

# FAIRLIGHT PARISH COUNCIL

Website: [www.fairlight.org.uk](http://www.fairlight.org.uk)

Clerk: Mrs Pauline Collins

Tel: 07487 822729

Email: [fairlightparishcouncil@gmail.com](mailto:fairlightparishcouncil@gmail.com)

## Minutes of Annual Parish Meeting held on Tuesday 14<sup>th</sup> May 2019 at Fairlight Village Hall at 7.00 pm

**Present:** Councillors – Mr C Bunch, **Mr R Foster**, Mr D Greenup, Ms I Horsley, Mr S Leadbetter, Mr D Richards, Mr D Shortman (Chair) Ms C Slack, Mr S Stewart. Also, Parish Clerk Mrs P Collins, Cllr R Bird, District Councillor

### **19088 Apologies for absence**

Apologies received from Cllr A Mier, District Councillor and Cllr C Maynard, County Councillor

### **19089 Code of Conduct and Disclosure of Interests**

None

### **19090 Public questions in respect of items on the agenda**

#### **Questions were asked about item 13 in respect of Wakehams Farm planning application**

Cllr Leadbetter stated that it was not anticipated that the application be raised at RDC Planning Meeting in June but he would continue to check and inform the public when the application is to be discussed by RDC

### **19091 County and District Councillors reports**

It was noted that the newly elected District Councillors were Cllrs Roger Bird and Andrew Mier. Cllr Bird was unaware of the members of the new Rother District Council Planning Committee. Cllr Mier sent a brief note which Cllr Horsley read out to the meeting (below). Cllr Mier is a member of the RDC Planning Committee. It was noted that Cllr Saint had not been re-elected and a letter of appreciation be sent for all his work on the District Council over the past years.

### **19092 Election of Chairperson for the ensuing municipal year**

Cllr Shortman requested nominations for the new Chair. Nominations were received, seconded and voted upon.

**Resolved** to elect Cllr Shortman as Chair for the next year.

### **19093 Election of Chairperson for the ensuing municipal year**

Cllr Shortman requested nominations for the new vice chair. Nominations were received, seconded and voted upon.

**Resolved** to elect Cllr Horsley as Vice-chair for the next year.

### **19094 Appointment of members to Committees and Working Parties**

Nominations were received

**Resolved** the following appointments

**Planning Committee** – Chair - Cllr Leadbetter All parish councillors were appointed members of the planning committee and would attend when available. Councillors were reminded that a quorum of three was necessary at this meeting to enable it to be convened. The Clerk would seek details of attendance prior to each meeting to ensure this.

**Faircomm Steering Group** – Chair – Cllr Horsley and Cllr Stewart as second parish council representative

**Highways and Water Issues** – Cllr Horsley

**Land Management inc tree warden, footpaths/rights of way, parish assets (Wood Field, Knowle Wood etc) –** Cllr Richards and Cllr Slack. The details of the roles to be decided and reported back to the next meeting.

**Emergency Plan Co-ordinators** – Cllr Stewart and Cllr Slack

**Grants Officer** – Cllr Greenup

**Police and Speedwatch Team Liaison** – Cllr Greenup

**Fairlight Preservation Trust Link** – Cllr Shortman

**Village Hall Link** – Parish Clerk

- 19095 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 Foster and Cllr Horsley  
(b) East Sussex Association of Local Councils – Cllr Slack
- 19096 Minutes of meeting held on Tuesday 30<sup>th</sup> April 2019**  
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.
- 19097 Matters arising from the minutes not otherwise on the agenda – None**
- 19098 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 (see website)**  
**Resolved** to re-adopt the Standing Orders and Financial Regulations.  
**(f) To consider 2019/20 Asset Register**  
**Resolved** to approve the 2019/20 Asset Register  
**(g) To approve Zurich insurance cover for 2019/20**  
**Resolved** to approve the insurance policy and payment  
**(h) To consider and approve the attached schedule of payments and receipts for May 2019**  
**Resolved** to approve the schedule of payments and receipts for May 2019  
**(i) To approve the removal of Cllrs T King, A Mier, C Gallagher and J Annetts from Natwest bank signatories**  
**Resolved** to remove bank signatories of non-elected parish councillors.  
**(j) To approve the addition of Cllrs C Slack, C Bunch, R Foster, D Richards and S Stewart to Natwest signatories**  
**Resolved** to add bank signatories of new parish councillors – except Cllr Richards who would sign off financial accounts with Cllr Greenup when necessary.
- 19099 Policies and Practices including GDPR**  
**(a) To discuss and adopt the Policies and Practices of the Parish Council (see attached list)**  
**Resolved** to adopt all the Policies and Practices including GDPR on the website. Also, these will be reviewed throughout the coming year.
- 19100 Planning**  
**(a) To receive the monthly report from Cllr Leadbetter (attached)**  
Cllr Leadbetter presented his report highlighting any issues. He would continue to monitor outstanding decisions on The Cove, the Market Garden site and Wakehams Farm applications  
**(b) To agree date changes for Planning Committee meetings for 2019/20 (attached)**  
**Resolved** to change the dates of the planning meetings (below)  
**(c) To update on progress of Country Park Visitors Centre (Haydon Luke verbal)**  
Work is to commence soon on the new Visitors Centre by Hastings Borough Council. Haydon has also spoken to Hastings BC in respect of the further/alternative sites for the solar array but no details are available on their website. Rother DC Planning Department have been made aware of the new sites.
- 19101 Land Management**  
**(a) To receive the monthly report from the Clerk**  
The swing gate to Wood field from Meadow Way – a quote is being sought to enable better access from disabled residents. The Wood Field garage roof – 2 roof panels at the rear need replacing. However, the main roof and wall stays are rusting away and the garage has been reported to be unsafe. The Wood Field children’s play area requires new bark chippings. The Village Sign opposite the Post Office needs new glass and a quote has been sought for replacement. The Parkhurst Cricket Club equipment is beginning to encroach into the field. The Clerk is contacting them to tidy up the area. The Knowle Wood drainage trench has not been started yet. Cllr Richards is concerned about the potential damage to the trees and will seek advice on how to proceed and report back to the next meeting. Several trees have been identified by the Knowle Wood volunteer group to be dangerous and need cutting down. These trees will be identified and a quote sought to deal with them.  
**Resolved** to obtain quotes to dismantle and dispose of the Wood Field garage, replacement of bark chippings in the play area, cut down dangerous/leaning tress in Knowle Wood.

- 19102 Lower Waites Lane incident report and other water issues**  
**(a) To receive a monthly report of LWL incidents from Cllr Horsley (verbal)**  
 Problems have occurred with sewerage in Lower Waites Lane and a resident’s garden due to rain and drainage issues. Also, the stream near the Gardening Hut smells. Cllr Horsley is dealing with these matters and thanks residents for reporting the problems.  
 The leak on The Avenue is being dealt with by Southern Water who have taken water samples and the results of the tests are pending.
- 19103 New community clubhouse – Wood Field**  
**a) To receive an update (Cllr Horsley)**  
 A local architect had volunteered to give advice to the Parish Council. Cllr Horsley was due to visit Battle in respect of a current new build. Designs, drainage etc are on the agenda for the next Community Hub meeting.
- 19104 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.
- 19105 Information and/or Future agenda items**  
**(a) Four-year plan for Parish Council inc communications, action plan for future etc**  
**Resolved** to hold an informal meeting to assess the communications needs of the Village and report back to the next meeting.  
**(b) Parish Assembly and John Lutman Award**  
 A reminder that the Parish Assembly was on Tuesday 28<sup>th</sup> May at 6pm. Cllr Shortman, Horsley and Leadbetter to judge the nominations for the John Lutman award.
- 19106 Close of meeting - Meeting closed at 8.05 pm**
- 19107 Date of next meeting – Tuesday 25<sup>th</sup> June 2019 - 7.00 pm at Fairlight Village Hall**
- 19108 Open forum – Items raised – the Village Hall hearing loop could it be checked to ensure it is working, could people speaking be clear and at a level for the hearing loop to pick them up, could residents and councillors introduce themselves, when was the closing date for the John Lutman award nominations, and street cleaning.**

Signed \_\_\_\_\_ (Chair)                      Date \_\_\_\_\_

**PAYMENT SCHEDULE FOR MAY 2018**

25/05/2019	Pauline Collins	xxx	xxx	xxx	Salary May 2019
25/05/2019	Val King	xxx	xxx	xxx	Salary May 2019
14/05/2019	Tanya Robertson	30.00	30.00	0.00	Bus Shelters May2019
14/05/2019	Tim Jordon Grounds Maintenance Ltd	360.00	300.00	60.00	Grass cutting - April 2019 inv 4655
14/05/2019	K Robertson	88.37	88.37	0.00	Internal auditor inv 19-01
14/05/2019	T Lewing	10.00	10.00	0.00	Wood Field garage keys
14/05/2019	Zurich Municipal	959.25	959.25	0.00	Insurance 01/06/19 - 31/05/20
14/05/2019	Viking Payments	37.51	31.26	6.25	Stationery inv 735710
14/05/2019	R & N Building Services Pett Ltd	725.00	725.00	0.00	Repairs to mats Wood Field play area inv 936
	<b>TOTAL</b>	<b>3656.13</b>	<b>3589.88</b>	<b>66.25</b>	

<p><b>List of policies on website</b></p> <ul style="list-style-type: none"> <li>Adverse Weather</li> <li>Bullying and harassment</li> <li>Child Protection</li> <li>Code of Conduct</li> <li>Complaints procedure</li> <li>Confidential reporting</li> <li>Co-option Policy</li> <li>Data Protection</li> <li>Disciplinary Policy</li> <li>Document Retention</li> <li>Environmental Policy</li> <li>Equal Opportunities Statement and Guidance</li> <li>Financial Controls Risk Assessment</li> <li>Financial Regulations</li> <li>Freedom of Information</li> <li>Grant Policy</li> <li>Grievance Policy</li> <li>Health and Safety at work</li> <li>Internet usage and email Policy</li> <li>Investment Policy</li> <li>Media and Communications</li> <li>Member/Officer relations protocol</li> <li>Members Allowances Policy</li> <li>Recording of Meetings</li> <li>Recruitment Procedure</li> <li>Risk Management</li> <li>Sickness and Absence</li> <li>Staff Expenses</li> <li>Standing Orders</li> <li>Statement of Intent as to community engagement</li> <li>Training and development</li> </ul>	<p><b>GDPR documents</b></p> <ul style="list-style-type: none"> <li>Data Protection Policy</li> <li>Information Protection Policy</li> <li>Contact Privacy Statement</li> <li>Contact Consent Form</li> <li>New Councillor Privacy Statement</li> <li>CCTV Policy</li> <li>General Data Protection Awareness Checklist</li> <li>Email Disclaimer</li> </ul>
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<p><b>Correspondence sent</b></p> <p>Grant letters with payments to –</p> <p>Activate, Fairlight History Group, Fairlight Playgroup, Fairlight Open Gardens, Fairlight Village Hall, Knowle Wood Volunteers, MOPP, Pett Rescue Boat, St Andrews Church, Village website, Fairlight Riding for the Disabled, Fairlight Gardening Club, Victim Support</p>	<p><b>Correspondence received</b></p> <p>Thank you letters from –</p> <p>MOPP, St Andrews Church, Pett Rescue Boat</p> <p>Wealden District Council – Breach of condition notice, The Anchorage, Lower Waites Lane</p>
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**Planning Report for Fairlight Parish Council Meeting**  
**Tuesday 14<sup>th</sup> May 2019**

**1) Planning Applications**

**Planning report week 17**

Nothing for Fairlight

**Planning report week 18**

**RR/2019/1047/P**

**Russetts, Warren Road, Fairlight TN35 4AN**

Demolition of conservatory, erection of two-storey side extension with balcony, dormer and roof lights, replacement dormers to front and rear, porch extension, raised deck and alterations to windows and doors. **Parish Council Comments: Not yet considered by Parish Council**

**RR/2019/920/P**

**Toronto, Warren Road, Fairlight TN35 4AN**

Erection of a detached family dwelling with associated access, parking and landscaping to replace former dwelling. **Parish Council Comments: Not yet considered by Parish Council**

**2) Planning Decisions**

**RR/2019/532/P**

**Spindrift, Briar Close, Fairlight TN35 4DP**

Proposed rear and side extension with render system to all external walls.

**Decision: Approved**

**RR/2019/584/P**

**Long Walk, Broadway, Fairlight TN35 4DA**

Erection of a single storey dwelling with access via Clinton Way.

**Decision: Approved**

Stephen Leadbetter - Planning Committee Chairman

7<sup>th</sup> May 2019

**Planning Committee Timetable – May 2019 to January 2020**

May	21 <sup>st</sup> May 2.30pm	
June	11 <sup>th</sup> June 2.30pm	25 <sup>th</sup> June 6.00pm
July	9 <sup>th</sup> July 2.30pm	23 <sup>rd</sup> July 6.00pm
August	13 <sup>th</sup> August 2.30pm	27 <sup>th</sup> August 6.00pm
September	10 <sup>th</sup> September 2.30pm	24 <sup>th</sup> September 6.00pm
October	8 <sup>th</sup> October 2.30pm	22 <sup>nd</sup> October 6.00pm
November	12 <sup>th</sup> November 2.30pm	26 <sup>th</sup> November 6.00pm
December	10 <sup>th</sup> December 2.30pm	
January	14 <sup>th</sup> January 2.30pm	28 <sup>th</sup> January 6.00pm

- 1) The time for each committee will be stated on the agenda which is published a week before the meeting.
- 2) Between 10<sup>th</sup> December and 14<sup>th</sup> January, we will decide how best to agree comments should applications be received

**Councillor Mier’s brief note**

Please accept my apologies for Tuesday’s Fairlight PC meeting. It’s disappointing that I can’t attend, especially as I had hoped to meet the new Parish Councillors and introduce myself as your District Councillor, along with Roger Bird. I’m attending a training course at Bexhill on meetings protocol which I can’t miss.

Following the election on 2 May Rother has no one party in overall control. Instead negotiations have produced A 'Rother Alliance' coalition of parties to run Rother District Council for the next four years. The Alliance involves the Independent, Lib Dem and Labour groups of Councillors

The cabinet will have two fewer members than the previous one.

The newly elected Green Councillor will sit with the seven Lib Dem Councillors in an agreement which allows her to participate in Council business fully.

I understand I am to sit on the Planning Committee. Committee seats are allocated on a basis proportionate to the political groups’ representation on the Council.

A programme of intensive Councillor training has started and will carry on through the summer and autumn. I have already attended the Induction Course and have had IT training. On Tuesday, as I’ve indicated, it’s meetings protocol.

It will be an interesting time, especially with so many Bexhill-based Independents, with the other towns and rural areas represented in the main by Lib Dems and Conservatives. In Seddlescombe and Westfield Jonathan Vine-Hall, who some of you will know as Chair of Seddlescombe Parish Council, was elected as an independent.

On Monday I went to the Icklesham PC meeting and on Wednesday I shall go to the Pett PC meeting. It will be interesting to meet Councillors from all the Parishes in Southern Rother - Fairlight, Pett, Icklesham village, and Guestling.

One extra piece of information. You may know that Biffa take over the rubbish and recycling collection on 29 June. I am assured the new contractor knows about Fairlight’s narrow lanes and has planned accordingly.

I look forward to working with you and Councillors in my new role and to representing the interests of all the residents of the four villages.