordinator should contact him. Cllr Gibbs confirmed that Mr A Watkins was the co-ordinator for Polegate.

Cllr Mrs Piper returned to the room at 7.53pm

e) Eastbourne Area Transport Forum – Cllr Cunningham confirmed that changes were happening and some major trials were taking place out of east and West Sussex.

f) Polegate Windmill Cllr Martin reported the there were many events being co-ordinated for this and next year and that they had solved the problem of the wind penetrating the walls and rotting the floorboards.

g) Press Liaison

The clerk stated that she had been submitting a number of press releases recently.

**9947** Adoption of minutes and recommendations for committees and standing committees

i) Personnel Committee 4<sup>th</sup> October 2011

<p><b>It was resolved to adopt the minutes and recommendations of the Personnel Committee meeting of 4<sup>th</sup> October 2011 VOTE All in favour</b></p>
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ii) Diamond Jubilee Advisory Committee Minutes 4<sup>th</sup> October 2011

**It was resolved to adopt the minutes and recommendations of Diamond Jubilee Advisory Committee minutes of 4<sup>th</sup> October 2011 VOTE All in Favour**

Cllr O'Riordan commented that the next meeting was 22<sup>nd</sup> November in the council chambers at 7.30pm.

iii) Festivities & Town Appearance Advisory Committee Minutes 5<sup>th</sup> October 2011.

**It was resolved to adopt the minutes and recommendations of the Festivities & Town Appearance Advisory Committee of 5<sup>th</sup> October 2011. VOTE All in favour**

iv) Finance & Policy Committee Minutes 10<sup>th</sup> October 2011.

**It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee of 10<sup>th</sup> October 2011. VOTE All in favour**

v) Planning Committee Minutes 10<sup>th</sup> October 2011.

**It was resolved to adopt the minutes and recommendations of the Planning Committee of 10<sup>th</sup> October 2011. VOTE All in favour**

vi) Brightling Road Advisory Committee 11<sup>th</sup> October 2011.

A copy of the 3yr plan ideas was circulated to all present.

A councillor commented that the 3 year plan was in principal only and did not exclude the meadow improvements. It was just to allow for exploratory work to be carried out. A councillor asked which bridge was to be considered for widening. The reply was the one to the entrance of the field itself. A councillor commented that the original plan was to enhance the hay meadow and the extra items would cause extra work to the office, the clerk stated that many of the items on the list had already had quotes sought in the past. The lead councillor stated that it was not on the list of recommendations. A councillor commented that as a new council they should not have to follow the recommendations of the previous council. The new council had been asked to look at new ideas and the advisory committee had done that and this may take the council forward. The council could then explore whether some of things can be done and at what cost or cannot be done. Otherwise the new councillors ideas would be wasted. A councillor stated that she had been on the Advisory committee for some time and that the original intent was to enhance the meadow and that was not on the list. The clerk stated that there was already a resolution in place to pursue that under a lottery grant application and that was being progressed at present. A councillor stated that she didn't think it was a good idea to have a MUGA (Multi User Games Area) and the original recommendations were carried out by the group at that time. The councillor stated that this was a high expense and that several other things could be done if that did not go ahead. A councillor responded that the MUGA was not on the list and the meadow could be added if necessary. A councillor stated that the committee spoke about these items as the entrance did not draw people in to use it and for the council to enhance it follow investigations and spread the costs over the term of office.

**It was resolved to adopt the minutes and recommendations of the Brightling Road Advisory Committee of 11<sup>th</sup> October 2011. VOTE 10 in favour 3 abstentions J Harmer, M Cunningham, S Shing**

**9948** Financial Update

a) Accounts for payment

A councillor asked about the Mayors fund payment. The clerk stated that at the last Full Council meeting it was agreed to fall in line with the Wealden remuneration panel advice and all of the payments to councillors had been paid. A councillor asked about the postage amounts and if the office to try to reduce costs. He also stated that he felt the stationery budget was also high. The clerk stated that the postage related to invoice payments being sent and the allotments in the main. The councillor also asked about the photocopies and the clerk stated this was mainly the newsletters and the contract for the photocopier was being looked at.

**It was resolved to approve the accounts submitted for payment. VOTE All in favour (copy attached)**

b) Barclaycard statement

The statement had been circulated to all councillors prior to the meeting and noted by all present.

c) Bank Reconciliation

The Bank reconciliation papers had been circulated to all councillors prior to the meeting and noted by all present.

**9949** Office space at Wannock Road -

The motion to advertise to see who would be interested in renting the offices at Wannock had been put, an amendment was also motioned. The amendment to advertise, but with the addition of the words "*only for sports and (leisure) recreation purposes as per the covenant and to reassess the rates for zero rating.*" The chair of Finance stated that he had put the original motion as this was to allow ideas to be gathered in order that costs could be collated with regards to the types of rentals open to the council and the relevant costs involved. Some would include legal aspects and some not.

A discussion took place and the chair of Finance stated that it was to allow the people of Polegate to determine what they wanted to do with the area, with no definitions and no requirements.

Cllr Martin stated that it was a matter of law and if the council allowed the building to be let for non sports and recreation purposes it would be breaking the covenant.

A councillor asked that the amendment be taken as two parts one for the sports and recreation and one for the zero rating part. This was declined by the chair and the vote was taken as a whole amendment.

A vote was taken on the amendment. VOTE 3 for 4 against 6 abstentions Motion lost.

A vote was taken on the original motion to advertise for anyone use. VOTE 10 for 3 against Cllrs S Shing, R Martin, G Gibbs. Motion carried.

**It was resolved to advertise by way of a notice that the council are considering renting, leasing or possibly hiring the office space at Wannock offices and for interested parties to contact the office. VOTE 10 for 3 against Cllrs S Shing, R Martin, G Gibbs.**

**9950** Motion to rescind the decision to have the Christmas switch on at 3.45-4.15pm.

Cllr Cunningham stated that the time was expected to be 4.30pm.

Cllr Harmer stated that he had signed a rescind to have the switch on at 5pm. The clerk clarified that 5 others had also signed and that it was originally asked for 5pm but the latest programme indicated 4.30pm.

Standing orders suspended

Mr T wright stated that various times had been spoken about over the last few months and the best suitable time would be 4.30pm to fit in with the schedule of the events on the day.

Standing order reinstated

A short discussion took place on the time that would be proposed for the actual switch on. It was agreed that the switch on would be at 4.30pm

**It was resolved that the Christmas switching on of the lights would take place at 4.30pm. VOTE 12 for 1 against Cllr Mrs M Piper**

### **9951 Advisory Committees**

A motion was received from the chair of the Festivities & Town Appearance Advisory Committee and chair of Brightling Road Advisory Committee to amalgamate the advisory committees into one advisory committee.

A second motion was received from the chair of personnel to revert all advisory committees to working groups.

A councillor stated that he had put the first motion and by the rules if it was seconded he wished to make an amendment to be seconded to make the new advisory committees work well.

The full original motion:

That the Advisory committees be reduced in the following manner:

- 1) Buildings & Land Advisory Committee be retained.
- 2) Traffic & Transport Committee be retained.
- 3) Brightling Road Advisory Committee and Festivities & Town Appearance Committee be amalgamated and incorporate the Youth & Elderly Advisory Committee.

The motion was seconded.

A councillor commented that the principal was to make the groups into working groups so that the number of committees were reduced.

A councillor stated that he did not agree with abolishing the advisory committees which is why he had put the motion to alter the advisory committees. He stated that he had considered the workload and was about to propose an amendment.

The amendment was then put forward:

That the advisory committees be reduced in the following manner:

- 1) Buildings & Land Advisory Committee be retained and incorporate the Brightling Road Advisory Committee.
- 2) Traffic & Transport Advisory Committee be retained
- 3) Festivities & Town Appearance Advisory Committee incorporate the Youth & Elderly Committee.

The proposer stated that he was aware that the original intent was to reduce the workload to the office, but he did not agree that advisory committees should be abolished and replaced by working groups. He stated that at District and County levels there were cabinets and each member (portfolio holders) had

a job to enable details to be gathered. Much the same as in the private sector (with Board of directors). He felt that the reduction of 5 committees down to 3 achieves what was set out to do.

A councillor asked if the advisory committees produced their own minutes. The clerk stated that they had their own agendas, which were advertised 3 clear days before meetings and they had their own minutes. She also stated that they would shortly be on a new page on the website also. She stated that working groups did not have their own agendas and minutes and were formed of a group of Cllrs (and public) and notes were passed back to full council or a committee to discuss in full. The councillor asked if the lead councillor produced the minutes for these advisory committees. The clerk stated that advisory committees had the minutes prepared by the clerk, working groups notes could be done by the lead councillor of that working group. The councillor asked what the power of the advisory groups was. The clerk stated that advisory committees make recommendations to full council (which can be through a main committee). Everything has to come back to full council to approve. Working groups can have a note of what was discussed but has to be discussed in full. (at full council or committee). The clerk confirmed that the amended motion was for an advisory committee with a legal agenda and minutes. These meetings are open to the public. The councillor asked if it was a working group the public were not invited to attend. The clerk confirmed that this was the case.

The chair of personnel commented that at the personnel meeting the group agreed that they needed to reduce the amount of committee meetings as that was one of the causes of the extra work in the office. She stated that working groups could be advertised on the website but that there would be no obligation to do that. She stated that anyone could attend a working group, but that the clerk would not have to attend or draw up a legal agenda and minutes. She stated that there would still be seven committees if the amendment went through. As there was currently 4 committees and 5 advisory committees. A councillor stated that he felt that public access was important. A councillor stated that he felt the structure of the council was not effective and that the whole structure should be looked at.

The proposer stated that finally he felt that he believed in accountability and that working groups would not do that for Polegate Town Council.

**It was resolved that the advisory committees be reduced in the following manner:**

- 1) Buildings & Land Advisory Committee be retained and incorporate the Brightling Road Advisory Committee.**
- 2) Traffic & Transport Advisory Committee be retained**
- 3) Festivities & Town Appearance Advisory Committee incorporate the Youth & Elderly Committee**

**VOTE 9 for 2 against 2 abstentions. The clerk checked that a favourable vote of 2/3rds of the members present. Motion carried.**

**9952 To delegate permission to inspect buildings & land to members of the buildings and land advisory group.**

A councillor commented that this was to allow comments to be brought back to the office not to do an official inspection. The clerk should be allowed to ask a councillor or a member of the public to assist her in carrying out her inspections. A councillor stated that he thought it was a good idea but out of courtesy a councillor should notify the clerk that the councillor was doing that. A councillor stated that anyone even members of the public could look at things

and report them to the office, but that a councillor must have the *professional qualifications* to make certain judgements. Councillor should be and to let the office know if they see something is broken. A councillor stated that councillors can only make comments unless they were qualified so a "visual" comment was acceptable.

**It was resolved to delegate permission to members of the Buildings & Land Advisory Committee to inspect Buildings & Land. VOTE 10 for 1 against Cllr R Martin 2 abstentions.**

**9953 To delegate permission to members of the Brightling Road Advisory Committee to inspect the land at Brightling Road.**

**9954 To delegate permission to members of the Festivities & Town Appearance Group to inspect flower beds and allotments**

It was requested that the vote for the two motions be taken together, all present agreed for reasons of expediency.

A councillor commented that it should be for comment only not a professional report.

**It was resolved that the members of the Brightling Road Advisory Committee to inspect the land at Brightling Road and that the members of the Festivities & Town Appearance Group to inspect flower beds and allotments. VOTE 11 for 1 against Cllr R Martin 1 abstention Cllr S Shing.**

**9955 Motion that all background papers for working groups to be with the clerk at least 14 days prior to the committee meeting they will be discussed at.**

The motion was withdrawn.

**9956 Motion that all councillors will provide the office with a CV for information on their particular areas of expertise or experience.**

A councillor asked the purpose and what it should contain. The proposer stated that it was for the use of the clerk only and that it was just to help if she needed someone to have a look at something and give an opinion.

A councillor asked how usual this was. A councillor stated that normally the information was in the declarations of interest and therefore did not see that there was a purpose for this. A councillor stated that at a town council meeting he had attended a recruitment selection panel had been made based on the experience of the councillors. A councillor replied that he did not feel that experience alone would enable any councillor at Polegate to be selected for a position on a committee or as a Mayor.

**It was resolved that councillors would submit their CVs of experience to the office. VOTE 7 for 4 against Cllr S Shing, Mrs M Piper, J O'Riordan, R Martin 2 abstentions G Gibbs, M Clewett. The clerk stated that only those who had voted in favour would have to submit their CVs as you could not legally force a member to submit those details.**

**9957 Correspondence for Action**

**i) Request for grant from Citizens Advice Bureau**

**Cllr O'Riordan left the room at 9.14pm and returned at 9.16pm**

**Cllr Martin left the room at 9.19pm and returned at 9.20pm**

**A discussion took place on the level of grant budget that was left.**

**Cllr S Shing left at 9.19pm.**

**A proposal was made to give a grant of £3000. No seconder. Motion lost.**

**A proposal was made to give a grant of £1000. No seconder. Motion lost.**

**A proposal was made to give a grant of £2000.**

**It was resolved to give a grant of £2000 to Citizens Advice Bureau. VOTE 7 for 1 against 4 abstentions (Cllr J Harmer, G Gibbs, M Clewett, R Martin)**

**ii) Diamond Jubilee Group requested that Polegate Town Council allow them use of the offices as a c/o address.**

**It was resolved that the Diamond Jubilee group would be able to use the offices as a c/o address for correspondence. VOTE All in favour.**

Cllr O’Riordan stated that [polegatedj@btinternet.com](mailto:polegatedj@btinternet.com) was also set up to deal with email correspondence.

**iii) Request for comments from PTC from developer regarding moving the bus shelter at Shepham Lane.**

A discussion took place regarding the location of the bus shelter move. A comment was made on the licence from Highways and the opportunity for the house owner to make their comments.

**It was resolved that the Council would comment that “The developer should contact the Highways authority with regard to the safety and best position and take their recommendation of the location of the bus shelter.”  
VOTE All in favour**

**iv) Urgent Grant for Luncheon Club**

A letter had been received from the luncheon club asking for urgent assistance for the club to continue.

A discussion took place regarding the urgency of the matter.

A proposal was made that a grant of £1000 was made to the luncheon club. No seconder. Motion lost.

**It was resolved that a grant of £200 would be made to the luncheon club. VOTE 10 for 1 against 1 abstention.**

**v) Letter regarding comments regarding the Eastbourne Borough Council core strategy proposed submission version.**

A discussion took place on the depth of detail.

**It was resolved not to make a comment on the request. VOTE All in favour.**

vi) Letter from Hailsham Town Council with agreement for the Hailsham Quality Bus partnership.



The clerk stated that she had spoken with Hailsham Town Council and the agreement was for Polegate Town Council's time involved not financial at present to be involved in the Quality Bus partnership and gather comments from local residents on the services that went through Hailsham and Polegate. The clerk stated that she had enquired if a comment could be placed on the document that Polegate Town Council were unable to give any financial commitment at this stage and this was agreed that the wording could be added prior to signing the agreement should Polegate Town Council wish to be involved.

Cllr Cunningham, Cllr Martin & Cllr Gibbs volunteered to go along to any meetings. Cllr Gibbs stated that he had discussed with Cllr B Marlowe from Hailsham regarding the Quality Bus partnership. It was proposed that Cllr Gibbs would represent the council at the meetings.

**It was resolved that the clerk would sign the agreement on behalf of Polegate Town Council and Cllr G Gibbs would attend meetings to represent the Council. VOTE All in favour.**

**vii) Letter from Airs (Action in Rural Sussex) requesting a member to represent the council at their AGM.**

**It was resolved that Cllr R Martin and J O'Riordan would attend the AGM on behalf of Polegate Town Council. VOTE All in favour.**

#### **9958 Correspondence for Information**

- a) Letter of thanks had already been circulated and noted.
- b) Galliford Try Letter for Councillor invite to meeting 31<sup>st</sup> October 7.30pm.

#### **9959 Proposed dates of next cycle of meetings**

Personnel BUDGET 7<sup>th</sup> November 2011  
Environment & Leisure BUDGET 14<sup>th</sup> November 2011  
Finance & Policy BUDGET 21<sup>st</sup> November 2011  
Full Council BUDGET 28<sup>th</sup> November 2011  
Full Council 12<sup>th</sup> December 2011 Please note 8pm start  
Finance & Policy 23<sup>rd</sup> January 2012  
Full Council 30<sup>th</sup> January 2012  
Environment & Leisure 13<sup>th</sup> February 2012  
Full Council 27<sup>th</sup> February 2012  
Finance & Policy 12<sup>th</sup> March 2012  
Full Council 26<sup>th</sup> March 2012

The meeting closed at 9.42pm