

FAIRLIGHT PARISH COUNCIL

Website: www.fairlightparishcouncil.org.uk

Clerk: Mrs Pauline Collins

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Minutes of Annual Parish Council Meeting held on Tuesday 25th May 2021 via Zoom

NOTE

The agenda was circulated to the Parish Councillors and posted on the Parish Council and Fairlight Village websites 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 – Ms I Horsley (Chair), Mr S Stewart, Mr G Smith, Miss C Sharpe, Mr D Shortman, Mr D Greenup, Ms L Cooke
County and District Councillors – Mr A Mier and Mr R Bird, Mr C Maynard. Also, Parish Clerk Mrs P Collins

21064 Election of Chairperson for the ensuing municipal year

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

20165 Election of Vice Chair for the ensuing municipal year

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

21066 Apologies for absence

Cllr S Leadbetter

Resolved to accept the reason for absence

21067 Code of Conduct and Disclosure of Interests

Cllr Horsley – Agenda item 21

21068 Public questions in respect of items on the agenda

None

21069 Minutes of meeting held on Tuesday 27th April 2021

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.

21070 Matters arising from the minutes not otherwise on the agenda

None

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21071 Appointment of member to Committees and Working Groups

Councillors appointed as follows:

Planning Committee – Cllr Leadbetter – Chair. All other Councillors will attend when available
Finance and Administration Committee – Cllr Horsley – Chair. Cllrs – Stewart, Leadbetter, Shortman and Cooke
Faircomm Steering Group – Cllr Stewart – Chair, Cllrs Horsley and Smith
Land Management Working Group – Cllrs Horsley, Smith and Sharpe
Emergency Plan Co-ordinator and one warden – Cllrs Stewart and Sharpe
Grants Officer and Panel – Cllr Greenup – Chair. Cllrs Shortman and Smith
Police and Speedwatch Team Liaison – Cllr Greenup
Fairlight Preservation Trust Link – Cllr Shortman
Village Hall Link – Parish Clerk
War Memorial Steering Group – Cllr Leadbetter
Website and Facebook co-ordinators – Cllrs Stewart and Sharpe

21072 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 – Cllrs Horsley and Stewart
- (b) East Sussex Association of Local Councils – Cllr Stewart

21073 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. It was noted that three councillors were not bank signatories – Cllrs Greenup, Sharpe and Cooke. This would continue to enable them to carry out internal reviews/audits, if necessary, without prejudice.

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.

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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 2021/22 Asset Register**
Resolved to accept the 2021/22 asset register as a correct record of assets owned by the Parish Council.

21074 Policies and Practices including GDPR

- (a) To discuss and adopt the Policies and Practices of the Parish Council for 2021/22 (see attached list)
Resolved to adopt all policies and practices. Also, Councillors and Clerk to review all documents during the next twelve months
- (b) To discuss and adopt the new “Users of Wood Field Rules”
Resolved to adopt these rules

21075 Planning Committee

- (a) To receive the monthly report (Cllr Leadbetter)
Cllr Horsley presented the monthly report in Cllr Leadbetter’s absence
- (b) To receive an update on the progress of Country Park Visitors Centre (Mr H Luke)
Mr Luke reported on the progress of the Bale Centre. Discussions were held in respect of the lack of communication/contact from Hastings Borough Council with the Parish Council or Mr Luke, the Parish Council’s representative about their future plans for the Bale Centre.
Resolved Mr Luke to continue in his role as the Parish Council’s representative, the Clerk to check minutes re agreements with HBC and Cllr Horsley to compile another letter for HBC raising the Parish Council’s concerns.

21076 County and District Councillors reports

Cllr Maynard congratulated Parish Councillors on their appointments and thanked the Councillors and the Clerk for their can-do attitude in respect of Council business. He also thanked all voters for re-electing him and he looks forward to continue working with the Council, Clerk and fellow district councillors.

Cllr Bird reported on the continues problems with drains in Fairlight. He has contact both Southern Water and the Environment Agency and is awaiting a response.

Cllr Mier reported on the visit to the cliffs with Professor McInnes re Article 4. Also, RDC will be holding a public consultation on community involvement and planning soon. Cllr Mier has been appointed to the local government coastal group who meet quarterly.

21077 Financial matters

- (a) To consider and approve schedule of payments and receipts for May 2021
Resolved to approve the payments for May 2021
- (b) To consider and sign the monthly bank reconciliations. (To be viewed and signed by Chair/Vice Chair at a later date)
Resolved to note the bank reconciliations as correct and the Chair will sign at a later date.
- (c) To consider monthly budget figures (Clerk’s report)
The Clerk had previously circulated the budget monitoring figures which had also been reviewed by the Finance and Administration Committee. No issues to report.

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21078 Land Management Group

- (a) To receive the monthly report (Cllrs Smith, Sharpe and Horsley)
- Cllr Smith – Wood Field and Highways
Roadworks are due to take place in Winchelsea during June. The Council have not been informed of changes to the bus services so Cllr Smith will chase up.
 - Cllr Sharpe – Fixed Assets and Village Sign
Discussion are being held with a resident in respect of proposed images of a new sign. These will be posted on the website.
 - Cllr Horsley – LWL and Water Issues
No issues to report
- (b) To discuss the safety of users of the Wood Field Play Area
Discussions were held about the safety of Wood Field Play Area users during cricket matches in light of past incidences of balls landing in neighbouring gardens and the Play Area.
Resolved to obtain estimates to install a fence or nets around the Play Area. To post notices around Wood Field of dates of matches and for users of the Bowls Club, Tennis Club and spectators to be vigilant. To close the Play Area during matches and padlock/chain both gates to prevent access.

21079 Community Hub (Faircomm.) Steering Group

- (a) To receive the monthly report (Cllr Stewart)
Tender letters have been sent to local architects requesting costings for the next stage – plans and planning application. Five architects have responded. The tenders to be opened at the next Faircomm meeting.
- (b) To approve small fund raising and awareness events for Faircomm
- Activate Weekend Café and Parkhurst Cricket Club match
Resolved to approve the small fund-raising events. Details to be confirmed with the Clerk.

21080 Finance and Administration Committee

- (a) To receive a monthly report (Cllr Horsley)
Items have been included in this agenda

21081 Parish Council Website and Facebook

- (a) To receive a monthly report (Cllrs Sharpe and Stewart)
Changes are continuing to be carried out to the website to make it more accessible. The Facebook group is being utilised and has proved to be a good addition for communicating Parish Council business.

21082 War Memorial Group (Haydon Luke)

Mr Luke reported on the group's progress to date. A resident has volunteered to draw up sketches and plans for the planning and faculty applications. A meeting is being held on 26th May with the St Andrew's church wardens to discuss the siting of the memorial and answer any questions. A third quotation for the stone is pending. Target date of November 2021 will not be met.

21083 Parish Councillor Casual Vacancy

- (a) To approve the advertising of a casual vacancy
Resolved to advertise this vacancy

21084 To approve request and set conditions for the use of Wood Field Recreation Ground

- (a) Fairfest and Fairlight Fun on 24th July 2021 from 4.30 to 9 pm (25th if wet) for a picnic and proms event.
Cllr Stewart chaired this item.
Resolved to approve this event

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21085 Correspondence

Previously circulated – no items requiring a response/action/to note

21086 Information and/or Future Agenda Items

None

21087 Date of next meeting - Tuesday 25th May – 7.00 pm

Discussions were held in respect of venue, councillors and public attendance, requirement for a quorum of councillors, social distancing rules, etc.

Resolved to hold this meeting in Fairlight Village Hall. Members of the public who wish to attend should register with the Clerk due to limited space in the main hall and social distancing rule.

21088 Close of meeting

Meeting closed at 8.18 pm

Open Forum

Discussions were held with the public about the cricket matches and safety on Wood Field during these matches. The public views were that the Parish Council should be seen to take reasonable steps towards the safety of all users of Wood Field during cricket matches. Cricket can be a dangerous game and some responsibility should be placed onto the spectators/users of Wood Field to be vigilant and take care when on the field during matches.

Signed: _____ Date: _____
Chair

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Policies and Practices including GDPR

<p>List of policies on website</p> <ul style="list-style-type: none">Adverse WeatherBullying and Harassment PolicyChildren and Vulnerable Adults Protection PolicyCode of ConductComplaints ProcedureConfidential Reporting (Whistleblowing) PolicyCo-option PolicyData Protection Act 1998Disciplinary PolicyDocument Retention SchemeEmail PolicyEnvironmental PolicyEqual Opportunities Statement and Guidelines on Employment PracticeFacebook PolicyFinancial Controls Risk AssessmentFinancial RegulationsFreedom of InformationGrant Awarding Policy (inc application form)Grievance PolicyHealth and Safety at workInternet usage and Email PolicyInvestment PolicyMedia and CommunicationsMember/Officer Relations ProtocolMembers Allowances PolicyRecording of MeetingsRecruitment ProcedureRisk ManagementSickness and AbsenceStaff ExpensesStanding OrdersStatement of Intent as to community engagementTraining and Development PolicyWebsite Policy	<p>GDPR documents</p> <ul style="list-style-type: none">Data Protection PolicyInformation Protection PolicyContact Privacy StatementContact Consent FormNew Councillor Privacy StatementCCTV PolicyGeneral Data Protection Awareness ChecklistEmail Disclaimer
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Payment Schedule for May 2021

PAYMENTS	Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
DD	02/05/2021	EE	22.62	18.85	3.77	Mobile phone inv V01869447522
PAYPAL						
52T98825U517985OU	02/05/2021	Fasthosts	12.00	10.00	2.00	Web hosting May 2021 inv 60924682
4CG7861687345223B	02/05/2021	Zoom	14.39	11.99	2.40	Zoom meetings INV83847133
6JK45635BC1929256	06/05/2021	Viking Payments	3.19	2.66	0.53	Stationery inv 389148
6JK45635BC1929256	13/05/2021	Viking Payments	92.18	76.82	15.36	A Board inv 438384
88B34911M9884153E	11/05/2021	Green Magic Co UK Ltd	103.68	86.40	17.28	A4 Frames inv 200537
7SB76727K5134534T	14/05/2021	Eurooffice Ltd	53.61	44.68	8.93	Stationery inv 4049335
CHEQUES						
Cheque no						
2518	25/05/2021	Pauline Collins	*****	*****	*****	Salary - May 2021
2519	25/05/2021	Pauline Collins	44.98	33.33	6.67	Livedrive Cloud backup inv 6741575
2519	25/05/2021	Pauline Collins		4.98	0.00	Jempsons sunflower seeds
2520	25/05/2021	Rother District Council	1248.00	1040.00	208.00	Dog Waste Bins 01/04 - 31/03 inv 85737120
2521	25/05/2021	Zurich Municipal	704.11	704.11	0.00	Insurance inv 505927065
2522	25/05/2021	Countrymans Contractors Ltd	363.43	302.86	60.57	Grass cutting - April cuts inv SI-3046
2523	25/05/2021	AB Fire & Security	67.20	56.00	11.20	CCTV maintenance inv 347560
		TOTAL	4404.30	4067.59	336.71	

Correspondence

Correspondence received	Correspondence sent
Grant – Thank you letter from: Fairlight Village Hall Pett Level Rescue Boat Strandliners Victim Support Fairlight Nursery St Andrews Church Fairlight History Group MOPP Request from Fairfest for use of Wood Field	HBC - Planning application CCG – Guestling Surgery RDC – Contribution to Article 4 survey WMSG – Letters to providers of quotes Resident – Japanese Knotweed