

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 26<sup>th</sup> July 2010 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs T Voyce (Chair), M Cunningham, Mrs J Voyce, J Rogers, T Wright, G Carter, Mrs M Piper, A Watkins, S Barber, Mrs C Berry, J Harmer, R Martin and Mrs J Bigsby.

4 members of the public

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#### **9321 Apologies for absence**

Cllr S Shing, and Cllr Mrs D Joy

#### **9322 Declarations of interest**

None

#### **9323 Opportunity for Public Comment**

##### **Suspend Standing Orders**

Two members of the public wished to speak.

The first wished to thank the Council and the Mayor for their support on July 4<sup>th</sup> with Rev M Lucas's farewell from St Johns Church.

The second thanked the Town Clerk and Cllr S Shing for their prompt action in resolving the Health and Safety issues at Polegate War Memorial Recreation Ground.

##### **Reinstate Standing Orders**

#### **9324 Minutes of the Council Meeting held on 28<sup>th</sup> June 2010**

2<sup>nd</sup> Page – 16<sup>th</sup> line should read Sunday 1<sup>st</sup> August (not Saturday)

Declarations of interest Cllr A Watkins should be personal and non-Prejudicial.

9285 – Resolution regarding the Big Lottery Fund 3<sup>rd</sup> line should read –  
...That the following Councillors would set up an Advisory Committee.....

The minutes of the Meeting held on 28<sup>th</sup> June 2010 were signed, including the amendments listed above as a true and accurate record of the meeting.

#### **9325 Polegate Town Mayors Report**

The Mayors report was circulated and noted. The Mayor wished to add the following –

- At the Special Full Council meeting on Wednesday 21<sup>st</sup> July it was resolved that a Planning Appeal Advisory Committee would be set up to consist of Cllrs T Voyce, Mrs J Voyce, Mrs M Piper, J Rogers and R Martin, also Mr J O'Riordan, Mr M May and Ms J Gayten. The Committee will work closely with Longman Parish Council and CPRE to prepare a statement of case for the Inspectorate by the 13<sup>th</sup> September deadline and then a statement of Common Ground before the Pre-Inquiry Meeting. The Public Inquiry will probably be held at the Boship Farm Hotel in January 2011 for approximately 8 days.

- The residents are to be kept informed by regular letters from the office with updates. A number of residents have volunteered to deliver these updates.

It was resolved and voted unanimously that the Council can prepare and deliver these newsletters/updates on a regular basis to residents of Polegate.

- A sample of the newsletter was seen by all members of the Council.
- The Mayor stated that he was aware that Cllr R Martin was the only district Councillor that attended the Special Full Council meeting, out of our 3 District Councillors and 2 County Councillors. The Mayor stated that he felt the lack of attendance was quite poor by those Councillors.
- The Mayor presented Cllr R Martin with a full copy of "This is your life book" which had been started for the presentation evening when Cllr Martin was presented with the first Mayor's Civic Award.

### **9326 Notification of any items to be dealt with as urgent**

None.

### **9327 PCSO report**

This had been circulated prior to the meeting.

Vandalism Report – This had been circulated prior to the meeting.

### **9328 District/County Councillors' Reports**

Reports had been received from Cllr D Broadbent and Cllr R Martin.

Cllr R Martin thanked everyone that launched the great surprise of the reception and the award of the Mayors Civic Award, and that was the best kept secret in Polegate. Cllr R Martin felt very humbled. Cllr Martin thanked members of the public for all their support. The Mayor stated that he can't think of a more deserving person to be the first recipient of the Mayors Civic Award.

No reports had been received from Cllrs Mrs Oi Lin Shing, D Shing and S Shing.

### **9329 Adoption of Recommendations and Minutes from Committees**

Planning Committee – 13<sup>th</sup> July 2010

These minutes were postponed for adoption as the Chair of Planning needs Confirmation on policies relating to a certain planning application.

Biomass – This is going to ESCC planning Committee on 25<sup>th</sup> August 2010.

Cllrs R Martin and Mrs C Berry will be representing Polegate Town Council at the Meeting and will be speaking on the Council's behalf. The Clerk will be registering Their names with ESCC as speaking. The objections will be stated as per the Planning Minutes on 24<sup>th</sup> February 2010.

### **9330 Personnel Committee**

The Mayor has received a letter of resignation from Cllr Mrs J Voyce standing Down as Chair of Personnel.

**It was resolved and voted on that Cllr Mrs C Berry would become the Chair of Personnel as from this date.**

Cllr Mrs Berry stated that she would be very happy to take on this role and Thanked Cllr Mrs Voyce for all her hard work and effort that she has put in to Personnel.

### **9331 Reports from Advisory Committees**

1) Buildings and Land

- Lean to – Report received
- Decorating the Council Offices – Both inside and out will be done during August

- CCTV – Report received. Only one quote has been received. A lengthy discussion took place regarding the specification and how we can move this forward. A breakdown of the maintenance budget will be discussed at the next Environment and Leisure Committee.
- Town Map – Permission has now been granted by the land owners. Planning Permission will be applied for after the Clerk has spoken to WDC planning dept. Our previous maintenance person has supplied a quote for building the framework that the town map will sit in. Dimension will be required for the planning application.

**It was resolved that planning permission be applied for and a letter sent accepting the quote for the building of the framework for the Town Map.**

## 2) Youth and Elderly

- It was discussed that the Football and Cricket Club should avoid the times when the Youth Club meet at Wannock Road. A letter will be sent to the Cricket Club, as they are meeting at the moment, to remind them that they should avoid both Tuesday and Wednesday evenings so as not to disturb the Youth Club.
- An extra key will be given to the Youth Club
- Children's Service Audit Report – This highlighted the Asbestos Risk Register. A quote has been gained by the office.

**It was resolved that the Asbestos Survey be carried out as soon as possible.**

- The two trees that have been planted by the garage do not seem to be doing very much at the moment. They have been planted so as to fill the gap so as to prevent children running out in to the car park. A fence or similar can not be placed there as it will give access to the roof of the garage. The Clerk will look into this matter and find a suitable alternative.
- Yzone at Willingdon School – This contract will be coming to an end on 31<sup>st</sup> October 2010. The numbers do not appear to be increasing. This contract will not be renewed.
- Football nets – It has been suggested by youngsters that use the Brightling Road goal posts that nets would be useful.

**It was resolved that 2 goal nets would be bought at a cost of approximately £100.**

- A report has been received entitled Local Partnerships for Children Annual Data Summary Pilot September 2009. Polegate is included in Eastbourne North which also includes Hampden Park, Willingdon and Pevensey and Westham.
- Photographic Competition – Council has been approached by Dan Dunbar who would like to run a photographic Competition to supports his Arts Award. The competition will be titled "Pride of Polegate". Once the winner has been chosen the 12 best pictures will be made into a calendar and donations can be given to Children with Cancer Fund. The Council has been asked to support this by becoming the collection point for the photographs. Council agreed to this.

### **9332 Big Lottery Funding – Brightling Road Sussex Wildlife Trust**

A date will be set with East Sussex Wildlife to visit the meadow at the earliest Possible time.

### **9333 The Harvester Tree – Festive Lights**

A report has been received and circulated to all members. A licence has been applied for regarding placing lights in the tree. One quote has been received regarding the price of placing lights in the tree. A lengthy discussion took place regarding the budget for the tree lights outside the Harvester. Letters will be sent

to local businesses asking if they would be willing to sponsor the lights in the Harvester Tree.

#### **9334 Breakfast Meeting**

Cllr J Rogers gave a verbal report regarding the first Breakfast meeting for local business. It has been suggested by some of the businesses that they would be willing to a) sponsor the next breakfast meeting (nothing in writing as yet) b) sponsor hanging baskets or even Christmas lights.

The next Business Breakfast will be held on Monday September 13<sup>th</sup> at the Treacle Mines, Cophall Roundabout. Cllr Mrs C Berry stated that she would like to attend the next breakfast as she is still acting as Chair of the Local Chamber of Commerce.

#### **9335 Councillors Question Time**

Cllr T Wright attended a Parish Planning meeting at The Civic Centre Uckfield. Kelvin Williams, Head of Planning for Wealden lead the meeting. The subject of Planning Applications via the computer network was spoken of at some Considerable length. The system hopefully will go live in January 2011 and there Will be updates from Wealden District Council closer to the time. There is the Possibility that there will be no financial assistance from Wealden District Council To purchase any of the equipment needed. This has been discussed before at both Personnel and Finance and Policy. Estimates have been gained for new equipment.

The Mayor stated that there had been an email from a company regarding a Possible development of 57 units and 3500foot of Industrial units on land at Dittons Road. This had come to the Town Clerk and she had been in consultation With the Chair of Planning to gain more information. A date would be set by the Town Clerk for a presentation to the Council.

**It was resolved and voted by 12 in favour, 1 abstention and 1 no vote that a date would be arranged for a presentation regarding a proposed development on Land at Dittons Road.**

#### **9336 Financial Update**

a) Approval of accounts for payment - Report received and noted  
A discussion took place regarding the Internal Auditor that was agreed and Recommended at the last Finance and Policy.

**It was resolved and voted unanimously that Mulberry and Co would be employed for 4 visits as per Financial Regulations this would be up to a budget of £700 as recommended by Finance and Policy.**

b) Monthly financial update – Report received and agreed.

c) Action in Rural Sussex HR advice

This is an Employment handbook for Local Councils. It provides information on HR Policies and will give access to a Helpline (direct to AirS HR Manager), it will Provide regular updates and an introductory half-day briefing with AirS HR Manager on the Handbooks for Clerks, senior staff, Chairman and Councillors.

**It was resolved and voted unanimously that the Council would subscribe to the AirS Employment Handbook for Local Councils.**

#### **9337 Correspondence for Information/Action**

- Letter regarding a new plaque for a bench in the Memorial Gardens – this was agreed by members.
- Community Emergency Planning Conference 18<sup>th</sup> November 2010. Cllr Martin and Cllr J Rogers will be attending.
- SHLAA – letter from Wealden District Council – noted by members.
- East Sussex Traveller Strategy 2010-2013 – Members stated that it is a very comprehensive document.
- Community Safety News – Magazine in the office.
- South Downs National Park – Working together – to be completed by 24<sup>th</sup> September. Cllr Mrs Piper and Cllr J Rogers will be undertaking this task.
- ESCC – Changes to Bus Services.

### **9338 Town Clerks Report with Action List**

The Clerk's report was circulated and noted prior to the meeting. The office will remain open during the time that the painters and decorators are in the office. The signing in book remains in force for all if they are attending meetings in the Council offices as a fire record.

A discussion took place regarding the SIDS machine which has been requested by both Council and the Police. As soon as the Clerk has a date members will be notified.

**It was resolved and voted unanimously that the Action plan be implemented immediately by the Office.**

The Clerk updated members on items in her report. A letter has been sent to an individual allotment holder regarding bonfires.

The Clerk reported that she had correspondence from ESCC Children's Services regarding a request to put a notice board on the fence outside Oakleaf Play Park.

**It was resolved and voted 7 in favour and 6 against that ESCC be granted permission to place a notice board on the fence outside Oakleaf Play Park.**

### **9339 Polegate Town Masterplan Update**

The Town Masterplan needs to be updated especially in light of the Planning Proposals in recent months. The Clerk will remind all Councillors what area they are responsible for such as housing, employment and healthcare.

The meeting will take place on Thursday 5<sup>th</sup> August at 10am. Members of the public are able to attend and an invitation will be placed on the website and on the Notice Board.

Planning Appeal Advisory Committee – This will be held on Monday 9<sup>th</sup> August at 2.30pm. This will involve 3 members of the public, a member from CPRE and Cllrs T Voyce, Mrs J Voyce, R Martin, Mrs M Piper and J Rogers.

### **9340 Proposed dates of next cycle of meetings**

Personnel 6<sup>th</sup> September 2010 – 2.30pm

Environment and Leisure 13<sup>th</sup> September 2010 - 7.30pm

Full Council 27<sup>th</sup> September 2010 - 7.30pm

### **9341 Resolution to take business into confidential session**

**It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.**

### **9342 Legal Issues – Spurway Park Licence**

**It was resolved that an Officer of the Council establishes the title deeds via the Land Registry and the Clerk will visit the residents to ensure that the land is restored in its entirety to the Council**

**Spurway Park** – A letter would be sent to the residents stating that no land Would be sold to any resident.

**9343 Staffing Issues**

**Office Review – This** will be commented on when the Personnel Minutes are published.

**Dispute between the Clerk and the Council**

**It was resolved to award the incremental increase in salary from Spine point 32 to spine point 33 back dated to 1<sup>st</sup> April 2010. This award would be conveyed to the Clerk via a letter as from the meeting on 26<sup>th</sup> July 2010. The letter will be held on file.**

**Job Descriptions – Town Clerk and Office Manager**

**It was resolved that the job descriptions for both the Office Manager and the Town Clerk be adopted.**

**Maintenance/Litter Picker**

As the there is staff shortage at present it was agreed that all the Duties are carried out as much as possible.