

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 29<sup>th</sup> July 2013 in the Council Chamber, 49 High Street Polegate at 7.30pm**

**Present:** Cllrs M Cunningham **MC**(Chair), M Clewett **MCI**, , Mrs J Voyce **JV**, H Parker **HP**, E Board **EB**, J Harmer **JH**, Mrs M Piper **MP**, D Shing **DS**, S Shing **SS** (late arrival) **(9)**

**Not Present:** Cllrs M Pybus **MP**, T Voyce **TV**, G Gibbs MBE **GG**, D Broadbent **DB**, Mrs C Berry **CB**, **(5)**

4 members of the public

**Also Mr James Stobart of Sussex Police speaking on Operation Crackdown.**

<b>Minute No.</b>	<b>Subject/Resolution</b>	<b>Action</b>
<b>10699</b>	<b>Apologies for absence</b> Cllrs T Voyce (health), G Gibbs (personal), Mrs C Berry (health), D Broadbent (holiday)	-
<b>10700</b>	<b>Declarations of interest in any items on the agenda</b> Minute 10707b Cllr E Board Non prejudicial	
<b>10701</b>	<b>Opportunity for Public comment</b> No one wished to speak	
	<b>Standing orders suspended</b> Mr James Stobart had come to do a small presentation on the changes to Operation Crackdown.  The presentation detailed how to report drivers for anti social behaviour such as using a phone whilst driving, driving aggressively, tailgating, intimidating behaviour, road rage, drink and alcohol related offences and reckless driving. Letters are sent to reported vehicles and after a certain number of "alleged offences" a visit is made to the registered vehicle holder. In certain circumstances fixed penalty notices may be issued. Members of the public can also check on the progress of a report. A copy of the presentation will be available on the town council website for a few months. <b>Standing orders reinstated</b>	
<b>10702</b>	<b>Minutes of Full Council held on 24<sup>th</sup> June 2013; Special Full Council 8<sup>th</sup> July 2013</b> The minutes had been circulated to all councillors prior to the meeting. <b>It was resolved that the minutes of Full Council of 24<sup>th</sup> June 2013 were taken as read, accurate and signed by the Mayor. VOTE 7 for 2 abstentions</b>  <b>It was resolved that the minutes of the Special Full Council of 8<sup>th</sup> July 2013 were taken as read and accurate and signed by the Mayor. VOTE 7 for 2 abstentions</b>	
<b>10703</b>	<b>Polegate Town Council Mayors report</b> The Mayor thanked the Deputy for standing in for him following a loss in the family. The Mayor listed some events he had attended on behalf of the council: The windmill, Guardian Court Garden Party, Scouts AGM and the Youth Club. He had also made donations to Polegate school for their pool roof and attended the school	

	council meeting where the nature trail and lottery bids were discussed along with other interesting topics.	
<b>10704</b>	<p><b>Adoption of Minutes and recommendations from Committees and Standing Committees</b></p> <p><b>a) Emergency Plan Committee of 26<sup>th</sup> June 2013</b> It was resolved to adopt the minutes and recommendations of the Emergency Plan Committee of 26<sup>th</sup> June 2013 <b>VOTE All in favour</b></p> <p><b>b) Planning Committee Minutes of 8<sup>th</sup> July 2013</b> It was resolved to adopt the minutes and recommendations of the Planning Committee of 8<sup>th</sup> July 2013. <b>VOTE 8 for 1 abstention (D Shing)</b></p>	
<b>10705</b>	<p><b>Financial Update</b></p> <p><b>a) Approval of the accounts for Payment</b> It was resolved to approve the submitted accounts for payment as presented to the value of £32,535.74 <b>VOTE 8 for 1 abstention (D Shing)</b></p> <p><b>b) Barclaycard Statements</b> The statements had been circulated and noted by all present. <b>A councillor asked what the income was from grass cutting, the clerk stated that ESCC reimburse the Town Council for 5 cuts per year.</b> <b>A councillor asked what the income for dog bins was. The clerk stated that the vets at the top of the road made a small donation each year.</b></p> <p><b>c) Bank Reconciliation</b> The bank reconciliation, trial balance and accounts had been circulated prior to the meeting and noted by all present.</p> <p><b>d) VAT Return</b> The VAT return and associated paperwork had been circulated prior to the meeting and noted by all present.</p> <p><b>e) Addition of admin staff member as petty cash collector</b> It was resolved to add Mrs S Godfrey to the signatory list for collection of petty cash. <b>VOTE 8 for 1 abstention (D Shing)</b></p> <p><b>f) Addition of new councillor as cheque signatory</b> Cllr M Clewett volunteered to act as a cheque signatory It was resolved that Cllr M Clewett would be added to the list of cheque signatories. <b>VOTE 8 for 1 abstention (M Clewett)</b></p>	
<b>10706</b>	<p><b>Request for Mr J O’Riordan to collect the keys for the Twinning group if the offices are closed.</b></p> <p>It was resolved that Mr O’Riordan could be responsible for the unlocking and locking of the offices for Twinning meetings which are held when the offices are closed. <b>VOTE 8 for 1 abstention (J Harmer)</b></p>	
<b>10707</b>	<p><b>Correspondence for Action</b></p> <p><b>a) Dan Dunbar Calendar support request</b> It was resolved to support Mr Dunbar as per previous years including by advertising the competition on the</p>	

**website and twitter and collate entries**  
**VOTE 8 for 1 abstention (D Shing)**

**b) Letter from UK Power Network to install an underground cable through council land at Brightling Road area.**

A discussion took place on the value of wayleaves, the possibility of having two pillars supplying power on the cable run, as if in future the energising of an allotment area was required or the energising of a building, this would cost a vast amount of money. A councillor mentioned that he was aware the householder near the front of Heron Ridge had not yet given permission for the cable to go across their land and he understood that the farmer at the other end had also not yet given permission to put a cable across his land. He also mentioned that he knew the company had an alternative to run the cable along the road, which would cause a great deal of inconvenience and additional cost. A councillor stated that she was aware of a website that gave guidance to the values of wayleaves and how much should be requested. A councillor suggested that UK Power Networks were asked to make an offer to the Town Council for a value.

A councillor asked where the allotments would be going. The clerk stated that at this time, decisions had to be made on various buildings issues including if an allotment should be created on a parcel of land and this would be discussed on a later agenda item, but that the area referred to was by the stream at the end of Heron Ridge on council land.

A councillor asked if the clerk could negotiate and discuss what is available to the council (monetarily) rather than missing out on the opportunity.

A councillor stated that if the Town Council did not agree to the cable, there could be some amount of chaos caused for the cable run to go along the road.

A councillor stated that although there were good options available, this would save the company a large sum of money, as the land at Brightling would be a lot easier to dig up than a road and a lot less expensive and commented that it may not be unreasonable to expect the council to receive some of that saving in monetary terms. Another councillor also stated that to get permission to dig up a road also took more time, as well as money. A councillor asked what depth the cable would be laid at.

A councillor stated that he understood a substantial sum had been offered to the householder, and that the council could request a similar sum and for that in the future should a connection be required this would be done free of charge. Another councillor stated that he would prefer that two pillar (energising points) could be installed and a lump sum, and earmark that sum for "development" (improvement of the parcel of land) of some sort in that area. A councillor stated that the clerk would need a ballpark figure to avoid the matter dragging on. A councillor stated that there was a specialist website that helps homeowners understand the values that could be obtained from way leaves of this kind, although these would not be directly correlated to the Town Council it would give an indication of the values that could be expected.

**It was resolved that the clerk contact UKPN and ask for**

	<p><b>an offer of a financial lump and annual sum plus two power access points on the strip of land at Brightling Road and for this offer to be taken back to the Buildings and Land Committee. VOTE All in favour</b></p> <p><b>c) Request from James Stobart to make a presentation on the changes to operation crackdown.</b></p> <p><i>This item was moved forward to the beginning of the meeting. Mr Stobart made a presentation to the council.</i></p>	
10708	<p><b>To discuss the interim arrangement for meetings with disability</b></p> <p>The Mayor mentioned that one of the best garden winners had a disability and this may have to be considered also in the future, where events were held.</p> <p>A discussion took place on the costs involved. A councillor states that the problem of access exists, but that those who have the difficulty are not always able to attend all meetings, but you could never tell and that a provision should be made for access because it is the right thing to do, but also because the cost was not so great to do so. He felt that the Town Council should advertise the fact openly and positively and suggested that whilst the issue of relocation was being resolved the Town Council should hire as necessary. A councillor agreed with these comments and felt this was a reasonable adjustment for the service users. He stated that you could not tell who would attend the meetings and would not like the idea of having to phone beforehand. Another councillor agreed and said in the long term it may even prove to be the cheaper option. A councillor asked how many meetings there were a year. The clerk stated that in theory it should be 11 meetings, but there were often more and that the council would have to hire halls for all meetings open to the public, not just full council meetings.</p> <p><i>Post meeting clerk has assessed in the region of 44 meetings per year.</i></p> <p>A councillor commented that this would soon increase in total and over the years it would add up to a large sum. He agreed that the principle was correct but this should not be a long term solution and that this resolution should be reviewed after about 6 months.</p> <p>A councillor asked if there were any issues that would prevent the chambers being moved up to Wannock temporarily. The clerk stated that there was no major issue with a temporary move, but that there was no furniture there and so that would need to be moved or purchased. The clerk stated that the current chambers were rented out and the furniture was needed for the chambers at present. It was agreed that the situation was also be looked at budget time.</p> <p><b>It was resolved to hire halls for all public meetings until a resolution is made on what action to take regarding the potential relocation of offices, but to review the situation in January 2014. VOTE All in favour.</b></p>	
10709	<p><b>Committee Members</b></p> <p><b>It was resolved that the committee members would be as presented with the addition of Cllr E Board to the Business Plan committee. VOTE All in favour</b></p>	
10710	<p><b>Representatives for other bodies changes/additions</b></p> <p><b>a) It was resolved that Cllr J Harmer would represent</b></p>	

	<p><b>Twinning VOTE All in favour.</b></p> <p><b>b) Representative for sports clubs</b></p> <p><b>There were no volunteers for a representative to the sports clubs.</b></p>	
10711	<p><b>Vandalism Report</b></p> <p>The clerk informed the council that the police had indicated that they were attending the skate park area frequently with a view to prosecuting vandalism. However, if there was no resolution to the issue, they may make a request to the council to close the skate park. The police were continuing to monitor the situation and liaise with the clerk. The clerk explained that the council had been lucky in that the cost for the damage caused had not been high, but the damage uses police and staff time. The vandalism report was noted by all present. A councillor stated that if the skate park were to be closed the problem doesn't go away it just moves. A councillor said that she was concerned about setting fires as these can easily get out of hand and potential injuries caused. A councillor asked about locking the park. The clerk stated that fences would need to be installed and that these were costly and would need the additional cost of staffing to lock the gates and staff safety could be a factor. A councillor stated that there were costs involved with removing the skate park. A councillor stated that you could get a wireless surveillance camera but it was only useful to about 400m. The clerk was asked to get a price for the cost of removing the skate park, she agreed. The clerk informed the council that the contract was in its last year and it expires in June 2014.</p> <p>A councillor commented on the clerk's verbal report on the gutters at Wannock. The clerk had mentioned that the guttering had been broken a couple of times at Wannock with balls breaking the brackets. A councillor asked if this was vandalism, the clerk stated that it was not clear. The area had many ball games taking place and this could easily have caused the damage. She stated that she would be liaising with the chair of the buildings and land committee to discuss if there should be further action taken. A councillor asked that the next time it got broken could the clerk check the CCTV footage, to see if it looked like it was deliberate or not and report it to the police if it was vandalism. She stated that she would.</p>	
10712	<p><b>Flower Contract Winter 2013, Summer Winter 2014</b></p> <p>A discussion took place on the merits of keeping the flowers and the possibilities of sponsorship in various areas within Polegate. The types of flowers that could be planted to reduce costs. The frequency of planting and the length of the next flower contract.</p> <p><i>Councillor S Shing arrived at 8.58pm</i></p> <p><i>Councillor M Clewett left at 8.59pm</i></p> <p><i>Councillor M Clewett rejoined the meeting at 9.05pm</i></p> <p>A councillor asked the budget for the flowers the clerk stated it was £6450 (in total). he stated the he would like to see less planting on the outskirts of the town or to have perennial plants to reduce costs. The Mayor stated that he was happy to contribute to four trays of pansies for the winter in the council beds if required.</p> <p><b>It was resolved that the council garden at Wannock Road would have the plants removed and grassed over.</b></p> <p><b>It was resolved that the clerk would advertise the fact that the Council was seeking sponsorship and interested</b></p>	

	<p><b>parties should contact the clerk to discuss. It was resolved to ascertain the maximum amount of sponsorship that could be obtained from as many sources as possible,</b></p> <p><b>It was resolved to continue with some planting; for the Town Wellbeing committee to be created members : Cllrs Mrs Jill Voyce, Mrs Margaret Piper, Mrs Chris Berry, Daniel Shing, Ed Board, J harmer, M Cunningham to discuss the details of the contract, but to include more perennial planting in the council flower bed at 49 High Street and the planters on the outskirts of the town, keeping the hanging baskets, but reviewing the contract annually. To include Winter planting 2013.</b></p> <p><b>VOTE All in favour</b></p>	
<b>10713</b>	<p><b>Lottery Bid, S106 and other related issues</b></p> <p>A councillor stated that the vandalism had an impact on all of the proposals in the report. A discussion took place on whether there should be any investment in that area. A councillor stated that the report contained a lot of detailed information and considered whether it should be referred the business plan committee to discuss in detail, to come back to full council with a proposal. The Mayor explained that the reason is had been presented to full council is that the different committees had a cross over in this area and as such there were almost as many members as full council to make the decisions. The clerk explained that all of the projects listed had come to halt on progression as she required a full council decision and strategy to be able to progress them further. The clerk stated that the council was now required to make decisions on what would happen in that area (Business Plan) but because the buildings and land committee also had to consider these items a firm decision was required in order to progress each project to the next stage. There was now a lot of new information, which had been presented, which affected past decisions on that area and the projects already resolved. A councillor suggested a joint committee be formed as many of the members of the committees were on both.</p> <p><b>It was resolved to form a joint committee of members of the Business plan committee (including the newly added Cllr E Board) and the members of the Buildings and land committee to make recommendations to council on the projects.</b></p> <p><b>It was agreed to have the meeting of this joint committee on 16<sup>th</sup> September 7.30pm. Members to include Cllrs Mrs J Voyce, Mrs C Berry, T Voyce, M Cunningham, M Clewett, Mrs M Piper, E Board H Parker.</b></p> <p><b>VOTE All in favour</b></p> <p>The clerk asked all councillors to keep their paperwork to avoid unnecessary duplication at the joint committee meeting.</p>	
<b>10714</b>	<p><b>Mayor request to enable two "sleepers" that he was sponsoring to state sponsored by Polegate Town Council.</b></p> <p><b>It was resolved that PADMEC would be able to use Polegate Town Council on the two sleepers being sponsored by the Mayor. VOTE All in favour.</b></p>	
<b>10715</b>	<p><b>Proposed Dates of next cycle of meetings</b></p>	

	<p><b>The following dates were set:</b> <b>Building &amp; Land and Business Plan Joint Committee 16<sup>th</sup> September 2013</b> <b>Full Council 30<sup>th</sup> September 2013</b> <b>Full Council 28<sup>th</sup> October 2013</b> <b>Budget Planning 4<sup>th</sup> November 2013</b> <b>Budget Personnel 4<sup>th</sup> November 2013</b> <b>Budget Finance &amp; Policy 11<sup>th</sup> November 2013</b> <b>Full Council 25<sup>th</sup> November 2013</b> <b>Full Council 9<sup>th</sup> December 2013</b> <b>Full Council precept setting 13<sup>th</sup> January 2014</b> <b>Full Council 24<sup>th</sup> February 2014</b> <b>Full Council 31<sup>st</sup> March 2014</b></p>	
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The meeting closed at 9.17 pm