

FAIRLIGHT PARISH COUNCIL

Website: www.fairlight.org.uk

Clerk: Mrs Pauline Collins

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Minutes of Full Council Meeting held on Tuesday 22nd May 2018 at Fairlight Village Hall at 7.00 pm

Present: Mrs C Gallagher, Mr D Greenup, Ms I Horsley, Mr N Jones, Mr T King, Mr S Leadbetter, Mr A Mier, Mr D Shortman (Chair). Also, Parish Clerk Mrs P Collins and Cllr C Saint

18082 Apologies for absence: Mrs J Annetts, Cllr R Bird and Cllr C Maynard

18083 Code of Conduct and Disclosure of Interests

- (a) **To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda**
There were no declarations of interest.

18084 Public Questions

- (a) Item 13 (e) on the agenda – new village community centre– there was a query as to whether this related to the Wellbeck Developers exhibition. This item was not related to the new Wakehams Farm development.
- (b) Item 19 – Marsham Speed Watch – the group are having problems with appointing a new volunteer coordinator. The role is mainly administration and training is given

18085 County and District Councillors Reports

At Rother District Council's meeting on Monday 21st May Cllr Saint and Cllr Bird retained their positions on various panels and committees.

Cllr Saint reported that services such as collection of refuse could be suspended if unadopted roads in the area of Rother are not properly maintained to a safe level – i.e. large potholes filled, over hanging branches, over grown hedges etc. An email has been circulated on this subject and a copy of this will be sent to the Clerk and the Chair. Cllr Saint had visited the Ark on Sea Road in view of the planning issues and the Wakehams Farm Development exhibition.

18086 Election of Chairperson for the ensuing municipal year

Cllr Mier stepped down as Chair and nominations were received for the new Chair

Resolved to elect David Shortman as Chair for the next year. Cllr Shortman thanked Cllr Mier for his work during his time as Chair.

18087 Election of Vice Chair for the ensuing municipal year

This item was not resolved and will be carried forward to the next meeting.

18088 Appointment of member to Committees and Working Groups

Resolved for councillors to continue in their current roles.

18089 Appointment of members to official roles within the Council and representatives to outside bodies for the ensuing municipal year

- (a) Rother Association of Local Councils - Cllr N Jones.
- (b) East Sussex Association of Local Councils – dates would be circulated for the AGM and two representatives will attend.

18090 Minutes of Meeting held on Tuesday 24th April 2018

The minutes having been distributed prior to the meeting and made available to the Public at the meeting, were approved, and signed by the Chairman as a correct record.

18091 Matters Arising from the Minutes not otherwise on the Agenda

None.

18092 Financial Matters

- (a) **To consider the Annual Governance Statement to go to the external auditor**
The Clerk explained the procedure for discussing the statement and highlighted current practices and procedures.
- (b) **To approve the Annual Governance Statement to go to the external auditor**
Resolved to answer yes to all the statements.
- (c) **Chair or presiding person to sign and date the Accounting statements for which approval has been given, to send to PKF Littlejohn external auditor**
Resolved to approve the Accounting statements, and the Chair signed and dated them ready to be sent to PKF Littlejohn External Auditor.
- (d) **To review internal auditors report**
The Clerk highlighted any issues raised by the internal auditor and it was noted that these items are being actioned.
- (e) **Re-adopt Standing Orders and Financial Regulations**
Resolved to re-adopt the Standing Orders and Financial Regulations.
- (f) **To consider 2018-/19 Asset Register**
Resolved to approve the 2018/19 Asset Register
- (g) **To note the review by the Clerk of the Parish Council's insurance cover for 2018/19**
The review by the Clerk of the Parish Council's Insurance cover for 2018/19 was noted.
Resolved to increase the fidelity guarantee from £50,000 to £100,000 and accepted the lower policy quotation under a new five- year agreement to remain with Zurich.
- (h) **To consider and approve the attached schedule of payments and receipts**
Resolved to approve the schedule of payments and receipts for May 2018.
- (i) **To consider and approve expenditure on cold caller stickers (750 - £84)**
Resolved to purchase 750 Cold Caller stickers from Trading Standards at a cost of £84 (one per household).
- (j) **To approve expenditure for a consultant to advise on Wakehams Farm planning application**
Cllr Leadbetter presented a report in respect of the proposed appointment of a consultant.
Resolved to approve expenditure up to £2500. These monies to be vired from the Neighbourhood Plan budget.

18093 Policies and Practices

- (a) **To discuss adopting the Policies and Practices on the website (see attached list)**
Resolved to adopt all the Policies and Practices on the website.

18094 Planning

- (a) **To receive the monthly report from Cllr Leadbetter (attached)**
Cllr Leadbetter presented a report and highlighted any issues. The Parish Council will be writing to Rother DC in respect of The Ark, Sea Road outlining their concerns. It was noted that a petition has been started by local residents to be submitted to Rother DC against The Ark's owners proposed plans.
- (b) **To appoint a consultant to advise on Wakehams Farm planning application**
Resolved to appoint GFR Planning – Mr G Fifield as consultant. The Clerk will write to Mr Fifield confirming requirements and costs.
- (c) **To update on progress of Country Park Visitors Centre**
Hayden Luke reported that the Hastings Project Board have requested additional fund of £117,000, bringing the total costs to £771,000. This was approved by Hastings Borough Council on 21st May 2018. The Parish Council will continue to monitor this project to ensure planning conditions are met etc.
- (d) **To consider the terms of the licence for Mountain Field and Hoads Wood from Rother DC**
Rother District Council are proposing to lease the land known as Mountain Field and Hoads Wood to the Stonelynk Nature Reserve Project. The Parish Council have been asked to consider the terms of a licence permitting the Parish Council access to the land for maintenance and usage of the Millennium Beacon. The terms are *'The Tenant shall on request from Fairlight Parish Council (FPC) grant to them a licence for a term not exceeding 100 years and for a peppercorn licence fee under which FPC shall be permitted to maintain the Millennium Beacon and to hold a maximum of 4 public events in each year of such licence at the Millennium Beacon and which shall grant rights of access to allow FPC to maintain and repair the Millennium Beacon PROVIDED THAT the Tenant may impose such reasonable restrictions as it may require'*.
Resolved to contact Rother District Council proposing a term of 999 years.
- (e) **To consider proposals for new village community centre**
A proposal for a new village community centre has been put forward by a resident. This was noted. In view of the Wakehams Farm proposals Cllr Mier asked if previous development plans had included provision for a community centre. Councillors could not remember any prior requests.

18095 Land Management

(a) To receive the monthly report from Cllr King (verbal)

The playground equipment is to be painted in term-time. Parkhurst Cricket Club have filled in several of the rabbit holes near the cricket pitch on Wood Field. The area near the tennis court has been cleared and an invoice is pending.

Grass cutting by the contractor Kemp and Catt is not being carried out correctly. The Clerk will write to the contractor highlighting areas of improvement/concern.

(b) To receive quotes for resurfacing entrance to Wood Field

Cllr King is continuing to source quotes for the resurfacing

(c) To permit Riding for Disabled horses onto Wood Field for Fairfest event on 28th and 29th July 2018

Resolved to allow Riding for the Disabled horses onto Wood Field for the duration of Fairfest

18096 Lower Waites Lane Incident report

(a) To receive a monthly report of LWL incidents from Cllr Horsley (verbal)

No incidents to report for this month.

Cllr Horsley has met with local district councillors to discuss what action needs to be taken in respect Southern Water. Reports have not been received from Southern Water for the jetting and overflow operation. The Clerk will write to Southern Water upon receipt of further information from Cllr Saint.

Residents in Lower Waites Lane will be contacting Rother District Council and the Environment Agency due to the increased level of rats in the area. This could be due to the sewerage problems. It may be necessary to test the water in the stream for pollutants.

Cllr Saint requested any historic information or photographs which can be used as evidence to support any future claims.

18097 Highways

(a) To receive a monthly report from Cllr Jones (verbal)

Cllr Jones reported that there were still several unfilled potholes towards Hastings along Battery Hill. The general condition of the roads and verges has raised concern.

The Clerk reported that the speed monitoring cables on Battery Hill and Waites Lane have been removed. East Sussex County Council stated that they were illegally placed without a licence.

18098 ESCC Libraries Strategic Commissioning Strategy

(a) To receive an update report on progress with volunteer group etc

John Sinclair, a member of the newly formed volunteer group reported that they have met with their supervisor from East Sussex County Council and hoped to open a room in the Post Office by mid-June. The group proposes to open two afternoons a week from 2 till 4.

(b) To consider financial support for the village library group

The village library group verbally requested a grant of £200 for decorating and shelving out the library room. It was suggested that the Fairlight Resident's Association be approached by the group to make a contribution towards the running costs.

Resolved to pay a grant of £200 upon completion of a grant application form and appropriate banking information being provided to the Clerk

18099 General Data Protection Regulations

(a) To receive updates from Parish Clerk

The Clerk reported on the progress to date of policies and procedures

19000 Marsham Speed Watch

(a) To note the resignation of the temporary co-ordinator – Marion Roberts

This resignation was noted

19001 Correspondence (see attached list)

All correspondence has been circulated to the Councillors prior to the meeting and was available to the public at the meeting

19002 Information and/or Future Agenda Items

19003 Close of meeting at 8 pm

19004 Date of next meeting – Tuesday 26th June 2018 – 7.00 pm at Fairlight Village Hall

19005 Open Forum

- (a) **Refuse Collection** – It was reported by a resident that recycled bottles and waste have been placed in the same vehicle rather than kept separate. Cllr Saint stated that this is called co-mingling and happens when the appropriate vehicle is not available. Kier, the kerbside collection contractors will cease the refuse collection contract in 2019 when the new contractor takes over. Co-mingling will then be introduced as part of the contract as it is more efficient and more cost effective to operate.

- (b) **Wakehams Farm**
 Several residents raised questions in respect of drainage/sewer problems relating to the scale of the new development, accuracy of information provided by Wellbeck developers in respect of the proposed development/plans, proposed actions of the Parish Council and future public involvement. It was concluded that until the planning application had been submitted it was difficult to comment on or act upon any aspects of this development.

- (c) **Waites Lane**
 Several manhole/inspection covers have been identified as low after the resurfacing and need lifting. The Clerk will write to ESCC to chase

Schedule of payments and receipts

| SCHEDULE OF RECEIPTS AND PAYMENTS FOR MAY 2018 | | | | | | |
|--|------------|--|---------|---------|-------|--|
| PAYMENTS | Date | Payee | Gross | Net | VAT | Details |
| DIRECT DEBITS | | | | | | |
| Direct debit | 25/04/2018 | Nest Pensions | 37.44 | 37.44 | 0.00 | April employee pension auto enrolment employers contribution |
| Direct debit | 25/05/2018 | Nest Pensions | -37.44 | -37.44 | 0.00 | May employee pension auto enrolment employers refund |
| Direct debit | 02/05/2018 | EE | 21.47 | 17.89 | 3.58 | May inv V01486454805 |
| CHEQUES | | | | | | |
| Cheque no | | | | | | |
| 2025 | 22/05/2018 | Pauline Collins | ***** | ***** | ***** | May Salary |
| 2026 | 22/05/2018 | Pauline Collins | ***** | ***** | ***** | May Mileage claim |
| 2027 | 22/05/2018 | Pauline Collins | ***** | ***** | ***** | May Expenses |
| | | ***** | ***** | ***** | ***** | 36 x 2nd class stamps |
| | | ***** | ***** | ***** | ***** | Internet Ink - ink cartridges |
| | | ***** | ***** | ***** | ***** | Staples – Stationery items |
| | | ***** | ***** | ***** | ***** | Computer maintenance DD for Currys (2 of 10) |
| | | ***** | ***** | ***** | ***** | Jempsons – Refreshments for Parish Assembly |
| | | ***** | ***** | ***** | ***** | Hastings Country Park Membership 01/06/18 – 31/05/19 |
| | | ***** | ***** | ***** | ***** | Jempsons – Refreshments for Parish Assembly |
| | | ***** | ***** | ***** | ***** | Currys - Windows 10 pro |
| 2028 | 22/05/2018 | Val King | ***** | ***** | ***** | May Salary |
| 2029 | 22/05/2018 | Tanya Robertson | 30.00 | 30.00 | 0.00 | Bus shelters May |
| 2030 | 22/05/2018 | AB Fire & Security | 49.39 | 41.16 | 8.23 | CCTV maintenance Inv no 327244 |
| 2031 | 22/05/2018 | Viking | 42.83 | 35.69 | 7.14 | Stationery Inv no 4229580 |
| 2032 | 22/05/2018 | Fairlight Hall Riding for the Disabled | 250.00 | 250.00 | 0.00 | Grants and donation 2018/19 |
| 2033 | 22/05/2018 | Mrs S Clarke | 33.00 | 33.00 | 0.00 | SBK for Knowle Wood stumps |
| 2034 | 22/05/2018 | Zurich insurance | 1017.00 | 1017.00 | 0.00 | Insurance 01/06/18 - 31/05/19 Inv no31801751 |
| 2035 | 22/05/2018 | Mr K Robertson | 124.70 | 124.70 | 0.00 | Internal Audit Services Inv no 18-12 |
| 2036 | 22/05/2018 | Marsham Older People's Project | 150.00 | 150.00 | 0.00 | John Lutman Award charity donation |
| 2037 | 22/05/18 | Battle Town Council | 120.00 | 120.00 | 0.00 | Training x 3 |

Planning Report for Fairlight Parish Council Meeting

Tuesday 22nd May 2018

1) Planning Applications

Planning report week 17

RR/2018/1054/T

33 Knowle Road, Fairlight TN35 4AT

T1 Alder, T2 Silver Birch, T3 Birch, T4 Alder Birch, T6 Chestnut, T7 Ash, T8 Ash, T9 Silver Birch, T10 Chestnut, T11 Ash all coppiced at ground level.

Parish Council comments:

- 1) Fairlight Parish Council has no objection to this proposal subject to the Planning Officer being satisfied that the scale of the proposed work is reasonable.
- 2) Comments made by neighbours should be taken into account.

Planning report week 18

Nothing for Fairlight

Planning report week 19

RR/2018/892/P

The Ark, Sea Road, Fairlight TN35 4DR

Erection of new residential dwelling.

Parish Council comments:

See separate appendix attached.

RR/2018/1141/P

Bolderwood, Smugglers Way, Fairlight TN35 4DG

Loft Conversion with roof lights to front and rear in altered roof. Single storey rear and side extensions. Front porch.

Parish Council comments:

- 1) Fairlight Parish Council has no objection to this application in principle.
- 2) The surface water drainage should be through the main drainage system rather than a soakaway. Although there is an existing soakaway they are not suitable in this area and the increase in roof size will increase run off.
- 3) Any comments made by neighbours should be taken into account.

RR/2018/119/P

Draycott, Primrose Hill, Fairlight TN35 4DN

Replacement and enlargement of existing white PVCU conservatory.

Parish Council comments:

- 1) Fairlight Parish Council has no objection to this application in principle.
- 2) Any comments made by neighbours should be taken into account.

Planning report week 20

Nothing for Fairlight

2) Planning Decisions

RR/2018/576/P

99 Battery Hill, Gentian Cottage, Fairlight TN35 4AL

Single storey chalet style extension to side and front with dormers in roof and raised terrace to front.

Decision: Approved

RR/2018/815/P

Red Tiles, Broadway, Fairlight TN35 4DA

To erect a PCVU conservatory to the side of the property.

Decision: Approved

3) Planning Appeals

None

Stephen Leadbetter
Planning Committee Chairman
15th May 2018

Correspondence received

Thank you letters from grant recipients

- Victim Support
- MOPPS
- Pett Level Independent Rescue Boat Association
- Fairlight Webmaster
- Fairfest Committee
- Fairlight Village Hall
- Fairlight Playgroup and Nursery

ESCC - Illegal Mirror leaving Coastguards Lane

Southern Water – Loss of water supply

Wealden & Rother District Councils – Tree Preservation Order - 99 Battery Hill

SSALC – GDPR update

Marsham Speed watch – letter from temporary co-ordinator stepping down

Fairlight Beach clean up

Hands of Hope Newsletter

ESCC – Rural Grass Cutting

Wakehams Farm Exhibition

Hastings Country Park – Invisible Fence vandalism

Article on Wildlife Surveys of 5 Woodlands around Fairlight

Library Progress

Hastings BC – Visitors Centre – Cabinet Meeting

A Community Centre for Fairlight

ESCC – changes to bus services 2, 100/101/102

Correspondence sent

Rother DC – Proposed Shared Ownership Housing at the Market Garden Development, Fairlight

Rother DC- Comments re planning application RR/2018/892/P The Ark, Sea Road, Fairlight

Natural England – The England Coastal Path – Fairlight Parish Section

ESCC – Traffic monitoring cables

List of policies on website

Adverse Weather

Bullying and harassment

Child Protection

Code of Conduct

Complaints procedure

Confidential reporting

Co-option Policy

Data Protection

Disciplinary Policy

Document Retention

Environmental Policy

Equal Opportunities Statement and Guidance

Financial Controls Risk Assessment

Financial Regulations

Freedom of Information

Grant Policy

Grievance Policy

Health and Safety at work

Internet usage and email Policy

Investment Policy

Media and Communications

Member/Officer relations protocol

Members Allowances Policy

Recording of Meetings

Recruitment Procedure

Risk Management

Sickness and Absence

Staff Expenses

Standing Orders

Statement of Intent as to community engagement

Training and development