

## POLEGATE TOWN COUNCIL

**Minutes of the Annual Statutory Meeting of the Town Council held on Monday 16<sup>th</sup> May 2005 in the Council Chamber, 49, High Street, Polegate at 7.30pm.**

Present: Cllrs. J. Harmer (Town Mayor), Mrs. C. Berry, G. Carter, Mrs. E. Coleman, M. Cunningham, K. Gatrill, Mrs. D. Joy, R. Martin, Mrs. V. Morson, Mrs. M. Piper, Mrs. I. Scarborough, Mrs. J. Voyce and T. Voyce

Barry Knights (Polegate Partnership co-ordinator) Press 1

**6727 Election of Town Mayor**

Cllr. Harmer called for nominations for Town Mayor. Cllr. Mrs. Scarborough proposed that Cllr. Harmer is re-elected Town Mayor for the ensuing year. This was seconded by Cllr. Mrs. Voyce, and, there being no other nominations, and Cllr. Harmer signifying his acceptance, it was resolved unanimously to re-elect Cllr. Harmer Town Mayor. Cllr. Harmer thanked the members for their continued support.

**6728 Declaration of Acceptance of Office**

The Town Mayor signed his declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk

**6729 Welcome to new Councillor, Brian Winn**

The Town Clerk advised that Cllr. Winn had been elected unopposed to the vacant Watermill Ward seat on the Council, but was unable to attend the meeting tonight as he had been running in a Marathon in Portugal at the weekend and was unlikely to be back home at this time. The Town Mayor said that the welcome would, therefore, have to wait.

**6730 Receipt of Cllr. Winn's declaration of acceptance of office**

The Town Clerk advised that Cllr. Winn had signed his declaration of acceptance of office and is, therefore, able to attend any future meetings of Committees or working groups to which he may be appointed later in the meeting

**6731 Apologies for absence** were received from Cllrs. Barber, FitzGerald, Gibbs and Winn.

**6732 Declarations of interest in any items on the agenda**

Cllr. Mrs. Berry declared a non prejudicial interest in item 25 (anti-social behaviour etc. at Wannock Road Rec.) Cllr. Mrs. Scarborough, Cllrs. Mr. and Mrs. Voyce declared a non prejudicial interest in item 28(a) with reference to accesses onto Council owned land.

**6733 Election of Deputy Mayor**

Cllr. Carter proposed that Cllr. Mrs. Piper is elected Deputy Mayor for the ensuing year. This was seconded by Cllr. Voyce, and there being no other nominations, and Cllr. Mrs. Piper identifying acceptance, it was resolved that Cllr. Mrs. Piper be

elected Deputy Mayor. The Town Mayor congratulated Cllr. Mrs. Piper on her election to office and thanked Cllr. Carter for his help and guidance over the past

year. He said that he hoped that he could still count on his support when needed in the coming year.

**6734 Minutes of the meeting of the Council held on Monday 18<sup>th</sup> April 2005**

The minutes, having been previously circulated, were “taken as read”, confirmed as a correct record and signed by the Town Mayor.

**6735 Matters arising from the minutes**

a) **Visit to Burgess Hill** - The visit has been confirmed for Thursday 2<sup>nd</sup> June at 2.00pm.

b) **Bus Stop at the Horse and Groom – advice from the Strengthening Local Relationships (SLR) meeting** - The Town Mayor advised that this matter had been raised at the SLR meeting and that it may be possible to implement a bus stop adjacent to Autowise but that the matter should be looked at by the County Council’s Passenger Transport group, and that a meeting will be arranged. The Town Mayor took the opportunity to advise on other matters raised at the SLR meeting and the County Council’s responses. It was agreed to circulate a copy of the new Western Area Organisation and Staff Structure to all members. Cllr. Mrs. Scarborough reported that pavement works will be carried out in September/October in the Stud Farm Estate

A number of questions were raised about the recent highways verges grass cut and it was resolved to arrange a meeting with the County Council’s contract supervisor, the contractor and the contractor’s management with an aim of sorting out the problems of poor quality grass cutting. It was also resolved to write to the County Council advising that Polegate Town Council wish to be responsible for grass cutting in Polegate and pull out of the County Council contract.

**6736 Appointment of members to Standing Committees, appointment of Chairpersons to Standing Committees, Appointment of Lead Councillors and appointment of the Accounts Panel.**

Cllr. Mrs. Scarborough proposed, it was seconded by Cllr. Mrs. Berry and resolved, that appointments be made as follows:

**Planning Committee**

Cllrs. Voyce (Chair), Carter, Barber, Gatrill, Gibbs, Mrs. Berry and Winn

**Personnel Committee**

Cllrs. Mrs. Scarborough (Chair), Mrs. Voyce, Mrs. Morson, Carter, Voyce and Martin

**Accounts Panel**

Cllrs. Cunningham (also lead Councillor for Finance) and Martin

**Leisure, Allotments and General Purposes Group (including Meadow)**

Cllrs. Gatrill (also lead Councillor for Leisure), Gibbs (also lead Councillor for Allotments), Mrs. Joy, Mrs. Morson, Mrs. Scarborough, Carter, Voyce and Martin

**Police Liaison**

Cllr. Mrs. Scarborough

**Polegate Partnership Representative**

Cllr. Mrs. Voyce

**Buildings Working Group**

Cllrs. Carter (Chair), FitzGerald, Barber, Gatrill, Gibbs and Winn

**Christmas Lights Working Group**

Cllrs. Mrs. Coleman (Chair), Mrs. Joy, Mrs. Morson, Carter and Martin

**Town Council Website Working Group**

Cllrs. Cunningham (Chair), Mrs. Scarborough, Mrs. Voyce and FitzGerald

**Youth Working Group**

Cllrs. Mrs. Scarborough (Chair), Mrs. Morson, Mrs. Coleman, Mrs. Joy, Cunningham, Gatrill and Martin

**Quality Council Working Group**

Cllrs. Mrs. Scarborough (Chair), Carter, FitzGerald and Mrs. Piper

**Car Parking Working Group**

Cllrs. Barber (Chair), Cunningham, Gatrill and Martin

**(Note - the Town Mayor and Deputy Mayor are members, ex-officio, of all Committees and working groups)**

**6737 Appointment of Tree Warden and representatives to outside organisations**

Cllr. Mrs. Scarborough proposed, it was seconded by Cllr. Mrs. Coleman and resolved to make appointments as follows:

<b>Tree Warden</b>	Mrs. J. Lewis
<b>Polegate School Governor</b>	Cllr. Mrs. C. Berry
<b>Citizens Advice Bureau</b>	Cllr. Mrs. J. Voyce
<b>Civil Protection</b>	Cllrs. R. Martin and G. Gibbs
<b>Crime Prevention/ Neighbourhood Watch</b>	Cllr. G. Gibbs
<b>Children/Playgroups</b>	Cllrs. Mrs. E. Coleman and Mrs. V. Morson
<b>Community Association</b>	Cllr. Mrs. E. Coleman
<b>CPRE</b>	Cllrs. Mrs. D. Joy and Mrs. M. Piper
<b>Eastbourne Area Transport Forum</b>	Cllrs. R. Martin, S. Barber and M. Cunningham
<b>Polegate Windmill</b>	Cllrs. M. FitzGerald and T. Voyce
<b>South Wealden Association of Local Councils</b>	Cllrs. G. Carter and Mrs. I. Scarborough
<b>Polegate Twinning Association</b>	Cllr. J. Harmer

**6738 Appointment of Internal Auditor**

Cllr. Mrs. Berry proposed, it was seconded by Cllr. Mrs. Scarborough and resolved to re-appoint Mr. Alan Wallwork as Internal Auditor

**6739 Inspection of Deeds and Documents**

The Town Clerk presented a letter from the Council's Solicitor certifying the deeds and documents held on behalf of the Council. Noted. Cllr. Voyce proposed that further discussion on this topic be moved to the confidential section of the agenda and this was resolved unanimously.

**6740 Financial Matters**

- a) **Final Accounts - year ended 31<sup>st</sup> March 2005** - The Town Clerk advised that two items of expenditure had not taken place last year and sought direction

on whether, or not, the Council wished to carry these sums over to 2005/2006 by creating a reserve for them. It was proposed by Cllr. Mrs. Berry, seconded by Cllr. Voyce and resolved, to create a reserve of £2000 towards support for youth services. It was proposed by Cllr. Mrs.

Scarborough, seconded by Cllr. Mrs. Berry and resolved, to create a reserve of £2,400 for additional maintenance for the Skatepark.

- b) **Bus Shelters on A2201 and B2247 (Adshel) - additional planning application fees** - The Town Clerk presented an e-mail received from Adshel relating to a further delay in obtaining the planning consent for the bus shelters and that Adshel are unwilling to pay out an additional £75.00 in planning fees as they feel the delay is not their fault but the District Council's. The Town Clerk advised that the Town Council is "piggy in the middle" but that it may be advisable to pay the £75.00 to secure the bus shelters. After some debate it was proposed by the Town Mayor and resolved by 11 votes to 2 to pay the £75 planning fees to secure the three new bus shelters.
- c) **CCTV Cameras and charges - response from Sussex Police** - The Town Clerk circulated a letter received from Sussex Police in response to the Council's request to waive charges for three months because one of the CCTV cameras had been reported as being inoperative for 3 months. Cllr. Carter proposed that a letter be written to the Editor of the Eastbourne Herald because this letter would have answered some of the criticisms raised at the Annual Meeting of Electors. This was seconded by Cllr. Gatrill and resolved by 6 votes to 4 (Cllrs. Mrs. Scarborough, Mrs. Berry, Martin and Mrs. Voyce) with three abstentions.
- It was also resolved to pay the disputed invoice for maintenance charges.

**6741 Adoption of Minutes of Standing Committees**

**Planning of 9<sup>th</sup> May 2005** - Cllr. Voyce presented the minutes for perusal and, there being no matters raised proposed that they be adopted, and this was resolved unanimously.

**6742 Training Courses**

**Sussex Association of Local Councils - composite training weekend** - The Town Clerk circulated details of the composite training weekend which could be attended as a whole or on a modular basis. It was resolved that Cllrs. Mrs. Scarborough, Cunningham, Mrs. Voyce and Winn be authorised to attend any relevant module and that they should advise the Town Clerk so that the relevant bookings can be made.

**6743 Youth Services**

Cllr. Mrs. Scarborough reported back from the meeting held with Jan Murphy on 4<sup>th</sup> May, the detail of which was repeated at the Annual Meeting of Electors on 10<sup>th</sup> May. Cllr. Mrs. Scarborough said that the meeting was similar to many others we have had over the past few years but that she felt a little more positive about Jan Murphy's approach and recommended that we "wait and see". She proposed the suspension of Standing Orders so that Barry Knights could update on any contact he had had with Jan Murphy, and this was resolved.

**Standing Orders suspended**

Barry reported that he had e-mailed Jan Murphy but that he needed her 'phone number to get in touch and the Town Clerk said that he would give Barry her 'phone number tomorrow. **Standing Orders re-instated.**

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**6744 Reports from working groups and lead Councillors**

- a) **Meadow Group** - Cllr. Voyce reported on the last meeting of the group and the plans which would require Full Council approval. Costings and alternative

suppliers would be required and it was agreed to develop a fully costed proposal to be presented to the next Full Council, although approval was given to the flail mowing of the meadow in the sum of £50.00.

- b) **Civil Protection** – Cllr. Martin reported that Cllr. Gibbs had submitted the Emergency Plan to Wealden DC but that he has not yet had a reply. Cllr. Martin advised that he had checked out the radio link and that it is working well. It was agreed that Cllrs. Martin and Gibbs make a presentation on the Emergency Plan to a future meeting of the Council
- c) **Car Parking Working Group** – Cllr. Gatrill gave an update on the working group’s progress. He said that they had had a very positive meeting with Ian Johnson (County Council) and that the next step is to provide detailed plans and submit them to the County Council with photographic evidence of the problems and written justification for any proposals. However, the Council has been given to understand that it would take up to a year to get any proposals implemented even if they were endorsed by the County Council.
- d) **Web Site Working Group** – No recent meetings have been held but the Town Clerk reported that there had been two expressions of interest in hosting the web site from two local residents.
- e) **Accounts Panel** – Cllrs. Cunningham and Martin reported that they had examined the accounts for the quarter ended 31<sup>st</sup> March 2005, and the bank reconciliation, and that everything is in order.

**6745 Recreation Grounds – review of draft byelaws**

The Town Clerk had circulated a draft for consideration. Subject to the Town Clerk taking some advice to see if there was any possibility of framing a clause to refer to not causing a nuisance to neighbouring property owners, Cllr. Mrs. Berry proposed that the draft was very good and that it should be accepted as a document to be presented for adoption. This was seconded by Cllr. Cunningham and agreed by all.

**6746 Brightling Road BMX Track – request to upgrade**

The Town Mayor reported on a request from some BMX enthusiasts to carry improvement works to the BMX Track at their own expense. The Town Mayor and Cllr. Mrs. Scarborough had met the enthusiasts on site and were convinced that the re-vamp of the site would be beneficial. Insurance requirements have been checked out with the Council’s insurers. Cllr. Cunningham said that the site at Balcombe, which can be seen from the train, is brilliant, and that he fully supports the proposal, and it was resolved to authorise the enthusiasts to make the necessary improvements to the site.

**6747 Wannock Road Recreation Ground – vandalism, anti social behaviour etc.**

The Town Clerk presented a letter from a resident of Wannock Drive relating to his experience of anti social behaviour caused by youths using the recreation ground and seeking the Council’s assistance by blocking off their “escape route” through the hedge by constructing a chain link fence on the Council’s side of the hedge. It was resolved not to construct a fence because of the cost of supply and maintenance but that the Town Clerk should take some advice on how to fill in the gaps at the bottom of the hedge to prevent ingress and egress.

The Town Clerk also advised that a group of youths are regularly causing a nuisance on the Eastbourne Road side of the Recreation Ground and this had been borne out by one comment made at the Annual Meeting of Electors. It was agreed that there is limit to what can be achieved by the Council and residents should be

encouraged to call the Police when incidents are ongoing and to use 999 if appropriate. It was agreed that the state of the whole boundary of the Recreation Ground be looked at and advice taken on how best to protect the Council's assets and the Council's neighbours.

**6748 Wannock Road Recreation Ground - vandalism - repair or replacement of roundabout** - The Town Clerk referred to the immense damage caused to the roundabout and that the manufacturers are sending a representative to view it this week to determine whether it can be repaired. The Town Clerk advised on the cost of replacing the roundabout. It was agreed to defer any decision until full costs are known and that the Town Clerk should chase up the Police to see if anything was recorded on the Health Service's CCTV camera.

**6749 Communications from the Town Mayor**

- a) **Civic Service** - The Town Mayor invited all Councillors to join him at the Civic Service which is being held at St. John's Church at 10.30am. on Sunday 29<sup>th</sup> May.
- b) **Other matters** - The Town Mayor reported that he had the pleasure of attending the 108<sup>th</sup> birthday celebration of May Whittle, who has now received 8 telegrams from the Queen. He also reported that he had been invited to the opening of The Mikado and that all Councillors are invited to the British Legion Parade and service on Sunday 22<sup>nd</sup> May at 2.45pm. which will be followed by a buffet at the British Legion Club.
- c) **Report back from the Annual Meeting of Electors held on Tuesday 10<sup>th</sup> May** - A resume of the matters raised at the meeting had been distributed to members. The Town Mayor thanked all Councillors for their support at the meeting. Cllr. Mrs. Voyce said that it was very encouraging and thanked the Town Mayor for the way he chaired the meeting. The Town Mayor also thanked the press for the coverage of the meeting and noted that it was the newsletter distributed in the "Advertiser" that drew attention to the meeting. There was some disappointment on the Police's response to anti social behaviour, and the Council's Police Liaison member said that there are just not enough policemen on the street and residents should, if necessary, call 999 or crimestoppers on 0800 555 111, to report incidents as they are happening. Cllr. Gatrill asked if consideration could be given to employing a security firm to monitor hot spots and it was agreed to obtain some costings. It was reiterated that residents should call the Police to get incidents logged. The matter which attracted the most discussion was car parking and it was agreed that one way forward would be to lobby the District Council to decriminalise parking which may lead to a less expensive residents parking scheme. The Town Mayor also reported, in connection with the points raised about the District General Hospital, that the Trust had sought suggestions for the name of a new temporary ward and that he has suggested that it be called Polegate Ward. It was agreed not to give any further consideration to any Town Council involvement with the grassed area in the Precinct.

**6750 Town Clerk's Report**

- a) **Bring Forward Schedule** - The Schedule was presented and the following points were made

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- i) **Electrical work in the Pavilion** - This matter has been on the schedule for a long time and it was agreed that some pressure is put on the Health Authority to complete the work by advising that if it is

not put in hand soon the Town Council will have the work carried out and recharge the PHCT.

- ii) **Access to Council Owned land** - it was agreed that the map and a copy of the suggested letter be put on the agenda for the next Council Meeting
  - iii) **Cricket Club** - it was agreed to invite members of the Cricket Club to the next meeting of the Council (to start at 7.00pm.) to discuss the issues.
  - iv) **Town Map** - as it seems likely that this will go on forever with the School, the Polegate Partnership be asked to take this on.
  - v) **Model Engineering Club lease** - it was agreed to chase this up.
- b) **Vandalism Log** - The log was circulated and noted
  - c) **Local Councils Advisory Service Health and Safety Seminar** - It was resolved that the Town Clerk and Town Mayor be authorised to attend and that anyone else who would like to attend should advise the Town Clerk
  - d) **Police incidents update** - The Town Clerk reported that there would be no updates for a short while as the voluntary administrator has had to spend time at home. Noted.

#### 6751 Correspondence

- a) **Polegate Twinning Association** - A letter of thanks for the grant of £500 was received and the recent gifts from Saintry were displayed
- b) **Sussex Police - Local Policing Plan** - A letter advising of the plan and where to access it on the internet was received and any member who would like a "hard copy" should ask the Town Clerk to obtain one.
- c) **Wealden DC - Quality Council Status** - A letter was received seeking the Council's view on whether it wanted to apply for Quality Council Status and if so in what timescale and whether any help was required. It was agreed to advise the District Council that the Council does wish to apply for Quality Status as soon as possible. The Town Clerk advised that he failed one paper a second time and that he will be re-submitting by the end of the month.
- d) **East Sussex CC - Village Maintenance teams** - The annual letter asking for ideas for the maintenance teams was received. The Town Clerk advised that the team carried out grass verge reinstatement and hedge cutting last year and members made suggestions for this year's programme.

#### 6752 Dates of next cycle of meetings

Full Council	Monday 20 <sup>th</sup> June at 7.00pm
Planning Committee	as and when necessary

#### 6753 Resolution

Cllr. Voyce proposed, it was seconded by Cllr. Martin and resolved, that owing to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.

#### 6754 Confidential Matters

- a) **Deeds and documents**
- b) **Personnel Matters - Town Clerk's remuneration**
- c) **Property Matters - lease of premises**