

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 31st October 2016
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present:

Cllrs Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, S Shing, E Board, D Murray, M Falkner, B Goodwin, D Shing (10)

Not Present: -Cllrs D Watts, R Shing, Mrs S Dobson, Mrs W Alexander, T Bennett (5)

4 members of the public

Ian Thomson of Coperforma gave a presentation and Q and A session on the improvements being made to the patient transport service. The presentation ended at 7.36 pm

Minute	Subject/Resolution
11886	Opportunity for public comment A member of the public commented on the street lighting (<i>copy attached to minutes of notes</i>) A member of the public commented on the use of the pavilion, the public toilets and the withdrawal of Wealden Citizens Advice
11887	Apologies for absence Cllrs R Shing (work), D Watts (medical), Mrs S Dobson (holiday), Mrs W Alexander (illness).
11888	Declarations of interest in any items on the agenda None
11889	Mayors report – verbal None (the Mayor was not present due to medical reasons)
11890	Clerks Report Noted by all present <i>Cllr S Shing left the meeting at 7.44pm and gave his apologies</i>
11891	Appointment of new voluntary Tree Warden It was resolved to appoint Mr T Saunders as voluntary tree warden VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing
11892	Minutes of the full council meeting 26th September 2016 It was resolved to adopt the minutes of the full council meeting of 26th September 2016 VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing
11893	Adoption of minutes and recommendations of standing committees a) Finance & Policy Committee 11th October 2016 It was resolved to adopt the minutes and recommendations of the finance & policy committee of 11th October 2016 VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing b) Planning Committee meeting of 19th September 2016 and 3rd October 2016 It was resolved to adopt the minutes and recommendations of

the planning committee meetings of 19th September 2016 and 3rd October 2016. VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing

11894

Reports from representatives of outside bodies

a) Parking

i) Motion to hold a public meeting to update on the current situation

Lead Cllr M Falkner stated that the motion had arisen from the fact that some residents appeared not to think that anything was being done by the council about parking which was NOT the case. The council had done as much as possible within the council's power and continue to try to lobby Wealden for some change in their policy. More recently there were mixed messages about parking from Wealden as to who is responsible for parking, as over the last year or so, the town council has had the same response that Wealden has the responsibility of making the decision on decriminalisation of parking and more recently a response has indicated that it is East Sussex County Council, which as far as is known is totally incorrect, but they may have been just issuing a standard response to a resident who was send in pictures of illegally parked cars and the resident wasn't getting anywhere as the police do not have it is a priority even though it is their responsibility to deal with illegally parked vehicles. There is also an issue with child safety outside of Polegate School, where there is a dangerous situation outside the school virtually every morning. The town council has made extensive efforts and has spoken with everyone involved, from the Ministry of Transport, Secretary of State, Police & crime Commissioner, Chief constable, Wealden, East Sussex County Council executives, various local councils, local residents. The town council has not got the power to make the decision. He stated that he had spoken to an officer at the Highways who was quite appalled by the issue in Polegate and the problems that it was bringing to the town and felt that this was not acceptable and that the town council had to keep plugging away at it, to get a resolution to the issue. He stated that he felt the council did need to meet with the public, to enable them to discuss things with the council and be advised what the situation is. There had been a public meeting before and only 4 people had turned up and some of them were members of the council. Many people had said they didn't know the meeting was on (although advertised in many areas. He stated that the issue would only get worse when all the houses were built.

Cllr Mrs Piper thanked Cllr Falkner for all his hard work on the issue.

The council's WDALC representative stated that all the meeting she attended had the subject of parking issue brought up at them. Many Cllrs felt that it would be a good idea to have a public meeting, so that the residents could understand what the council had done and was doing and what they could do to potentially change the situation. Cllr Falkner stated that the town council

needed the residents to help the council push things forward now and lobby for change.

A councillor mentioned that she did not think that generally residents understood the time it takes to get changes like this and with the changes in the policing this had a major impact on the escalation of the problem. She stated that illegal parking outside of the school is a criminal offence and a police matter and the town council does not have the power to enforce anything, but as the PCSO duties had changed with the change in police policy this was now different. She also stated that the change in Police priorities was probably why there had been an increase in vandalism in the town. There were concerns about how to get the residents to engage and come to the meeting. She stated that following a query from a resident, she had actually planned to meet with the resident outside the school with highways officer Paul Ward, who had explained the legalities around why they could not impose a 20 mph limit there. The resident did not attend the meeting although invited. She agreed that a meeting should definitely be held and to publicise the meeting and the outcome of the parking investigations. A councillor commented that there should be time given to publicise the meeting so that as many people know about the meeting as possible. A councillor asked if representatives from the other agencies should be involved (stakeholders). It was agreed that although this was a good idea, they would only defend their position and therefore muddy the waters with regards to the council's position on the matter. A councillor stated that he felt this should be marketed to the areas where there were serious parking issues first and to encourage those who had been vocal to rally people to attend the meeting. He stated that the only way to get the changes brought in required was to encourage the residents to lobby and make it a political issue. It was agreed that a two month lead in time should be given, to make sure that as many people know about the meeting as possible. A councillor commented that if the high profile agencies were called in to answer these resident questions this may be useful for them to explain why they could not deal with the situation. Cllr Falkner replied to a Cllr comment regarding other councils attending, and responded by saying that they had already met with a number of other councils who had initially stated that they were in support of the decriminalisation, but when asked to sign the letter asking Wealden to look into the parking situation again, they had not wished to sign the letter and only one so far had responded in the affirmative.

It was resolved that the council would hold a public meeting to update the residents on the parking situation, with a lead in time of approximately 2 months in order to advertise the meeting as widely as possible to the local residents. The details of the meeting to be delegated to the clerk in liaison with lead Cllr M Falkner. VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing

b) Principles of development (Verbal update)

(Neighbourhood Plan)

The group had looked initially at how to break the task into smaller chunks. The group had discussed planning. The group had asked the clerk to do a draft letter to send to the planning authority with regards to considering the existing parish boundary of Polegate as the designated area for the Neighbourhood Plan. He stated that they were not including the areas of Stones Cross which may end up within Polegate boundary with future changes. He mentioned that he would be referring to things like LPA (Local Planning Authority). The group had discussed ideas and the process. He stated that it didn't get too involved until the public consultation stage. At that stage he advised the council that they would need to get in exterior help with the process (which would cost). He stated that it was a large task with many things for the group (and council) to consider. The next meeting is on Wednesday 2nd November (they would be held fortnightly) at Cllr Boards house 7.15pm and expected to end around 8.30pm and the group would be considering the town centre. They would look at ambition for the area, try to find out what policies would help the town council implement that. The councillor explained that at this stage the group were discussing ideas and as time went on there would be stronger ideas and the beginnings of the full plan, which the council will have the opportunity to comment on. He also commented that the information that came from the Town Centre steering group would be used to develop the plan. He explained the process to the council:

Step 1 designating the area and creating the forum which is the councils working group (Principles of Development). The designated area is the parish boundary.

Step 2 is commencing preparing the plan, this is done by discussing the areas and what the council would like to see.

Step 3 pre-submission and consultation with the public (this is where you make a policy in draft and then ask the public to comment on it).

Step 4 submit to the Local Planning Authority (Wealden District Council) and then on to the public examiner who will decide if its sound.

He explained that this would all take some time due to the process it had to go through.

The plan would also have to comply with the Wealden Local Plan which was also in development (and therefore would look similar with local characteristics).

c) Internal Audit and internal control working group

The report had been circulated prior to the meeting and noted by all present. The council noted the past audit reports and current appointment letter detailing the work to be carried out by internal audit.

It was resolved that the council is satisfied that:

the scope of the internal audit was adequate and sufficient for the size of the council; that the auditor was sufficiently independent; that the auditor was competent to carry out the auditor in an appropriate manner; that the auditor did not have a relationship with either the clerk or the Council; that the audit plan was sufficient and effective and with the quality and detail of the content of the audit reports.

Any improvements: None

Any proposed remedial actions: to check the length of time which was considered to be necessary for a change in auditor and report back on that to the group and then to council.

The clerk will check the details of the length of appointment and report back.

The full council is therefore satisfied with the Scope of the Internal audit; the independence of the auditor; the competence of the auditor; the relationship of the auditor with the clerk and the council; the audit planning and reporting by the auditor.

The council also continues to implement internal audit spot checks, so as not to rely solely on the internal audit to identify issues.

The council already receives bank statements at each full council meeting.

The council already receives the VAT return copy at each full council meeting.

The council already receives reports on updates of the asset register and annually at the annual statutory meeting.

The council already receives details of the wages at each full council meeting. Two councillors also sign the individual cheques and once changed over to the new online system will be signing a sheet with the individual payments also.

The Mayor receives copy bank statements as they are issued to the clerk.

Standing orders are reviewed annually at the annual stat meeting and additional reviews on major changes.

Financial regulations are reviewed annually at the annual stat meeting and additional reviews when required due to legislation or other changes required.

The petty cash tin is checked during the year and this will continue. (spot checks)

Cheques will be spot checked and a record kept in a similar way to the internal audit procedures. (spot checks)

The minutes are regularly checked to ensure that they have been signed in accordance with appropriate practices.

Risk assessments are in the process of being assessed and the clerk updates the council/councillors on matters which may affect the risk management of the town council, either financially or reputational.

The council has appointed a risk management working group

to review risk management systems periodically.

The council periodically reviews the ear marked reserves to ensure that they are being used effectively and accumulated for projects that are still required.

The council has a thorough budgeting schedule which ensures that all items required and desired are discussed and added and the appropriate funding set aside.

Full council is satisfied that the internal controls of the council are both adequate and effective in safeguarding the public money. VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing

d) Buildings & Land working group report

The chairman of the working group updated council on a few items on the report and options that were being looked at.

He also commented on the guardian court crossing, the building survey and the oakleaf fencing. He also mentioned that £1000 may be required in the budget for the removal of an item of equipment at Oakleaf. He commented that the street lights were being looked at on a financial basis and that some were Town Council owned and others were County Council owned. They were being looked at (by a working group) in three areas, the High Street at present was considered an area that the council should retain. This was related to the other working groups looking at rejuvenation of the high street. (Town Centre Steering Group and Principles of Development Working group) There street light furniture is being looked at to see if it is financially beneficial to relinquish control (rather than budget for maintenance, energy and replacement). He stated that the equipment had to be in good working order, some may be on telegraph poles and this had to be done before handing over. He stated that Wannock Road was looked at and because of the capital costs although it would be beneficial to hand over to the County Council the smaller routes will be most cost effective, this was being looked at. The effective return on investment is expected to be better on the smaller roads. He also commented that the grounds maintenance for the allotments may have to increase to keep some areas tidier. He also mentioned that a verbal request had been received about a community allotment, which may be viable on the Gosford allotment near to the car park (where there was a lot of builder's rubble and raised beds may be needed).

It was resolved that the fence be replaced asap at the cost of £2256 +vat and a budget of £1000 set aside to remove the play equipment should the replacement funding not be received before the equipment failed. VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing

It was resolved that the council apply for change of use (planning permission) for b1, d1 & d2 Which would allow the renting to a broader range of user

VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C

Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing	
11895	<p>Reports from Representatives of outside bodies</p> <p>a) Wealden Citizens Advice The service is still providing for people in Polegate but there are no premises in Polegate. Funding is always an issue for them and the councillor has been in discussion with Kay Birch who had said she was leaving at the end of the year. It was then confirmed she was now staying. The councillor informed the council that Kay had been applying for two streams of funding and she didn't know if either would be possible and if funding did come forward that the Polegate outreach would be top of the list.</p> <p>b) Polegate Community Association The association were happy for the Town Council to submit a magazine article (non-political, as it is produced on behalf of the Council as a whole) on what the town council had been actively doing. For example, the work on parking could have been spoken about, the new steering group and similar articles.</p> <p>c) WDALC The council representative commented that discussions over police parking and speeding was discussed quite extensively and the ambulance service. Discussions over the turnaround at the hospitals, patient transport etc. Although it had not been officially opened the new make ready centre was now in working order.</p> <p>d) Wealden District Police – community Update In additional to the paperwork circulate, there had been a number of shed break ins over the last three weeks. The office has some shed alarms if anyone wants some. The councillor also commented on operation blitz, which was in the background papers. This was a scheme that anyone could sign up to and tackled anti-social behaviour. Hot spots were targeted by the blitz team on Friday and Saturday nights.</p> <p>e) Hailsham Area Action Plan The papers of the last meeting were circulated to all prior to the meeting and noted by those present.</p>
11896	<p>Financial update</p> <p>a) Approval of accounts for payment as presented</p> <p>It was resolved to approve the accounts for payment as presented to the total of £9619.62 VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing</p> <p>b) Barclaycard statement Noted</p>

	<p>c) Income & expenditure account, trial balance & Bank reconciliations & VAT return Noted</p>
11897	<p>Correspondence for action</p> <p>a) Polling District/Polling Place The papers were noted but not comments submitted by the council</p> <p>b) Grant request from Team Polegate Christmas Group</p> <p>The deputy Mayor reminded councillors that the charity was "You Raise Me Up" and that this was one of the Mayors charities this year. She stated that once the donation had been made it would fund the event and then funds raised would go direct to the charity afterwards. (so the grant would end up going to the charity). The council was in support of both the donation to the Christmas group and the charity and stated that the letter accompanying the cheque could remind the group that they were able to make another submission if required. The group was thanked for their hard work and support in promoting the town.</p> <p>It was resolved to grant £200 to the Polegate Christmas Group VOTE all in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing</p>
11898	<p>Best Dressed shop & House Competition (Christmas Lights) 2016 The papers had been circulated to all councillors prior to the meeting.</p> <p>It was resolved to hold the Best Dressed Shop & House Competition (Christmas Lights) 2016 and to use the allocated budget for the Best dressed Shop for Xmas 2016 to purchase a cup (engraved as per previous years wording and the current year) and for the Mayor to award that cup and certificate to the winning shop prior to Christmas and issue a press release and photos of the winner.</p> <ul style="list-style-type: none"> • For the office to create a poster inviting shops in the High Street area to be involved in the competition. These posters to be dropped into each shop. • For the office to purchase a cup engraved with this year's date within the allocated budget • For the office to create a certificate to be awarded to the winning shop • A group of councillors Ms A Snell, Mrs C Berry, B Goodwin, Mrs M Piper, D Watts to judge the shops. For that group to be delegated to set the date of the judging in order that the poster can include the date and allow shops to be ready for the judging. • For photos to be taken on the evening of the judging and the presentation.

- **For a press release to be issued with regards to winning shop and the winners to be notified shortly after the judging.**
- **All other details to be delegated to the clerk to organise (in case minor issues arise where a decision needs to be taken)**

Houses

To use the allocated budget for the best dressed house (xmas lights) for 2016, to purchase a cup (engraved as per previous years wording with the current year) and for the Mayor to award that cup and certificate to the house that is judged to have the best xmas lights display. For council to issue a press release and photos of the winner.

- **For the office to create a poster inviting residents to be involved in the competition. The poster will include the approximate date of the judging which will be around the second week of December. It will also indicate the date of the presentation in order that they may be available to receive the cup and certificate.**
- **For the office to purchase a cup engraved with this years date within the allocated budget as per previous years**
- **For the office to create a certificate to be awarded to the winning house**
- **For each councillor to be allocated an area to submit a shortlist of TWO houses maximum in their area to the office by 12th December 2016. The office will then give the shortlist to the judges to go out and look at which house merits being the winner before Friday 16th December. (The judges' decision is final). The judges will notify the office before Monday 19th December and the presentation will be made by the Mayor between 19th – 23rd December subject to availability of the winner and the Mayor.**
- **A group of councillors Ms A Snell, Mrs C Berry, B Goodwin, Mrs M Piper, D Watts to judge the houses. For that group to be delegated to set the date of the judging in order that the poster can include the date and allow householders to be ready for the judging.**
- **For photos to be taken on the evening of the judging and the presentation.**
- **For a press release to be issued with regards to winning household and the winner to be notified shortly after the judging.**

	<ul style="list-style-type: none"> • All other details to be delegated to the clerk to organise (in case minor issues arise where a decision needs to be taken) <p>VOTE All in favour Mrs M Piper, D Dunbar, Ms A Snell, Mrs C Berry, E Board, D Murray, M Falkner, B Goodwin, D Shing</p>
11899	<p>Proposed dates of next cycle of meetings</p> <p>Finance Budget meeting 14th November 2016</p> <p>Full Council 28th November 2016 (budgets initial)</p> <p>Full Council Budget preliminary 12th December 2016</p> <p>Full Council precept and budget 2017/18 setting 9th January 2017</p> <p>Full Council 30th January 2017</p> <p>Full Council 27th February 2017</p> <p>Annual Town Assembly 6th March 2017 (7.30pm)</p> <p>Full Council 27th March 2017</p> <p>Full Council 24th April 2017</p> <p>Annual Statutory Meeting 22nd May 2016 (Election of Mayor)</p> <p>Full Council 26th June 2017</p> <p>Full Council 31st July 2017</p> <p>Full Council 25th September 2017</p> <p>Preliminary budget meetings October TBA</p> <p>Full Council 30th October 2017</p> <p>Full Council 27th November 2017 (initial budgets)</p> <p>Full council 11th December 2017 Budget and precept agreements</p> <p>Full Council 8th January 2018 precept and budget 2018/19 final</p>

The meeting closed at 8.51 pm

Signed Mayor of Polegate _____

Date _____