

## UNADOPTED

### POLEGATE TOWN COUNCIL

#### **Minutes of the Annual Statutory Meeting of the Town Council held on Monday 19<sup>th</sup> May 2008 in the Council Chamber, 49 High Street, Polegate at 7.30 p.m.**

Present: Cllrs. S Barber (Town Mayor), Mrs C Berry, Mrs J Bigsby, G Carter, J Harmer, Mrs D Joy, R Martin, Mrs M Piper, Mrs J Voyce, T Voyce, T Wright.  
Cllr J Rogers present until Minute 8049  
Cllr S Shing present until Minute 8067

5 member of the public

1 member of the press

#### **8044 Election of Town Mayor**

The outgoing Mayor called for nominations for Town Mayor for the forthcoming year. It was proposed that Cllr. Steve Barber be elected to the position. This was seconded and there being no other nominations, it was resolved unanimously to elect Cllr. Steve Barber as Town Mayor.

#### **8045 Declaration of Acceptance of Office**

The Mayor read out and signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.

#### **8046 Apologies for absence**

Apologies were received from Cllr M Cunningham

#### **8047 Declarations of interest**

Cllrs. Mrs J Bigsby, J Rogers, Mrs D Joy, R Martin declared a non-prejudicial interest in item 7 (b) arising from the minutes of the previous meeting – 8003 MUGA

#### **8048 Election of Deputy Town Mayor**

The Town Mayor called for nominations for the office of Deputy Town Mayor. It was proposed that Cllr. Rogers be elected for the ensuing year. This was seconded and there being no other nominations, it was resolved unanimously to elect Cllr. Rogers as Deputy Town Mayor.

Cllr Rogers left the meeting

#### **8049 Matters arising from the minutes of the meeting held on 14 April 2008.**

- a) Minute no. 7996 The responses from Highways Agency, East Sussex County Council and Norman Baker MP on the Cophall Roundabout had been circulated prior to the meeting were noted.

- b) Minutes no. 8003 MUGA the meeting with Mr C Hale – Polegate School this had been arranged as a Special Meeting 16 June 2008 – the meeting will be held in confidential session.
- c) The clerk reported that she had had a response from Cllr Pam Doodes regarding Council’s request for additional representation on the Eastbourne Triangle Core Reference Group – unfortunately due to Present allocation no further representation is allowed.

Cllr Mrs C Berry received confirmation that the summer bedding had been ordered.

Members reported that various planted areas around the Town required attention – The Clerk would ensure these were attended to.

**8050** In order to allow the public an opportunity for comment it was resolved to suspend standing orders

**Standing Orders Suspended**

1) A member of the public addressed the Council and spoke on the need for burial grants for residents who have lived in Polegate for some time.

The Mayor thanked the member of the public for his input and reinstated Standing Orders

**Standing Orders reinstated**

**8051 Appointment of members to Standing Committees, appointment of Chairpersons to Standing Committees, Appointment of Lead Councillors and new working group - Seniors**

Cllr Mrs C Berry proposed that the Leisure, Allotments & General Purposes and the Youth Groups should be committees not working groups – this was supported by Cllr Watkins who felt this would lead to more transparency.

The Clerk reported that the Standing Orders Review Working Group had decided to leave the committee/working group structure as it was at present for one further year. She also reported that it had been agreed to ensure that the notes from these groups were published on the website along with the proposed meeting schedule for the working groups. This would enable the public to comment on the work of these groups.

Cllr Mrs Berry’s proposal was not supported and the motion was lost.

It was proposed, seconded and resolved, that appointments be made as follows:

**Planning Committee**

Cllrs. Voyce (Chair), Mrs Berry, Carter, Harmer, Mrs Piper (Vice Chair) Watkins and Wright

**Personnel Committee**

Cllrs. Mrs Voyce (Chair), Mrs Berry, Mrs Bigsby, Carter, Mrs Joy, Martin, Mrs Piper, Voyce and Wright

**Finance Committee**

Cunningham (Chair) Carter, Harmer, Mrs Joy, Mrs Piper, Voyce, Mrs Voyce and Watkins.

**Leisure Allotments & General Purposes Group**

Cllrs. Harmer, (Lead Councillor Leisure), Mrs Bigsby, Mrs Joy, Mrs Piper, Voyce and Watkins

**Accounts Panel**

Cllrs Cunningham (Lead Councillor Finance) and Martin

**Police Liaison**

Cllr. Mrs J Bigsby

**Buildings Working Group**

Cllrs. Voyce (Leader), Carter, Cunningham, Watkins and Wright

**Christmas Lights Working Group**

Cllrs. Mrs Joy (Leader), Carter, Mrs Piper, and Wright

**Youth Working Group**

Cllrs. Mrs Bigsby (Leader), Cunningham, Mrs Joy, Martin, Shing and Watkins

**Quality Council Working Group, Newsletter Editorial and Website**

Cllrs. Cunningham (Leader), Mrs Berry, Mrs Bigsby and Mrs Joy

**Traffic and transport Group**

Cllrs. Wright (Leader), Mrs Piper, Martin, Voyce.

**Complaints Panel**

Rogers (Chair) Mrs Berry, Carter, Voyce

**Seniors Working Group**

Mrs Joy (Leader) R Martin, Mrs Piper, Shing

**Note: the Town Mayor and Deputy Mayor are members, ex-officio, of both Planning, Personnel and Finance committees**

**8052 Appointment of Tree Warden**

It was proposed, seconded and agreed to confirm the appointment of Mr Doug Hammond as the Tree Warden to Polegate. Mr Hammond had submitted a report on his work to Council which was noted.

**8053 Appointment of Representatives to Outside Organisations**

It was proposed, seconded and agreed to make appointments as follows:

**Citizens Advice Bureau**

Cllr. Harmer

**Civil Protection**

Cllrs. Cunningham and Martin

**Children/Playgroups**

Cllrs. Mrs Bigsby

**Community Association**

Cllr. Rogers/Mrs D Joy

**Community Bus**

Cllr. Mrs Joy

**Crime Prevention/Neighbourhood Watch**

Cllrs. Mrs Berry and Mrs Bigsby

**Eastbourne Area Transport Forum**

Cllrs. Martin, Barber and Cunningham

**Polegate School Governor**

Cllr. Mrs Joy

**Polegate Windmill**

Cllr. Harmer and Watkins

## **South Wealden Assoc. Local Councils**

Cllrs. Carter and Mrs Piper

### **Wealden Planning Panel**

Cllr T Wright

### **Twinning Association**

Cllr. Mrs Joy

#### **8054 Appointment of Internal Auditor**

It was agreed that this would be deferred until the next Finance Committee meeting.

#### **8055 District/County Councillors' reports**

The report from Cllr R Martin on the meeting with the Highways Agency on the Cophall Roundabout - which had been circulated was noted

#### **8056 Adoption of minutes of standing committees**

**Planning of 29 April 2008** - the Chair of Planning presented the minutes for perusal and, there being no matters raised, proposed that they be adopted. This was resolved unanimously.

**Personnel 30 April 2008** - the Chair of Planning presented the minutes for perusal and, there being no matters raised, proposed that they be adopted. This was resolved unanimously. The clerk reported that both the handyman and the litter picker were booked into a Playground Inspection Course in June.

#### **8057 Burial Grants**

Council decided to refer further discussion of the provision of burial grants to Polegate residents to the Finance Committee in order that all financial implications could be fully discussed.

#### **8058 Update from Working Groups**

The notes from the following groups having been previously circulated were noted and the recommendations made at these meeting were agreed.

Buildings Working 28 April & 6 May 2008

Leisure, Allotments & General Purposes 28 April 2008

Cllr Mrs C Berry asked if the sponsors for the gardens on Hailsham Road had been invoiced – the Clerk responded that no invoices had been issued as yet until the recommendation had been approved by Council

There were no notes from the following meetings

Master plan – 29 April 2008 - this was used at the Annual Town Meeting and a follow up meeting to discuss this further is arranged for 27 May at 8.00pm

Committee Structure and Standings Orders 30 April 2008 – it was decided to recommend no change for a further year.

Cllr Mrs Jayne Bigsby circulated a report on Youth, No Cold Calling and the Police – this was duly noted.

Neighbourhood Panels are being established Councillors from Polegate who will serve on this are: Cllrs Mrs J Bigsby, Cllr R Martin, Cllr Mrs J Voyce

### **8059 Communications from the Outgoing Mayor**

The Clerk read out a report from Cllr John Rogers who had left the meeting, Cllr Rogers said that he had enjoyed his term of office enormously as it had been very stimulating. He thanked all the councillors and staff for their hard work during the year and he wished Cllr Barber well as the new Town Mayor.

a) Cllr Rogers reported back on the Annual Town Meeting. He thought the master plan part of the meeting went very well. It was very pleasing to see residents engaging with councillors on the draft proposals, he thanked everyone for their input. He reported that several residents had come up to him afterwards saying that they were able to join in/ask questions in a small group whereas they would not have done in a large group meeting.

The clerk had compiled the results of the feedback forms submitted along with any comments made by lead councillors – these would be discussed at the next Master plan meeting.

### **8060 Outcome of the complaint by Mr F Northcott**

The Complaints Committee decided at last night's hearing not to uphold either of the complaints for the following reasons:-

#### **Mr F Northcott's Complaints were:**

1. In my opinion, Polegate Town council does not undertake effective management of installation and maintenance of buildings, plant and equipment under its control in accordance with Clause 2.3 of the Health & Safety at Work Regulations.

*Council found:-*

*The Health and Safety Policy is subject to periodic reviews with guidance from the National Association of Local Councils*

2. Under direct instructions of the Acting town Clerk the Mayor prevented a member of the public from raising the issue of razor wire at the Recreation Ground. Thus having a different agenda for councillors and the public at the same meeting. Councillors allowed to speak on issues from the minutes of the previous meeting and not a member of the public.

*Council found:-*

*Members of the public have the right to speak on MATTERS ON THE AGENDA as outlined in the public summons displayed on notice boards and the internet. This is further explained by the information leaflet – Your Right to Speak at Meetings of the Council.*

### **8061 Hindsland Playing Fields**

Members agreed to arrange a joint meeting with Willingdon & Jevington Parish Council to discuss the implications of the report from ESCC on their Land at this site and how to move forward in a possible joint initiative.

The Clerk is to contact Willingdon and Jevington Parish Council to try to arrange a meeting at the Town council offices. The following councillors expressed an interest in attending the meeting:

Cllrs Mrs Bigsby, Martin, Mrs Piper, Shing, Voyce, Mrs Voyce and Watkins.

**8062 To consider letter from Wealden District Council regarding taking over the responsibilities of the public conveniences in Polegate**

The average cost of the maintaining the toilets as supplied by WDC is £12,000 per annum and they are open daily except Christmas Day. Members discussed the financial implications to Council of this project and Resolved to explore the possibilities of taking over the responsibilities of the public conveniences at Polegate.

**8063 To consider request from Bernhard Gardens Residents' Association For replacement bus shelter in Wannock Road**

Members felt that this would not be best value to precede with this proposed shelter. The Clerk would inform the Association.

**8064 Town Clerk's Report**

Civic Service to be held on 29<sup>th</sup> June at 10.30 a.m. St John's Church Polegate.

South East Water – Draft Water Resource Management Plan 2010 – 2035 Exhibition being held on 9 June at Court Room Eastbourne Town Hall 2 – 6pm

Payroll and Interim Final Accounts 2007 -2008 report from Internal Auditor noted and to be discussed at the Finance Meeting.

The Clerk presented members with a proposed list of meetings for the Working Groups/Committee up to the end of December – the Clerk had asked the Lead Member what time they wished to hold their meetings this had been taken into consideration when compiling the timetable – unfortunately the times did not suit all members. Meetings times were subject to negotiation between lead and councillor members and could be changed.

**8065 Accounts for payment**

Council approved the list of accounts for payment

**8066 Correspondence**

NHS – Annual Plan 2008/09

WDC – Business Advice Clinic at Town Council Offices 11 November 2008 – 9 – 5p.m. Polegate will allow the chamber to be free of charge. This is an Initiative between WDC and Business Link Sussex and will be a free of charge service for business/sole traders who have been running more than 2 years.

**8067 Dates of next cycle of meetings**

**Traffic & Transport Working group** – 27 May 2008 at 7.00p.m.

**Master plan** – 27 May 2008 at 8.00p.m.

**Full Council** – 9 June 2008 –

**Special Council** – 16 June 2008

**Planning** as and when necessary

Cllr S Shing left the meeting