

FAIRLIGHT PARISH COUNCIL

Website: www.fairlightparishcouncil.org.uk

Proper Officer/RFO: Mrs Pauline Collins

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Minutes of Annual Parish Meeting held on Tuesday 23rd May 2023 at Fairlight Village Hall at 7.00 pm

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

County and District Councillors – Mr A Mier, Mr T Grohne
Proper Officer/RFO - Mrs P Collins

ACTION

23092 Election of Chairperson for the ensuing municipal year

Cllr Issy Horsley was elected as Chair for the ensuing municipal year.
Votes – For – CS,DG,RFT,AH,IH Abstained – GS, LC

23093 Election of Vice Chair for the ensuing municipal year

Cllr Carol Sharpe was elected as Vice-chair for the ensuing municipal year.
Votes – For – CS,DG,RFT,AH,IH Abstained – GS, LC

23094 Apologies for absence (Including resolutions to accept reason for absence by Councillors)
Apologies received from Cllr D Martin, Cllr C Maynard
Resolved to accept the reasons for absence

23095 Code of Conduct and Disclosure of Interests

(a) Following the May 2023 elections Councillors are asked to resolve the following matters:

- 1) All Councillors are aware of their responsibilities in relation to personal and disclosable pecuniary interests and handed in their Register of Interests to the Proper Officer and RDC.
- 2) For Councillors to receive summons electronically and sign their papers.
- 3) For Councillors to have their personal details displayed on papers, noticeboards and website as outlined in the GDPR consent form.
- 4) Confirmation of submission of expense forms to electoral commission.

Resolved to accept items 1) to 4). All documents signed and will be forwarded/filed appropriately by the Proper Officer. **PO**

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

No disclosures of interest were declared.

23096 Public questions in respect of items on the agenda

Cllr Horsley clarified section 3 of the Standing Order which give the Public the rights to speak and make representations.

No questions were received

23097 Minutes of meeting held on Tuesday 25th April 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.

23098 Matters arising from the minutes not otherwise on the agenda

None

23099 County and District Councillors reports

Cllr Horsley welcomed both Cllr Mier and Grohne who were elected to RDC in May.

Cllr Mier reported on the new alliances being formed. Also, he would be the Chair of the Planning Committee and Cllr Grohne will be a member of this committee.

23100 Parish Councillor co-option

(a) To accept and vote on the applications to be co-opted as a parish councillor

No applications were received.

23101 Appointment of members to Committees and Working Groups

Planning Committee – Cllrs Cook, Hohenkerk, Greenup and Fellows-Turnbull

Finance and Administration Committee – Cllrs Horsley, Smith, Cooke and Martin

Community Hub Committee – Cllrs Horsley, Smith, and Cooke

Land Management Working Group – Cllrs Hohenkerk, Horsley, Fellows-Turnbull and Smith

Rights of Way Officer – Cllr Martin

Highways Officer – Cllr Smith

Water and Drainage Officer – Cllr Horsley

Emergency Plan Co-ordinator and one warden – Cllrs Fellows-Turnbull, Sharpe and Martin

Grants Officer and Panel – Cllrs Greenup, Smith and Cooke

Awards Panel – Cllrs Sharpe, Hohenkerk and Fellows-Turnbull

Fairlight Watch Officer (Police, Speedwatch, Neighbourhood Watch etc) – Cllrs Greenup and Fellows-Turnbull

War Memorial Steering Group – Cllr Sharpe

Website and Facebook co-ordinators – Cllr Sharpe and resident Mr S Stewart

Fairlight Drop-in Social Hub Group – Cllrs Sharpe, Hohenkerk and Martin

Staff Appraisal – Cllrs Horsley and Greenup

Fairlight Preservation Trust Liaison Link – Cllr Horsley

Village Hall Liaison Link – Proper Officer and Cllr Sharpe

Bank Account Signatories to remain the same and non-elected Councillors to be removed.

Cllr Greenup and Cooke will remain non-signatories for internal governance purposes.

Discussions were held in respect of a possible staffing committee and a liaison link with the Fairlight Residents Association.

Resolved not to appoint a Staffing Committee but two councillors would carry out staff appraisals, to add Cllr Fellows-Turnbull as a bank signatory to all accounts and remove signature of non-elected councillors. Also, Mr Smart, the Chair of the FRA would raise the liaison link proposal with his committee. All posts were accepted and details will be posted on the Parish Council website.

23102 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, Martin and Smith
- (b) East Sussex Association of Local Councils – Cllrs Horsley, Sharpe and Proper Officer

23103 End of year AGAR and reports

- (a) To review the internal auditors report

The internal auditor report was reviewed and minor corrections were requested to be carried out by Mulberry & Co. This will be posted on the website with the final accounts.

Resolved the Finance and Administration 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 Proper Officer had circulated section 2 with other year end documents (year- end accounts, variances analysis etc). **The figures were discussed and noted.**

Resolved the Finance and Administration Committee will review the amount held in each bank account taking in to consideration the £85k Financial Services Compensation Scheme.

- (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 Proper Officer to sign these documents and forward accordingly.
- (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 2022/23 Asset Register
Resolved to accept the 2022/23 asset register as a correct record of assets owned by the Parish Council.

IH/PO

23104 General Power of Competence

- (a) To consider and propose to re-adopt the General Power of Competence
Following the May 2023 elections, where 8 Councillors were returned elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members are recommended to make the following resolution: “Fairlight Parish Council resolves from 10th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence”.
Resolved from 10th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence.

23105 Civility and Respect Pledge

- (a) To consider and propose to re-adopt the NALC civility and respect pledge
Resolved to re-adopt the NALC civility and respect pledge.

23106 Policies and Practices including GDPR

- (a) To discuss and adopt the Policies and Practices of the Parish Council for 2023/24 (see website)
Policies and practices will continue to be review during the year. This will be overseen by Cllr Martin and changes initially reported to the F and A Committee.
Resolved to adopt the Policies and Practices of the Parish Council for 2023/24.

23107 Financial Matters

- (a) To consider and approve schedule of payments and receipts for May 2023
Resolved to approve the payments for May 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
Questions were raised in respect of the use of Netflix and a TV licence for DISH.
Resolved DISH Group to review these items and cancel if not required.

**CS/AH
/IH**

ACTION

(d) To consider and approve the annual insurance renewal (see quotes – cheque payment to be drawn after decision)

Resolved to accept the quotation from Zurich Insurance for a three-year agreement. **PO**
Payment/Cheque approved to be raised.

(e) To consider and approve the RDC printing costs contribution for the Article 4 Householders leaflet

Resolved to contribute £315 to RDC. Proper Officer to notify RDC **PO**

23108 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).

23109 Land Management Group

(a) To receive the monthly report
(See reports below)

(b) To receive an update on the Southern Water Pathfinder Project (Cllrs Cooke and Horsley)
The Market Garden site connection to the sewerage is raising concerns and will not be connected until the houses are to be occupied. Issues have been raised in respect of the flow of the stream, a planned culvert and soil covering. RDC Enforcement Officer has inspected the stream and proposal.

23110 Community Hub Committee (Faircomm.)

(a) To receive the monthly report (Mr Stewart)
Quotation are being sought in respect of asbestos testing for the Activate Hut. These will be brought to the next meeting for approval.

23111 Finance and Administration Committee

(a) To receive a monthly report (Cllr Horsley)
No meeting of this Committee was held this month.

23112 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. DISH took part in the Big Help Out on 8th May and volunteer groups were invited to attend. A new donor of food supplies was reached through this event. Other organisations who have visited are Rother Voluntary Action, the Scams Officer, Care for the Carers and the Association of Carers. All have been booked for future sessions. Also, East Sussex Police PCSOs visit regularly to chat and listen to residents and their concerns.

23113 Parish Council Website and Facebook

(a) To receive a monthly report (Mr Stewart)
Both website and Facebook pages continue to be updated.
Resolved to allow Mr Stewart to continue to update the website and Facebook page with Cllr Sharpe

23114 War Memorial Steering Group

(a) To receive an update on the project (Haydon Luke)
EB have been chased and a new quotation for the stone and works is due tomorrow

23115 Hastings Country Park

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

The Bale Centre is busy. Concerns were raised in respect of an animal's welfare. This has been dealt with.

23116 Meetings/training attended

Sussex Police Focus Group – 23rd May – Cllr Greenup

Discussion around speeding, parking issues, Speedwatch, fly tipping, Operation Crackdown and burglaries. PCSO for the area Laura Harrison. All villages have the same problems to varying degrees.

Councillor Training

Cllrs Sharpe and Cooke have attended the Meeting/Agenda/Minutes training and will circulate any handouts.

23117 Correspondence

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

(a) Freedom of Information Requests – re 2023/24 Budget

Correspondence has been responded to. The members of the Public who raised these requests were not at the meeting so further discussions could not be had.

23118 Information and/or Future Agenda Items

None

23119 Date of next meeting –

The next meeting is due to be held on Tuesday 27th June 2023 at 7.00pm

23120 Close of meeting

Meeting closed at 8.45 pm

23121 Open Forum

Items raised:-

Non- bank signatory Councillors – This is to provide independent councillors for internal governance purposes – Cllrs Greenup and Cooke will remain in this position

Thank you – A resident wished to thank the Councillors and Proper Officer for all the work they do.

Signed: _____
Chair

Date: 3rd July 2023

REPORTS FOR PARISH COUNCIL MEETING 23RD MAY 2023

Agenda item 12 – End of year AGAR and reports

Section 1 – Annual Governance Statement

Based on the internal audit findings I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	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.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were followed.
5	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.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	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.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	73,891	82,595	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	63,000	70,000	Figure confirmed to central records
3	Total other receipts	7,482	20,788	Agrees to underlying records
4	Staff costs	25,570	35,547	Agrees to underlying records
5	Loan interest/capital repayments	2,473	2,473	Verified against PWLB records
6	All other payments	33,735	38,741	Agrees to underlying records
7	Balances carried forward	82,595	96,662	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	82,595	96,662	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	71,096	75,136	Matches asset register
10	Total borrowings	59,119	57,969	Verified against PWLB records

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Agenda item 16(a) – Schedule of payments for May 2023

Date Paid	Invoice Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
15/05/2023	01/05/2023	Tesco Mobile	21.99	18.33	3.66	Tesco - Mobile phone inv 134172590793
PAYPAL						
02/05/2023	02/05/2023	Fasthosts	13.20	11.00	2.20	Web hosting inv 72130310
06/05/2023	06/05/2023	Fasthosts	6.94	5.78	1.16	Web hosting inv 721771614
02/05/2023	02/05/2023	Zoom	15.59	12.99	2.60	Zoom meetings INV200388664
18/05/2023	18/05/2025	Staples	61.91	51.59	10.32	Stationery inv 1369808
25/05/2023	25/05/2023	Netflix	4.99	4.16	0.83	Netflix 25/05/23 - 24/06/23
CHEQUES						
23/05/2023	23/05/2023	Pauline Collins	****	****	****	Salary - May 2023
23/05/2023	23/05/2023	Pauline Collins				Expenses - £277.44
	19/04/2023		4.25	4.25	0.00	WST - Cable ties
	15/04/2023		13.09	13.09	0.00	Aldi - Dish supplies 17/04/23
	15/04/2023		2.80	2.80	0.00	Tesco - Dish supplies 17/04/23

	22/04/2023		9.04	9.04	0.00	Aldi - Dish supplies 24/04/23
	24/04/2023		4.75	4.75	0.00	Post Office - Milk
	06/05/2023		28.95	28.95	0.00	Aldi - Dish supplies 08/05/23
	06/05/2023		7.53	7.53	0.00	Bookers - Dish Supplies 08/05/23
	09/05/2023		187.00	187.00	0.00	SLCC Membership - P Collins
	14/05/2023		20.03	20.03	0.00	Aldi - Dish supplies 15/05/23
23/05/2023	28/04/2023	Countrymans Contractors Ltd	438.00	365.00	73.00	Grass cutting April inv SI-3832
23/05/2023	25/04/2023	Rialtas Business Solutions Ltd	119.69	99.74	19.95	Accounting Software M'tenance inv SM27612
23/05/2023	03/05/2023	Fairlight Village Hall	70.00	70.00	0.00	PC Hall Hire - April 2023
23/05/2023	03/05/2023	Fairlight Village Hall	128.00	128.00	0.00	DISH Hall Hire - April 2023
23/05/2023	11/05/2023	Mulberry and Co	216.00	180.00	36.00	Councillor Training inv 51061
23/05/2023	11/05/2023	Mulberry and Co	54.00	45.00	9.00	Councillor Training inv 51062
23/05/2023	12/05/2023	Mulberry and Co	270.00	225.00	45.00	Yearend internal audit inv 21198
23/05/2023	15/05/2023	Mulberry and Co	222.00	185.00	37.00	Councillor Training inv 51071
23/05/2023	16/05/2023	AB Fire & Security	103.83	86.53	17.30	CCTV inv 360267
23/05/2023	23/05/2023	Activate Fairlight Youth Centre	50.00	50.00	0.00	Use of hut by HFC for May 2023

29/05/2023	19/05/2023	Zurich Municipal	869.70	869.70	0.00	Annual insurance 01/06/23 - 31/05/24 inv 523907772
29/05/2023	26/05/2023	Zurich Municipal	-70.18	-70.18	0.00	Annual insurance 01/06/23 - 31/05/25 credit note 524093053
29/05/2023	21/05/2023	Paine & Son	5337.32	4447.77	889.55	Rubber matting - playground
29/05/2023	21/05/2023	Paine & Son	2200.00	1833.33	366.67	Installation of play equipment

Agenda item 16(d) – To consider and approve the annual insurance renewal

COMPANY NAME	QUOTE FOR ONE YEAR AGREEMENT	QUOTE FOR THREE YEAR AGREEMENT
Zurich	£869.70	£799.52
BHIB	£851.09 Inc free Parish online saving £40 to the PC	£800.61 Inc free Parish online saving £40 to the PC
Gallagher	£1000+	

The new policy will run from 1st June 2023. **Recommendation:** To accept BHIB

Agenda item 16(e) - To consider and approve the RDC printing costs contribution for the Article 4 Householders leaflet

RDC proposed printing cost for 1000 leaflets - £315

Agenda item 17 - Planning Committee

Planning Applications

Weeks 17- 20 – No applications received

Planning Decisions

RR/2023/384/P 59 Battery Hill, Redwood, Fairlight TN35 4AP

Proposed enlargement of existing patio area to the rear.

Approved Conditional

Agenda item 18 – Land Management

Water Issues

The Preservation Trust has met with Southern Water to discuss the mains water leaks on Rockmead road. It was a good meeting, the Trust was able to show SW the well system, the slippage area and the compressor house. Also, explain why Rockmead road is such a sensitive area in relation to any additional water going into the ground. We mentioned the impending Article4 directive for that area.

The mains water pipes in the area are rigid fibre pipes which in an area with ground movement such as Rockmead road is not the best.

The Preservation Trust will continue its discussions with SW. Many thanks to Paul Capps for his persistent correspondence with them.

The Pathfinder project seems to have been quiet recently following the testing of the highway's drainage run off. We await further contact with them.

Grass cutting

The Proper Officer has been chasing up the grass contractors now the ground is firm to ensure the correct areas are being cut.

Playground

Finally, the ground has dried out and the new equipment has left the Proper Officer's garden, is installed and in use. Do go and have a play if you are able and the right size!

Agenda item 19 – Community Hub Committee (Faircomm)

Tennysons – Principal designer, H&SE visited Monday 15th May. All was okay with them. They said that we will need an Asbestos survey done. This is a precaution as the building is old. Tennyson have a preferred supplier of this survey but another two companies are being sought by the group to fall in line with PC policies.

Ashdown Site Investigation -Soil testing – visited Tuesday 16th and Wednesday 17th. This Company test for how quickly water drains away from holes dug into the ground. Reports on their investigation will be sent to Pump House. This will enable Pump House to add further details to the plans.

Agenda item 22 – Parish Council Website and Facebook

The Website is doing is working as it should.

The Facebook pages are working well.