

# 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 Council Meeting held on Tuesday 23<sup>rd</sup> June 2020 via Zoom (DRAFT)

### NOTE

The agenda was circulated to the Parish Councillors and posted on the Fairlight Village Website prior to the meeting date.

Due to the Covid-19 lockdown this meeting was held virtually via Zoom. Questions were requested from the Public prior to the meeting

**Present:** Councillors – Cllr D Shortman, Ms I Horsley (Chair), Mr S Leadbetter, Ms C Slack, Mr S Stewart, Mr G Smith, Mr D Greenup, Mr D Richards

District Councillors – Mr A Mier and Mr R Bird, County Councillor C Maynard. Also, Parish Clerk Mrs P Collins

### 20087 Election of Chairperson for the ensuing municipal year

Cllr Issy Horsley was elected as Chair for the ensuing municipal year.

### 20088 Election of Vice Chair for the ensuing municipal year

Cllr Steve Stewart was elected as Vice-chair for the ensuing municipal year

### 20089 Apologies for absence

None received

### 20090 Code of Conduct and Disclosure of Interests

None received

### 20091 Public questions in respect of items on the agenda

None received

### 20092 County and District Councillors reports

Cllr Mier and Cllr Bird reported items from RDC

- Guestling surgery proposed to close on 30<sup>th</sup> June 2020
- ESCC Fire Service consultation
- Grant available from Hastings Direct

Cllr Maynard reported items from ESCC

- Covid 19 issues
- Vulnerable residents

### 20093 Minutes of meeting held on Tuesday 26<sup>th</sup> May 2020

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

### 20094 Matters arising from the minutes not otherwise on the agenda

None received

## **20095 Appointment of member to Committees and Working Groups**

Councillors appointed as follows:

Planning Committee – Cllr Leadbetter – Chair. All other Councillors will attend when available

Faircomm Steering Group – Cllr Horsley – Chair, Cllr Stewart and Cllr Smith

Highways and Water Issues – Cllr Horsley – Water Issues, Cllr Smith - Highways

Land Management inc tree warden, footpaths/rights of way, parish assets (Wood Field, Knowle Wood etc) – Cllr Slack and Cllr Richards

Emergency Plan Co-ordinator – Cllr Stewart

Grants Officer and Panel – Cllr Greenup – Chair, Cllrs Horsley, Smith and Slack

Police and Speedwatch Team Liaison – Cllr Greenup

Fairlight Preservation Trust Link – Cllr Shortman

Village Hall Link – Clerk and Cllr Slack

War Memorial Working Party – Cllr Leadbetter

**Resolved** to set up a Finance Committee – Cllr Horsley - Chair, Cllrs Stewart and Richards. All other councillors to attend when available.

## **20096 Appointment of members to official roles within the Council and representatives to outside bodies for the ensuing municipal year**

Councillors appointed as follows:

(a) Rother Association of Local Councils – Cllr Horsley

(b) East Sussex Association of Local Councils – Cllr Slack

## **20097 End of year AGAR and reports**

### **(a) To review the internal auditors report**

The internal auditor report was reviewed. This will be posted on the website with the final accounts.

**Resolved** the Finance Committee would deal with items raised and report to the Full Council for approval

### **(b) To consider the Annual Governance Statement to go to the external auditor**

Councillors reviewed the Annual Governance Statement and confirmed the following statements in Section 1:

- YES – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- YES – We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- YES – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- YES – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- YES – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- YES – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- YES – We took appropriate action on all matters raised in reports from internal and external audit.
- YES – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- N/A – (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Section 2: The Clerk had circulated section 2 with other year end documents (year- end accounts, variances analysis etc). **The figures were discussed and noted.**

### **(c) To approve the Annual Governance Statement to go to the external auditor**

**Resolved** to approve Section 1 and 2 of the annual governance and accountability return.

### **(d) 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** the Chair and Clerk will sign at a later date

### **(e) To re-adopt Standing Orders, Financial Regulations and Financial Risk Assessment**

**Resolved** to re-adopt the Standing Orders, Financial Regulations and Financial Risk Assessment.

### **(f) To consider 2020/21 Asset Register**

**Resolved** to accept the 2020/21 asset register as a correct record of assets owned by the Parish Council.

## **20098 Financial Matters**

- (a) **To retrospectively approve additional hours for the Clerk**  
**Resolved** to approve the Clerk's additional hours for May 2020
- (b) **To consider and approve the attached schedule of payments and receipts for June 2020 (Copy attached)**  
**Resolved** to approve the payments for June 2020.
- (c) **To consider and sign the monthly bank reconciliation.**  
**Resolved** to note the bank reconciliation as correct and the Chair will sign at a later date.
- (d) **To consider monthly budget figures**  
Expenditure has remained low due to the current Covid 19 situation. Budget figures were noted.
- (e) **To consider and approve the quotes received from Countrymans to carry out 2020/21 to 2022/23 rural grass cutting.**  
**Resolved** to approve acceptance of the quotations from Countrymans. The Clerk to confirm acceptance by letter.
- (f) **To approve additional £10 per month to Ms T Robertson for temporary refuse duties on Wood Field**  
**Resolved** to pay Ms T Robertson £10 per month for temporary refuse duties.

## **20099 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 policies and practices. Also, Councillors and Clerk to review all documents during the next twelve months.

## **20100 Planning**

- (a) **To receive the monthly report**  
Cllr Leadbetter presented his monthly report.
- (b) **To update on progress of Country Park Visitors Centre**  
The Clerk reported that no further work has been carried out on the Visitors Centre.

## **20101 Land Management**

- (a) **To receive the monthly report**  
The drainage work on Wood Field is pending, awaiting quotes. The grass has now been cut in the village – both urban and rural. The Cricket club have been contacted re dumping of soil on the recreation ground and action is being taken to remove it. The children's play area is proposed to re-open on 4<sup>th</sup> July  
**Resolved** to carry out a risk assessment on the play area under Covid 19 situation, check equipment and take necessary actions.

## **20102 Lower Waites Lane incident report and other water issues**

- (a) **To receive a monthly report of LWL incidents**  
No issues to report
- (b) **To discuss possible pollution of Fairlight stream**  
**Resolved** to hold a separate meeting to discuss this item and invite outside organisations who have an interest.

## **20103 Community Hub (Faircomm.) Steering Group**

- (a) **To receive an update**  
A grant application is being compiled to submit to Rother District Council requesting £3000 to assist with the costs of a planning application and related surveys.

## **20104 Correspondence**

A list of correspondence received and sent is attached. No further discussions were necessary.

## **20105 Information and/or Future Agenda Items**

**Future agenda item** - Feedback from meeting re possible pollution of Fairlight stream

## **20106 Close of meeting**

Meeting closed at 8.06 pm

## **20107 Date of next meeting – Tuesday 28<sup>th</sup> July 2020 – 7.00 pm (to be reviewed)**

**Open Forum**

Q - A resident requested Highways issues be returned to the agenda.

A - Highways issues will return to the agenda as permanent item. This was removed due to time restrictions on the meeting.

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

Dated \_\_\_\_\_

PAYMENT SCHEDULE FOR JUNE 2020

Date	Payee	Gross	Net	VAT	Details
<b>DIRECT DEBIT</b>					
10/06/2020	EE	22.36	18.63	3.73	Mobile phone inv V01759508708
<b>CHEQUES</b>					
23/06/2020	Pauline Collins	xxxx	xxxx	xxxx	Salary - June 2020
23/06/2020	Val King	xxxx	xxxx	xxxx	Salary - June 2020
23/06/2020	HMRC	934.11	934.11	0.00	Tax & NI 06/04/20 – 05/07/20
23/06/2020	Tanya Robertson	30.00	30.00	0.00	Bus Shelters - 2020/06
23/06/2020	Tanya Robertson	10.00	10.00	0.00	Litter duties 2020/06/01
23/06/2020	Viking Payments	36.61	30.51	6.10	Stationery inv 290526
23/06/2020	Viking Payments	31.04	25.87	5.17	Supplies inv 321115
23/06/2020	AB Fire & Security	64.80	54.00	10.80	CCTV maintenance Jun 2020 inv 341326
23/06/2020	Viking Payments	20.45	20.37	0.08	Supplies inv 355481
23/06/2020	K Robertson	148.00	148.00	0.00	Internal auditor inv 20-4

POLICIES AND PRACTICES

<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> </ul>	<ul style="list-style-type: none"> <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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CORRESPONDENCE

<p><b>Correspondence received</b></p> <ul style="list-style-type: none"> <li>RDC – Civil Parking Enforcement</li> <li>Natural England – Eastbourne to Camber Coastal Path</li> <li>ESCC – Waste Mineral Plan Consultation</li> <li>RDC Cllr letter - Planning for a Safer Future</li> <li>RDC Public Space Protection Order – Control Dogs Resident – Fairlight Stream Pollution and Sewage Works</li> </ul>	<p><b>Correspondence sent</b></p> <ul style="list-style-type: none"> <li>ES Fire – Planning for a Safer Future Response</li> <li>RDC Planning – Removal of Telephone Boxes Response</li> <li>Ms T Robertson - staffing</li> </ul>
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