

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28<sup>th</sup> July 2014 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

**Present:** Cllrs M Clewett **MCI** (Mayor), Mrs M Piper **MP**, T Voyce **TV**, J O’Riordan **JOR**, Mrs J Voyce **JV**, M Cunningham **MC**, D Broadbent **DB**, H Parker **HP**, E Board **EB**, S Shing **SS** , J Harmer **JH** (**11**)

**Not Present:** Cllrs Mrs C Berry **CB**, G Gibbs MBE **GG**, D Shing **DS**, M Pybus **MPy** (**4**)

4 members of the public

<b>Minute No.</b>	<b>Subject/Resolution</b>	<b>Action</b>
<b>11051</b>	<b>Apologies for absence</b> Cllrs Mrs C Berry (long term illness), G Gibbs MBE (meeting with Cuckmere buses as Council representative), D Shing (work)	
<b>11052</b>	<b>Declarations of interest</b> Cllr M Cunningham minute 11060 (non pecuniary) Cllr J Harmer minute 11060 (non pecuniary) Cllr S Shing minute 11061 He stated that he had supported the charitable calendar over the last few years.	
<b>11053</b>	<b>Opportunity for public comment</b> <b>Standing orders suspended</b> Mr Dunbar spoke in support of his photography competition and thanked council for supporting this in the past. <b>Standing orders reinstated</b>	
<b>11054</b>	<b>Minutes of the Special Full Council meeting held on 14<sup>th</sup> July 2014</b> Cllr Broadbent commented that he had attended the last meeting but had been omitted from the names in the minutes. <b>It was resolved to accept the minutes with the addition of Cllr Broadbent’s names in the voting and attendance, the minutes were then signed as accurate by the chair.</b> <b>VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b>	
<b>11055</b>	<b>Adoption of Minutes from Committees and Standing Committees</b> <b>Planning minutes of the meetings 14<sup>th</sup> July 2014</b> <b>a) It was resolved to adopt the minutes and recommendations of the Planning Committee meeting held on 14<sup>th</sup> July 2014</b> <b>VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b>	
<b>11056</b>	<b>Mayor’s Report</b> The mayor reported a quiet month in July, but that he had attended both the Scouts AGM and the campsite. He commented that he had been impressed with the facilities at the camp site. The Mayor stated that on 13 <sup>th</sup> July he had attended the windmill event and had been put in a pillory (stocks) and had wet sponges thrown at him.  The Mayor stated that he had represented the Town Council at	

	<p>the wind farm appeal as well as presenting evidence as a resident. He had assisted the inspector with a few queries raised.</p> <p>The mayor stated that regretfully he would not be able to attend the fun day at the War Memorial recreation Ground, but his Deputy Cllr Mrs M Piper would be attending in his place.</p>	
<b>11057</b>	<p><b>Town Clerk Report</b></p> <p>The report had been circulate prior to the meeting and noted by all present.</p> <p>The clerk commented that the toilets were about to go ahead now. The clerk was asked if she had ever questioned the costs for the puffin crossing, she stated that it was a guess on the highways part as they would have to do a full cost analysis, but that she would ask for the costs re the traffic calming and the costs for the dropped kerbs.</p> <p>The councillor asked for a breakdown when it was received. A councillor thanked the clerk for her report and stated that it detailed the need for a good business plan to be in place on which to base the budget, which was going to have to be done from scratch this year. He stated that he felt all councillors needed to be present at all of the budget meetings this year as it was vitally important. He asked councillors to think about what could be afforded and any additional requests PRIOR to the budget meetings commencing.</p> <p>A councillor stated that if the council needed to consider a zero budget the council would also need to consider each item on its merit and reflect on the previous years to see what would be needed now and in the future. He stated that a forecast was also necessary.</p>	
<b>11058</b>	<p><b>Reports from Representatives of Outside bodies</b></p> <p>a) Polegate School Governor – Cllr Mrs J Voyce Cllr Mrs J Voyce’s report was circulated to all prior to the meeting and noted by all present as very encouraging. A councillor asked if the school could be informed that from the street the school was beginning to look quite untidy.</p> <p>b) WDALC – Cllr M Clewett The report had been circulate to all councillors prior to the meeting and noted by all present.</p> <p>The mayor commented that he had been asked to join the standards pool. Wealden stated that they are now 99.8% on time for their waste collections and only 3.8% is now going to landfill only the rest is being recycled. The judicial review by developers over the Ashdown Forest has been dismissed and awarded costs against the developers. It still hasn’t ended and the only cause for concern is if it throws the core strategy into chaos and having to start again although this now looked unlikely. The Wealden Streets ahead project is also now about to start and Cllr Clewett and the Town Clerk are due to meet with officers of Wealden to discuss it.</p>	
<b>11059</b>	<p><b>Financial Update</b></p> <p>The accounts and payments had been circulated prior to the meeting and noted by all present.</p> <p><b>a) It was resolved to accept the accounts for payment to the value of £10876.38 VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b></p>	

	<p><b>b) Barclaycard Statement for noting and approval</b> The statements had been circulated prior to the meeting and noted by all present. <b>It was resolved to accept the payments to the value of £18.25 included in the payment figure above VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b></p> <p><b>c) Bank Reconciliation and accounts for information</b> Reports were circulated prior to the meeting and approved by all present en bloc</p> <p><b>d)VAT Return for information</b> Reports were circulated prior to the meeting and approved by all present en bloc</p> <p><b>e)Changes to the asset register (May 2014)</b></p> <ul style="list-style-type: none"> <li><b>i. Disposal of broken desk</b></li> <li><b>ii. Purchase of new desk and two drawer units</b></li> </ul> <p>Noted and approved by all present en bloc</p>	
11060	<p><b>Motion that the Town Council allow the Dickensian Group to use the Council Car Park, entrance lobby and part of the Town Clerks Office for the Christmas Event to be held on Saturday 29<sup>th</sup> November 2014 and to support the group administratively as appropriate</b> <b>It was resolved that the Dickensian Group would be able to use the Town Council Car park, entrance lobby and part of the Town Clerks Office for the Christmas Event to be held Saturday 29<sup>th</sup> November 2014 and to support the group administratively as appropriate. VOTE 9 FOR 0 Against Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , 2 abstentions Cllrs J Harmer JH M Cunningham MC</b></p>	
11061	<p><b>Correspondence for Action</b></p> <p><b>a. Request from Dan Dunbar for support from Polegate Town Council for the Polegate Calendar Competition</b></p> <p>The Mayor read out a letter from Dan Dunbar asking for the same support at in previous years (advertising the competition on the website, a mention in the next newsletter and to allow entries to be collated in the office). It stated that the calendar had been well supported over the last few years raising over £5000 for local charities. The letter thanked the council for making it possible. <u>Cllr S Shing declared an interest as he had supported the calendar over the last few years.</u></p> <p><b>It was resolved to support Dan Dunbar with the organising of the photography competition (advertising the competition on the website, a mention in the next newsletter and to allow entries to be collated in the office). VOTE 10 FOR 0 Against Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, D Broadbent DB, H Parker HP, E Board EB, J Harmer JH, M Cunningham MC , 1 abstentions Cllr S Shing SS</b></p>	

	<p><b>b. Replanting of the Diamond Jubilee Tree</b></p> <p><b>i) Request to replant the Diamond Jubilee Tree in the Meadow or its original/alternative location</b>  withdrawn</p> <p><b>ii) Given the approval of the Polegate Scouts, the owners of the Jubilee Oak tree, it is proposed that this be planted in a permanent location in the Polegate War Memorial Recreation Ground, this location being halfway between the existing mature deciduous tree on the boundary to Wannock Drive and the rear boundary. This location will not adversely affect the cricket pitch and the tree will be in suitable grounds</b></p> <p>A councillor commented that he thought a letter should go to the residents of the nearby houses to tell them where the tree would be going to see if anyone had any strong objections. A councillor stated that it would not grow very high and was not likely to go over the top of the hedge. A councillor stated that it was very slow growing and saw no reason for concern. A councillor commented that it needed to be planted before Monday so that when the Lord Lieutenant came it would have been replanted in the same field, albeit not in the original position.</p> <p><b>It was resolved to replant the tree as soon as possible in the location as agreed above by the scouts and the Town Council. VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b></p> <p><b>c. Request for Additional Memorial Plaque at Polegate War Memorial recreation ground (no cost to PTC – permission only)</b></p> <p><b>It was resolved to allow Mr P Woolmer to place a stainless steel professionally engraved plaque (with names as per the memorial in St Johns Church) on the war memorial at Polegate War Memorial Recreation Grounds at his own cost. VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b></p>	
11062	<p><b>a) Update on the WW1 Commemorations</b></p> <p><b>i) Consent requested by the Mayor to purchase a display case/table for the church to display the gift from the scouts</b></p> <p>The Mayor requested that Council support a request to purchase an oak display case with a glass top at the costs of approximately £300 to house the book a photo was shown.</p> <p><b>It was resolved that the Council would allow the Mayor a specific increase of £300 to cover the cost of this case to be funded from general reserves VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH</b></p>	

**ii) Consent for the Mayor to erect a waterproof picture frame on the outside wall of the Council office (from Mayors fund) as shown in background paper.**

**It was resolved to allow the mayor to erect a waterproof A3 picture frame on the outside wall of the Council office to house images of the memorials and some wording in the church (not accessible to all) VOTE All in favour Cllrs M Clewett MCI, Mrs M Piper MP, T Voyce TV, J O’Riordan JOR, Mrs J Voyce JV, M Cunningham MC, D Broadbent DB, H Parker HP, E Board EB, S Shing SS , J Harmer JH**

**iii) Update of the commemorations in Polegate**

The Mayor read out the list of commemorations that the Town Council was involved in.

**As previously minuted (10907) the Town Council is fully supporting a number of local events for the commemoration of World War 1.**

**RBL Service at St Johns Church 4<sup>th</sup> August 2014 7pm**

**First Polegate Scout Group Memorial Book presentation by The Group Scout Leader to Cllr M Clewett Mayor of Polegate**

**Deed of dedication for the Polegate War Memorial Recreation Ground (PWRG) to be a Centenary Field.**

**Planting of trees in commemoration of those who lost their lives (to be planted in the planting season as per Mr Hills (the Conservation Volunteers) comments and advice from the Tree Warden (Henk)**

**Potentially an additional plaque with the names of the fallen to be placed free of charge on the Memorial at PWRG as per this agenda**

**There will be a flag lowering (to half mast) on the morning of 4<sup>th</sup> August at the Council garden 49 High Street to be raised the morning of the 5<sup>th</sup> August in remembrance of the fallen.**

**Mayoral gift to commemorate WW1**

A councillor commented that the service starts at 7pm and the Lord Lieutenant will be attending in full uniform, which means he is “the sovereign” (representing) and he should be treated as such, protocol dictates that he should be addressed as Lord Lieutenant and after that you can call him Mr Field or sir. Nobody should enter the church after him. So please could everybody be there at 6.45pm. A councillor asked if children could go and was told that certainly they could and it was open to everybody to attend.

**11063**

**Proposed dates of next cycle of meetings**

Special Full Council 18<sup>th</sup> August 2014

Business Plan, Buildings & Land Joint Committee 16<sup>th</sup> September 2014

Full Council 29<sup>th</sup> September 2014

Full Council 27<sup>th</sup> October 2014

	<p>Personnel budget 24<sup>th</sup> November 2014          Planning budget 24<sup>th</sup> November 2014          Full Council 24<sup>th</sup> November 2014          Business Plan, Buildings &amp; land Joint Committee 8<sup>th</sup> December 2014          Full Council precept 12<sup>th</sup> January 2015          Finance &amp; Policy Committee 23<sup>rd</sup> February 2015          Full Council 23<sup>rd</sup> February 2015          Business Plan &amp; Buildings &amp; Land Joint Committee 30<sup>th</sup> March 2015          Full Council 30<sup>th</sup> March 2015</p> <p>The clerk stated that due to the zero budget start, there was likely to be additional meetings called to discuss budgets from October</p>	
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The meeting closed at 8.12 pm