

FAIRLIGHT PARISH COUNCIL

Website: www.fairlightparishcouncil.org.uk

Clerk: Mrs Pauline Collins

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Minutes of Annual Parish Meeting held on Tuesday 24th May 2022 in Fairlight Village Hall at 7.00 pm

Present: Councillors – Ms I Horsley (Chair), Mr G Smith, Ms L Cooke, Mr S Stewart, Miss C Sharpe. Mr D Shortman, Ms D Martin

County and District Councillors – Cllrs C Maynard, A Mier and R Bird.
Parish Clerk - Mrs P Collins

ITEMS NOTED PRIOR TO THE COMMENCEMENT OF THE MEETING

1. A minute's silence was held to mark the passing of Mr Tony King, a former Parish Councillor. Condolences to be sent to his widow Val and his family.
2. It was announced that Stephen Leadbetter had resigned as a Parish Councillor. He had served the Parish Council for more than ten years. He and his knowledge and commitment will be greatly missed by all.
3. Respect and civility - Cllr Horsley re-iterated the need for both respect and civility from Councillors and the Public during discussions.

ACTION

22083 Election of Chairperson for the ensuing municipal year

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

22084 Election of Vice Chair for the ensuing municipal year

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

22085 Apologies for absence (Including resolutions to accept reason for absence by Councillors)

Apologies received from Cllr D Greenup

Resolved to accept the reasons for absence

22086 Code of Conduct and Disclosure of Interests

ALL

(a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda

None

Parish Councillors was asked to complete an up-to-date declaration of interest form and forward it to the Parish Clerk

22087 Public questions in respect of items on the agenda

None

22088 Minutes of meeting held on Tuesday 26th April 2022

The minutes were distributed to Councillors prior to the meeting and made available to the Public at the meeting.

Resolved to approve, and the minutes were signed by the Chairman as a correct record.

22089 Matters arising from the minutes not otherwise on the agenda

None

22090 County and District Councillors reports

Cllrs Maynard and Mier had sent reports prior to the meeting which had been circulated. Cllr Bird had nothing to add.

22091 Appointment of members to Committees and Working Groups

Councillors appointed as follows:

Planning Committee – Cllr Horsley - Chair, Cllr Stewart - Vice Chair. All other councillors will attend when available.

Finance and Administration Committee – Cllr Horsley - Chair, Cllr Stewart - Vice Chair, Cllr Shortman

Community Hub Committee – Cllr Stewart - Chair, Cllr Smith - Vice Chair, Cllrs Horsley and Martin

Land Management Working Group – Cllrs Horsley, Sharpe and Smith

Emergency Plan Co-ordinator and one warden – Cllrs Stewart and Sharpe

Grants Officer and Panel – Cllrs Greenup, Smith, Cooke, and Shortman

Police and Speedwatch Team Liaison – Cllr Greenup

Fairlight Preservation Trust Link – Cllr Shortman

Village Hall Link – Cllr Sharpe and Clerk

War Memorial Steering Group – Cllr Smith and Clerk

Website and Facebook co-ordinators – Cllrs Stewart and Sharpe

Residents will be invited to join working groups

22092 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 – Cllrs Horsley and Martin

(b) East Sussex Association of Local Councils – Cllr Horsley and Clerk

22093 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 2021/22 Asset Register
Resolved to accept the 2021/22 asset register as a correct record of assets owned by the Parish Council.

22094 Policies and Practices including GDPR

Resolved to adopt the Policies and Practices for 2022/23. The Finance and Administration Committee will continue to review policies throughout the year.

22095 Financial Matters

- (a) To consider and approve schedule of payments and receipts for May 2022
Resolved to approve the payments for May 2022.
- (b) To consider and sign the monthly bank reconciliations.
Resolved to note and sign the bank reconciliations as correct.
- (c) To consider monthly budget figures (Clerk's report)
The Clerk had previously circulated the budget monitoring figures. No issues to report.
- (d) To consider and approve the annual insurance from Zurich Insurance
Resolved to pay Zurich Insurance this year.

22096 Planning Committee

- (a) To receive the monthly report
Cllr Leadbetter had submitted his report prior to his resignation. No issues were raised.
- (b) To receive an update on the progress of Country Park Visitors Centre (Haydon Luke)
Mr Luke reported that the Bale Centre would be holding an official opening event on Saturday 4th June

22097 Land Management Group

- (a) To receive the monthly report
- Cllr Smith – Wood Field and Highways
Growth in Knowle Wood
Proposed closure of C92 near Leather Waggon from 20th June for three weeks
Request to ESCC Highways to maintain the priority signage near Stream Lane
Meeting with Ian Johnson ESCC Road Safety Officer is pending
- Cllr Sharpe – Fixed Assets and Village Sign
A licence from National Trust has been obtained and the grit bin has been purchased for Sea Road.
- Cllr Horsley – Water/drainage issues
It rained today and iron work was lifting along Clinton Way. This will be monitored.

Cllr Horsley and the Clerk have met with the village caretaker to discuss his probationary period.

Resolved to continue his contract for the two years.

- (b) To consider and approve repairs to cradle swings in Wood Field playground
Resolved to accept the quotation of £450 to repair the swings and request Wickstead to carry out the works.

CLERK

22098 Community Hub (Faircomm.) Steering Group

- (a) To receive the monthly report (Cllr Stewart)
The planning application has been submitted to RDC

22099 Finance and Administration Committee

- (a) To receive a monthly report (Cllr Horsley)
No meeting held in May

22100 Parish Council Website and Facebook

- (a) To receive a monthly report (Cllr Stewart)
The Community Website platform is being re-written by Cllr Sharpe. A tab has been included for the Jubilee events.

Parish Councillors were asked to change their email passwords and inform the Clerk of the changes.

ALL

Emails received by the Councillors or Clerk which were rude, uncivil etc would be returned to the sender and only acted upon once returned in an appropriate manner.

22101 War Memorial Steering Group

- (a) To receive and update on the project (Haydon Luke)
The church faculty is still outstanding and fund raising is continuing. Current total over £7k
Resolved the Chair will write to the Diocese

22102 Correspondence

All correspondence had been circulated to Councillors and was available to the Public.

22103 Information and/or Future Agenda Items

Annual Parish Assembly – 26th May 2022 – Councillors were asked to make the Clerk aware of any items they need for this event.

Jubilee events have been finalised and advertised. The scarecrows have started to appear and pictures are being posted on the Facebook pages

22104 Date of next meeting – Tuesday 28th June 2022 at 7.00pm in the Village Hall.

22105 Close of meeting

Meeting closed at 7.55 pm

Open Forum

Items raised by residents:

Speeding within the village – To be raised with the ESCC Road Safety Officer and can be report to Operation Crackdown.

Closure of C92 - Could a pedestrian access be maintained. Cllr Smith to make enquires.

Knowle Wood – When is the work to be carried out and overhanging trees. A bat survey and RDC permission is pending and work will be carried out once these have been received. Any overhanging branches on to neighbouring properties are covered by the Tree Policy on the website.

Signed: _____

Chair

Date: _____28/06/22_____

PAYMENTS	Date Paid	Invoice Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS							
DD	10/05/2022	02/05/2022	EE	24.72	20.60	4.12	Mobile phone inv V01986395146
PAYPAL							
160364124T055173L	02/05/2022	02/05/2022	Fasthosts	12.00	10.00	2.00	Web hosting inv 65513291
9GJ86839LY864131N	02/05/2022	02/05/2022	Zoom	14.39	11.99	2.40	Zoom meetings INV 146104444
CHEQUES							
Cheque no							
2630	24/05/2022	24/05/2022	Pauline Collins	***	***	***	Salary - May 2022
2631	24/05/2022		Pauline Collins Expenses				Total £1392.22
		27/04/2022	Hastings Locksmiths	25.20	21.00	4.20	Keys inv 38546
		27/04/2022	Rother District Council				Planning Application - FAIRCOMM
			"" ""	924.00	924.00	0.00	- Application fee
			"" ""	32.20	26.83	5.37	- Service charge
		11/05/2022	Glasdon UK Ltd	162.35	135.29	27.06	Grit bin LWL/Sea Road inv SI839024
		11/05/2022	SLCC	19.21	18.41	0.80	Publication inv ORD508258-1
		14/05/2022	Tesco	43.26	43.26	0.00	Refreshment for Parish Assembly
		01/06/2022	SLCC	186.00	186.00	0.00	Clerk's m/ship fee inv MEM239495-1
2632	24/05/2022	20/04/2022	Zurich Municipal	716.24	716.24	0.00	Annual Insurance inv 514465082
2633	24/05/2022	28/04/2022	Pump House Designs Ltd	660.00	550.00	110.00	2nd Interium Fee inv 15499
2634	24/05/2022	27/04/2022	AB Fire & Security	678.00	565.00	113.00	CCTV new power pack inv 353599
2635	24/05/2022	30/04/2022	Fairlight Village Hall	46.00	46.00	0.00	Hall hire April 2022
2636	24/05/2022	03/05/2022	Countrymans Contractors Ltd	377.15	314.29	62.86	Grass Cutting (1) inv SI-3437
2637	24/05/2022	11/05/2022	Mulberry & Co	144.00	120.00	24.00	Internal Audit Fee inv 19332
2638	24/05/2022	26/04/2022	Activate Fairlight Youth Club	400.00	400.00	0.00	Replacement Q - 0002618
2639	24/05/2022	17/05/2022	AB Fire & Security	69.55	57.96	11.59	CCTV Maintenance May inv 354011
2640	24/05/2022	19/05/2022	Mr P Banbury	225.00	225.00	0.00	Caretaker contract May 22 inv 4
2641	24/05/2022	24/05/2022	FPG	150.00	150.00	0.00	Nominated Charity John Lutman Award
Returned cheque							
2618	26/04/2022	26/04/2022	Activate Youth Club	-400.00	-400.00	0.00	Cheque returned incorrect payee
			TOTAL	6522.46	6155.06	367.40	