

# FAIRLIGHT PARISH COUNCIL

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

Proper Officer/RFO: Mrs Pauline Collins

Tel: 07487 822729

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

## Minutes of Full Council Meeting held on Tuesday 25<sup>th</sup> April 2023 at Fairlight Village Hall at 7.00 pm

**Present:** Councillors – Ms I Horsley (Chair), Mr S Stewart, Miss C Sharpe, Mr D Shortman, Mr D Greenup, Ms L Cooke, Mr R Turnbull, Mr G Smith, Ms A Hohenkerk

County and District Councillors – Mr C Maynard

Proper Officer/RFO - Mrs P Collins

### ACTION

**23069 Apologies for absence** (Including resolutions to accept reason for absence by Councillors)  
Cllr Mier – District Councillor

**23070 Chairman's Report** (Civility and respect, code of conduct, public participation etc)  
Cllr Horsley reported that local elections for both Parish and District Councillors are being held on 4<sup>th</sup> May. Fairlight Parish Council has received eight nominations for the nine Councillor positions. This means the Parish election is uncontested and the nominees will automatically become Parish Councillors on 10<sup>th</sup> May 2023. One vacancy remains will be advertised as a co-opted position.  
Cllrs Shortman and Stewart will not be returning as Councillors for the current term. Thanks were given to them both for all the work they have done during their time in office.

**23071 Code of Conduct and Disclosure of Interests**  
(a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda  
No declarations

**23072 Public questions in respect of items on the agenda**  
None

**23073 County and District Councillors reports**  
Cllr Maynard thanked Cllrs Shortman, Stewart and other Councillors for the work the Parish Council does. He also paid tribute to District Councillor Bird who stepped down from Rother last year.

**23074 Minutes of meeting held on Tuesday 28th March 2023**  
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.

**23075 Matters arising from the minutes not otherwise on the agenda**  
None

**23076 Financial Matters**

- (a) To consider and approve schedule of payments and receipts for April 2023

**Resolved** to approve the payments for April 2023.

- (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

No issues to report as this was month one of the new financial year.

Cllr Horsley reminded Councillors that the precept and budget had been voted upon and approved for 2023/24 and invited Councillors and residents to attend the Finance and Administration Committee in the autumn to discuss 2024/25 budget. Also, to note that the Proper Officer's current hours and salary formed part of this decision.

**23077 Planning Committee**

- (a) To receive the monthly report

Details of the planning applications, decisions and comments from the Planning Committee meetings were reported (see below).

**23078 Land Management Group**

- (a) To receive the monthly report

- Cllr Smith – Wood Field and Highways

A meeting is proposed with Pett Parish Council to discuss the condition of Winchelsea Road and proposed actions. It should be noted that this road is owned by the Environmental Agency and ESCC maintain it.

The new highways contractor for ESCC is Balfour Beatty. Contact details etc to follow.

Cllr Smith thanked the volunteers of Knowle Wood who have continued to do a great job.

- Cllr Sharpe – Fixed Assets

Nothing to report

- Cllr Horsley – Water/drainage issues

No issues to report

- (b) To receive an update on the Southern Water Pathfinder Project (Cllrs Cooke and Horsley)

Work has commenced on the project and future meetings with the SW Pathfinder Team are planned. Special water butts have been discussed but no timeline for installation, numbers etc has been received.

**23079 Community Hub Committee (Faircomm.)**

- (a) To receive the monthly report (Cllr Stewart)

Cllr Stewart is awaiting a response from Pump House with dates for the contractor's appointments. A meeting with Rother Voluntary Action has been arranged to discuss funding and other financial matters.

**23080 Finance and Administration Committee**

- (a) To receive a monthly report (Cllr Horsley)

Cllr Horsley reported on this Committee (see below)

- (b) To discuss/approve the changes to current Ear Marked Reserves

**Resolved** to approve the changes to EMR

- (c) To discuss/approve the new DISH Policies/Practices

**Resolved** to approve the DISH policies/practices

**PO**

**23081 Drop-In Social Hub Group**

(a) To receive an update on the Drop-In Social Hub Group

Cllrs Sharpe and Hohenkerk provided an update on this project. Storage has been provided by the Village Hall for supplies etc. Numbers of attendees continue to rise. Current and planned events are the voter ID form filling, the Big Help Out with other groups/organisations, scams with local PSCOs. Councillors are also available for discussions with residents.

**23082 Parish Council Website and Facebook**

(a) To receive a monthly report (Cllr Stewart)

Both website and Facebook pages continue to be updated

**23083 War Memorial Steering Group**

(a) To receive an update on the project (Haydon Luke)

A new visualisation was received and a quotation is pending

**Resolved** to accept the new design subject to the additional costs being acceptable.

**23084 Hastings Country Park**

(a) To receive a monthly update (Haydon Luke)

Nothing to report

**23085 Speedwatch and Operation Crackdown**

Both of the above were mentioned at RALC. Speedwatch can only be carried out under certain conditions. Operation Crackdown can be used for reporting by all residents. There was a possibility of using temporary speed limit signs on resident's own property. Cllr Horsley to obtain prices of different options.

**IH**

**23086 Meetings/training attended**

RALC – 12<sup>th</sup> April 2023 – see report below

Hygiene Certificate level 3 – Carol Sharpe

Hygiene Certificate level 2 – Ann Hohenkerk

**23087 Correspondence**

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

(a) RDC Strategic CIL Fund

**Resolved** not to apply this year as Fairlight has not generated sufficient funds in the past to be considered for an application.

(b) Future South Homes

Correspondence has been responded to and items resolved

(c) Freedom of Information Request re Precept

Responses have been sent.

**23088 Information and/or Future Agenda Items**

- Neighbourhood Watch Scheme

**23089 Date of next meeting –**

Informal Parish Councillors meeting – Tuesday 16<sup>th</sup> May at 7pm

Annual Parish Meeting - Tuesday 23<sup>rd</sup> May 2023 at 7.00pm in the Village Hall.

**23090 Close of meeting**  
Meeting closed at 7.50 pm

**23091 Open Forum**  
**Road Closure and Bus Services**

Residents and Councillors discussed the recent road closure and infrequency of the bus service. It was suggested that a letter be sent to the bus company and ESCC. It was requested that any information be placed on the PC website as well as Facebook in the future.

**Grants**

ES Police have a grant – Safer in Sussex Community – open for applications now

**Signed:** \_\_\_\_\_  
Chair

**Date:** 23<sup>rd</sup> May 2023

## REPORTS FOR PARISH COUNCIL MEETING – 25TH APRIL 2023

### Agenda item 8(a) - To consider and approve schedule of payments and receipts for April 2023

Date Paid	Invoice Date	Payee	Gross	Net	VAT	Details
<b>DIRECT DEBITS</b>						
15/04/2023	01/04/2023	Tesco Mobile	21.99	18.33	3.66	Tesco - Mobile phone inv 230000558127
15/04/2023	01/04/2023	Tesco Mobile	-60.00	-50.00	-10.00	Tesco - Business account credit
15/04/2023	01/04/2023	Tesco Mobile	-15.00	-15.00	0.00	Tesco - Goodwill credit
<b>PAYPAL</b>						
02/04/2023	02/04/2023	Fasthosts	12.00	10.00	2.00	Web hosting inv 71807646
06/04/2023	06/04/2023	Fasthosts	6.94	5.78	1.16	Web hosting inv 71847809
02/04/2023	02/04/2023	Zoom	15.59	12.99	2.60	Zoom meetings INV195926184
12/04/2023	12/04/2023	Staples	62.59	52.16	10.43	Stationery inv 1356814
25/04/2023	25/04/2023	Netflix	4.99	4.16	0.83	Netflix 25/04/23 - 24/05/23
<b>CHEQUES</b>						
25/04/2023	25/04/2023	Pauline Collins	****	****	****	Salary - April 2023
25/04/2023		Pauline Collins				Expenses - £334.96
25/04/2023	28/03/2023	“	25.00	25.00	0.00	Mount Pleasant Flowers - DISH
25/04/2023	30/03/2023	“	10.50	10.50	0.00	Jempsons - DISH supplies
25/04/2023	04/04/2023	“	10.19	10.19	0.00	Aldi - DISH supplies
25/04/2023	02/04/2023	“	32.40	32.40	0.00	Hygiene training - C Sharpe - DISH
25/04/2023	30/03/2023	“	48.00	40.00	8.00	Care Signs Ltd - DISH Banner
25/04/2023	11/04/2023	“	124.89	104.08	20.81	Safety Signs - No cycling/No dogs signs
25/04/2023	19/04/2023	“	50.00	41.67	8.33	Currys - Cloud Backup
25/04/2023	18/04/2023	“	33.98	33.98	0.00	Jempson - Wine - retiring councillors
25/04/2023	04/04/2023	East Sussex County Council	1866.42	1555.35	311.07	Extra grass cuts inv 8005067120
25/04/2023	05/04/2023	Ironworks UK Ltd	120.00	100.00	20.00	Repairs to slide inv 2872
25/04/2023	05/04/2023	Rother District Council	1372.80	1144.00	228.80	Empty dog bins inv 86250503
25/04/2023	01/04/2023	ESALC Limited	566.13	566.13	0.00	ESALC/NALC Subs inv 1319
25/04/2023	05/04/2023	Fairlight Residents Association	400.00	400.00	0.00	Grant payment 2022/23 1st instalment
25/04/2023	01/04/2023	Fairlight Village Hall	10.00	10.00	0.00	Storage charges - 2 cupboards
25/04/2023	18/04/2023	AB Fire & Security	103.83	86.53	17.30	CCTV Monthly maintenance inv 359770
25/04/2023	25/04/2023	Activate Fairlight Youth Centre	50.00	50.00	0.00	Use of hut by HFC for April 2023
25/04/2023	19/04/2023	Paine & Son	1666.87	1389.06	277.81	Playground Matting inv 190423
25/04/2023	06/04/2023	Activate Fairlight Youth Centre	75.00	75.00	0.00	John Lutman Award Charity Donation
25/04/2023	06/04/2023	Aplastic Anaemia Trust	75.00	75.00	0.00	John Lutman Award Charity Donation
25/04/2023	25/04/2023	Fairfest	250.00	250.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Fairlight History Group	200.00	200.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Fairlight Playgroup/nursery	1200.00	1200.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Fairlight Village Hall	1000.00	1000.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	MOPPS	1000.00	1000.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	PCC St Andrews Church	750.00	750.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Village website - C Sharpe	120.00	120.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Fairlight Gardening Club	250.00	250.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	The Archive and Resources Centre	200.00	200.00	0.00	Grant awarded for 2023/24
25/04/2023	25/04/2023	Victim Support	50.00	50.00	0.00	Donation for 2023/24
25/04/2023	25/04/2023	Pett Level Rescue Boat	250.00	250.00	0.00	Donation for 2023/24
25/04/2023	25/04/2023	Royal British Legion - Fairlight Branch	50.00	50.00	0.00	Donation for 2023/24
25/04/2023	21/04/2023	PCC Fairlight - St Andrews Church	113.65	108.24	5.41	Heating Costs - St Peters for Warm up Fairlight

## **Agenda item 9 – Planning Committee**

### **Planning applications**

#### **Week 13**

##### **RR/2023/620/P Coppercoin, Fyrsway, Fairlight TN35 4BG**

Proposed conversion of existing attached garage into studio with new entrance door and 2 No. new Velux windows. Internal alterations to the dwelling. Proposed decking area to the front, erection of a pergola and new 1800mm close boarded fence with planting. Proposed French doors to front and rear elevation in place of existing windows. Removal of chimney.

Following discussions, the Committee agreed the following comments:

- 1) The Parish Council has no objections to this work being carried out
- 2) Comments from owners of neighbouring properties should be considered.
- 3) The installation of 2 new Velux roof windows and the proposed replacement of existing windows with large French doors raised concerns of increasing light levels to be omitted from the property which would impact on the dark skies in the area.
- 4) All construction vehicles and materials to located on site due to the narrow width of Fyrsway and access is required at all times.

#### **Weeks 14 – 16**

No applications received

#### **Planning Decisions - Approved**

##### **RR/2023/274/P - Whinlea, Shepherds Way, Fairlight**

Proposed demolition of existing garage and construction of new car port and garden store room.

## **Agenda item 10 – Land Management**

### **- Cllr Smith – Wood Field and Highways**

#### **Highways**

I haven't dealt with any direct complaints regarding highways this month.

As you are probably all aware there was a very delayed response from the Public Transport Hub in sorting out a bus after the emergency closure of Pett Level Road. But the Easter break has to be taken into consideration.

I have been asked by a resident to meet up and discuss the flooding issues in Peter James Lane which I will do to ascertain the extent of blocked drains and total lack of ditch clearance. I will then try and sort with Highways. Three times this year it has been like a river due to blocked drains.

I note that the edging on Fairlight Road has eventually been addressed. I don't know what the issue was and why it took three months.

Time allowing, I will soon contact other local Parishes to formulate some action to get Pett Level Road addressed from Chick Hill to Winchelsea Beach.

#### **Wood Field**

The field is eventually drying out a little and surprisingly hasn't suffered much from all the football activity over the winter period. When the work commences in the swing park, I will meet the contractors to see if some soil can be used to fill in dip by goal post and footpath into the woods by the swings. The slide has been repaired and I am seeking quotes on the replacement of the slide and the double seat toddler swing.

#### **Knowle Woods**

Sue Clarke and her band of volunteers are still working wonders in the woods. Areas cleared are full of the first bluebells. The bomb crater is looking fantastic, and they are clearing areas of brash and dead wood and constructing a natural habitat for fauna in an answer to burning it. They have received some well needed equipment paid for by the council and I believe we need to carry on supporting the group in this way when needed.

**- Cllr Horsley – Water/drainage issues**

There was a brief flurry of action when Rescue 2, a contractor of Southern Water started to deliver letters about water butts. Unfortunately, it turned out that they were meant to be somewhere else. I am awaiting confirmation about when they will be coming to Fairlight and will target publicity so as many people as possible know what it is all about and take up the offer of water butts. The contractors have also been working on mapping the highway drains.

**Agenda item 12(a) -Finance and Administration Committee**

Almost all the Councillors were at the Finance and Administration Committee where the budget for the year was reviewed in detail. It was decided to move £1000 to EMR for the future election budget as the election this year was uncontested. It was decided to remove the BBQ from EMR as it doesn't seem anymore to be needed.

The policy and protocol documents for DISH were looked at and are recommended to the PC for approval

**Agenda item 12(b) – Proposed Changes to Current Ear Marked Reserves 2023/24**

	Earmarked Reserve Heading	Amount £
330	Election Costs – transfer from election costs in budget 2023/24	1000.00
331	CIL monies – monies to be allocated for new swings and slide (RDC grant to be applied for)	5000.00
332	Faircomm – Fund raising now required	
333	War Memorial Fund – More fund raising required as the total estimate for the stone and installation is now £15k	
334	RDC Lottery – consideration for the funds to be moved to the new war memorial fund or Faircomm	884.00
340	EMR Fixed Assets Replacement New play equipment is required and some funds may be required for this project Other heading to remain the same	
350	EMR 2021/22 allocations Professional fees to remain Emergency radios to remain Noticeboard Channel Way and installations x3 – Work completed surplus to Gen Res Work on Wood Field - approved 2020/21 - Work completed surplus to Gen Res CCTV - new cameras etc - approved 2020/21 - Work completed overspend to Gen Res New play equipment for youngsters – to be used in 2023/24 when work completed	-396.80 -180.00 117.10
351	Contribution to Article 4 – project nearing completion – RDC to invoice Community BBQ – no longer required – monies to Gen Res RDC Discretionary Disabled Grant (Bench and new path) - Work completed surplus to Gen Res Wood Field hedge (agenda item 21098(b)) - Work completed surplus to Gen Res Closing the Gap Hedging Grant (New Hedge - Wood Field) - Work completed overspend to Gen Res	-250.00 -156.00 -100.00 42.19
352	BBQ shed storage (agenda item 21119) - no longer required – monies to Gen Res Walking Football - Work completed surplus to Gen Res Dog Waste Bag stations - Work completed overspend to Gen Res Grit bin Sea Road - Work completed surplus to Gen Res CCTV new power pack - Work completed surplus to Gen Res Additional grants – monies available for future years Play equipment for youngsters - to be used in 2023/24 when work completed	-1000.00 -40.47 0.49 -14.71 -10.00
360	Warm up Fairlight Project is now called Drop-In Social Hub. Monies will be carried forward to the new project.	
361	Christmas Cracker – Funds to remain for future events	

### **Agenda item 12(c) – DISH Policies and practices**

DISH Complaints Procedure  
DISH Accident Form  
DISH Data Protection Policy 2023  
DISH Equal Opportunities Policy 2023  
DISH Health & Safety Policy  
DISH Mission Statement and Ethos  
DISH Risk Assessment 2023  
DISH Volunteer Agreement  
DISH Volunteer Policy 2023  
DISH Volunteer Rota

### **Agenda item 15 – War Memorial Steering Group**

A meeting has been held between EB Sculpture and this group to discuss the final design of the memorial. A new visualisation is being prepared to show the stones with rough-hewn rather than straight sharp edges. This will mean the purchase of slightly larger stones at some additional costs. Both visualisation and new costs will be circulated for approval.

### **Agenda item 18 – Meetings/training attended**

#### **RALC 12<sup>th</sup> April 2023**

##### **Speed Watch**

Bob Kenward spoke about speeding problems and how Speedwatch is one of the ways to remind drivers of the speed limit.

The Operation Crackdown website can be used to report antisocial driving and abandoned vehicles.

Again, if it's not reported the police don't know about it!

##### **Environmental**

Dr Lucy Bolton - RDC Environment Dept spoke about the challenges of a climate action plan. There are tools available to help villages look at their climate impact and help to look at ways of reducing it.

##### **Police**

Community forums at Rye and Battle on 23<sup>rd</sup> May 2023

##### **ESCC conditions of roads**

They are aware of problems. The local Highways stewards monitor reports and alert ESCC of safety issues.

There is not enough funding to do the repairs.

The contract for highways will be changed soon with Balfour Beatty taking it over.