

FAIRLIGHT PARISH COUNCIL

Website: www.fairlight.org.uk

Clerk: Mrs Pauline Collins

Tel: 07487 822729

Email: fairlightparishcouncil@gmail.com

Minutes of Annual Parish Council Meeting held on Tuesday 25th August 2020 via Zoom

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

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

The resignation of Cllr Richards was announced.

20108 Apologies for absence

None received

20109 Code of Conduct and Disclosure of Interests

None received

20110 Public questions in respect of items on the agenda

Item 9 – A resident raised questions in respect of the revised planning application for the site off Pett Level Road. The Parish Council Planning Committee will discuss these changes at the meeting on 8th September.

20111 County and District Councillors reports

Cllr Horsley thanked Councillors Maynard, Mier and Bird for their assistance with the provision of a shuttle bus service during the current closure of Battery Hill/Fairlight Road.

Cllr Maynard – reported on issues from ESCC

- temporary timetable for shuttle bus service to and from Rye to provide a connection to the 100 bus to Hastings

-to chase the footpath for Battery Hill near St Andrews church

Cllr Bird – requested the Parish Council write to ESCC in respect of the proposed Battery Hill footpath

Parish Councillors agreed and requested the Clerk to action.

Cllr Mier – reported the Highways diversion appear to be working but are producing additional traffic for Pett and Winchelsea. He will be attending a meeting on 26th August about this issue.

20112 Minutes of meeting held on Tuesday 23rd June 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.

20113 Matters arising from the minutes not otherwise on the agenda

None received

20114 Financial Matters

- (a) **To consider and approve the attached schedule of payments and receipts for July and August 2020 (Copy attached)**

Resolved to approve the payments for July and August 2020.

- (b) **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.

- (c) **To consider monthly budget figures**

Expenditure has remained low due to the current Covid 19 situation. Budget figures were noted.

20115 Parish Council Action Plan

This document converts the five-year plan into an action plan.

Resolved to adopt the Action Plan and allocate responsibilities to specific councillors. Cllrs Horsley and Stewart to confirm allocation. Cllr Stewart and Clerk to review action plan regularly.

20116 Planning

- (a) **To receive the monthly report**

Cllr Leadbetter presented his monthly report.

20117 Land Management

- (a) **To mark the retirement of Mrs Val King as Wood Field Caretaker (Cllr Horsley)**

Cllr Horsley announced the retirement of Mrs Val King on 31st August and said a few words thanking Mrs King for her years of service. A presentation will be held on 1st September

- (b) **To formally approve the formation of a Land Management Working Group**

Resolved to approve the formation of a Land Management Working Group. Cllrs Slack and Smith to be members of the working group

- (c) **To receive the monthly report (Cllr Slack)**

Cllr Slack presented her monthly report –

Drainage trench has been topped up and will be regularly checked. A new fence panel has appeared on the Play Area wall. A new football net has been installed and thanks were given to the resident who anonymously donated the basketball net.

- (d) **To discuss and approve conditions for the use of Wood Field by Parkhurst Cricket Club**

Correspondence with Parkhurst Cricket Club has raised issues with their storage area, funds, condition of the recreation ground etc

Resolved to obtain a quotation for filling and seeding the indentations near the children's play area for safety reason. The quote to be approved by email if necessary. To obtain permission for the Cricket Club to store items at the rear of the Activate hut. To continue a dialogue with the Cricket Club to deal with other issues.

- (e) **To discuss dog waste/litter bins on Lower Waites Lane (condition and number) – request from a resident**

The condition and number of dog waste and litter bins was discussed. Also, the excessive litter being left in bins.

Resolved The dog bin near the Gardening Club hut – the lock to be investigated and if necessary repaired. The dog bin near Briar Close requires the overgrowth to be cut back. The Clerk will contact LWLRMA in this respect. The litter bin at the junction of LWL and Broadway will be monitored in respect of usage.

20118 Highways (Cllr Smith)

Cllr Smith reported on the roadworks to be carried out on Battery Hill and Fairlight Road – drainage, gulleys, kerbs, clearance of overhanging tree branches during the next eleven weeks.

Shrubs and fencing have been planted/installed on the corners of Gorsethorn with Channel Way and Shepherds Way with Channel Way. This is permissible as the land is owned by the homeowner.

20119 Lower Waites Lane incident report and other water issues

(a) To receive a monthly report of LWL incidents

No issues to report. The problem on the Avenue has been taken on by LWLRMA.

All the pumps have been serviced and the contractor has been requested to lower some to improve access.

(b) To discuss possible pollution of Fairlight stream

A Zoom meeting has been held with Councillors, Sally-Ann Hart MP and Dr Young to discuss the condition of the stream and the surveys which has been carried out

Resolved the Clerk to write to the Environment Agency, Southern Water, Rother Environmental Health and Sally- Ann Hart highlighting the condition of the stream, issues with the Pett Level Road sewerage plant and the survey results.

20120 Community Hub (Faircomm.) Steering Group

(a) To receive an update

Cllr Stewart has replaced Cllr Horsley as chair of this steering group. The group are to decide on requirements and a floor plan for the new building. These will be discussed at the next meeting on 9th September.

20121 Finance Committee

(a) To approve the terms of reference.

Resolved to approve the terms of reference with amendments to asset management items

(b) To delegate responsibilities and authority to the Finance Committee as per terms of reference including

- **Approval of Clerk's extra hours to Chair/Vice Chair**

- **Allocation and expenditure of approved budget (subject to expenditure being within a budget heading of that year's precept).**

- **Propose and monitor the allocation of ear marked reserves**

Resolved to delegate responsibilities to the Finance Committee

(c) To resolve the exclusion of the public from Finance Committee meetings because of the confidential nature of the business to be transacted.

Resolved the Public will be invited to attend any Finance Committee meeting but will be asked to leave during confidential matters. The Finance Committee members will be Cllrs Horsley, Stewart and Shortman.

20122 Correspondence

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

20123 Close of meeting

Meeting closed at 8.16 pm

20124 Date of next meeting – Tuesday 22nd September 2020 – 7.00 pm (to be reviewed)

Open Forum

Thanks, were given to Cllr Smith for his efforts in respect of the current roadworks on Battery Hill/Fairlight Road.

Q - A resident requested clarification on the time limit for comments for the Pett Level Road planning application.

A – Comments can still be submitted to RDC planning

20125 Confidential Item

Council **resolved** that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public leave the meeting during consideration of the following staffing matters.

Councillors discussed the Wood Field Caretaker role and the bus shelter cleaning contract.

Resolved to combine both positions as a one-year contract. The contractor to provide their own insurance and materials. Hours and rate to be agree. New post will need to be advertised. Initially to discuss proposal with Ms T Robertson (current cleaner of bus shelters). Cllr Smith to contact SSALC in respect of contract details etc

Signed _____
(Chair)

Dated _____

JULY 2020

PAYMENTS	Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
DD	10/07/2020	EE	22.36	18.63	3.73	Mobile phone inv V01769405140
PAYPAL						
PP	02/07/2020	Zoom	14.39	11.99	2.40	Monthly fee 02/07/20 - 01/08/20 inv INV29120922
PP	22/07/2020	Net World Sports	42.92	35.77	7.15	Football nets etc inv S10771698
PP	22/07/2020	Screwfix	18.51	15.43	3.08	Cable ties inv A6659079016
CHEQUES						
Cheque no						
2421	28/07/2020	Pauline Collins	xxx	xxx	xxx	Salary - July 2020
2422	28/07/2020	Val King	xxx	xxx	xxx	Salary - July 2020
2423	28/07/2020	Tanya Robertson	30.00	30.00	0.00	Bus Shelters - 2020/07
2424	28/07/2020	Autela Payroll Services Ltd	60.24	50.20	10.04	Payroll Q1 inv 4346
2425	28/07/2020	AB Fire & Security	64.80	54.00	10.80	CCTV maintenance Jul 2020 inv 341823
2426	28/07/2020	Countrymans Contractors Ltd	349.72	291.43	58.29	Grass cutting June 2020 inv SI-2835
2427	28/07/2020	R&N Building Services Pett Ltd	250.00	250.00	0.00	Wood Field Trench inv 1009
2428	28/07/2020	Tanya Robertson	10.00	10.00	0.00	Litter duties 2020/07/01
TOTAL			2413.70	2318.21	95.49	

AUGUST 2020

PAYMENTS	Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
DD	10/08/2020	EE	22.36	18.63	3.73	Mobile phone inv V01780071187
	17/08/2020	PWLB	1236.51	1236.51	0.00	PWLB loan 1st payment for 2020
PAYPAL						
PP	02/08/2020	Zoom	14.39	11.99	2.40	Monthly fee 02/08/20 - 01/09/20 inv INV 34269087
CHEQUES						
Cheque no						
2429	25/08/2020	Pauline Collins	xxx	xxx	xxx	Salary -August 2020
2430	25/08/2020	Pauline Collins	224.11			
				6.97	0.00	Currys headphones
				178.26	35.66	Argos - 3 digital thermometers
				3.22	0.00	Trade Counter Direct Keys for litter bin
2431	25/08/2020	Val King	xxx	xxx	xxx	Salary -August 2020
2432	25/08/2020	Tanya Robertson	30.00	30.00	0.00	Bus Shelters - 2020/08
2433	25/08/2020	AB Fire & Security	64.80	54.00	10.80	CCTV maintenance inv 342378
2434	25/08/2020	Countrymans Contractors Ltd	349.72	291.43	58.29	Grass cutting July inv SI-2860
2435	25/08/2020	Tanya Robertson	10.00	10.00	0.00	Litter duties 2020/08/02
2436	25/08/2020	Fairlight Village Hall	14.00	14.00	0.00	Hall hire July 2020
TOTAL			3527.33	3416.45	110.88	