

ICKLESHAM PARISH COUNCIL

Minutes of the Meeting held on the 12th May 2008 at 7.15pm at The New Hall, Winchelsea

Present: Councillors Mrs F Bates, C Bronsdon (Chairman), R Comotto, J Horsman, Mrs S Lyward, Mrs C Merricks, Mrs J Stanford, H Sutton, M Terry, B Thompson.

In attendance: Cllr. N Ramus (RDC), Cllr N Glazier (ESCC), D Rosewell (Clerk). Members of the public were also present.

08/077 The Chairman welcomed those present to the meeting at 7.15pm.

08/078 The Chairman invited questions from the public. There were none.

08/079 To receive reports and to ask questions of Cllr. K Glazier and N Ramus concerning Rother District and East Sussex County Council matters.

Cllr. Glazier reported that the cycle route at Rye Harbour has now been completed. A question was raised about the white line delineating the cycle path. Cllr. Glazier said he was pursuing this issue.

Cllr Ramus reported on issues concerning rip bags at Winchelsea. This scheme was due to be instigated by the end of June. He referred to the sterling work done by a Winchelsea councillor to inform the process. A green waste collection has been put on hold due to a shortage of bins. The District Council has formed a sub committee to address the issue of Post Office closures. Rother District Council is seeking to address the whole issue of the closure of local village services such as shops and garages. Recycling usage figures are continuing to improve. Cllr Ramus then invited questions which included the concern about the rip bag service in that the bags are single use and send out the wrong message environmentally. Cllr. Ramus agreed that this was a problem and that he had sought further information on this himself.

08/080 The Chairman now opened the meeting at 7.33pm and formally retired as this was the Annual General Meeting and it was thus necessary to elect a Chairman for the coming year.

08/081 The election of a Chairman for the following year.

The Clerk asked for nominations for Chairman. Cllr. Mrs Lyward proposed, and Cllr. Mrs Stanford seconded, Cllr. Bronsdon for the post of Chairman. There were no other nominations and Cllr. Bronsdon was duly elected.

08/082 Declaration of Acceptance of Office by the elected Chairman.

Cllr. Bronsdon formally declared his acceptance of office before the Clerk.

08/083 To appoint a Vice Chairman for the forthcoming year.

Cllr. Horsman was proposed for the post of Vice Chairman and this was approved unanimously.

08/084 To receive and record any apologies for absence.

Apologies for absence had been received from Cllrs. Chishick, Hurrell and Moore.

08/085 Disclosure of Interests and Code of Conduct.

There were none.

08/086 To make appointments to the Planning Committee

Cllrs. Thompson, Mrs Lyward, Bronsdon, Horsman, Mrs Bates, Terry and Comotto were put forward and approved for membership of the Committee.

08/087 To appoint representatives to outside bodies for 2008-9

Rye Partnership – Cllr. Terry
RALC – Cllrs. Mrs Merricks and Bronsdon
Elizabeth Cheney Alms Houses – Cllr. Thompson
Rye Harbour Nature Reserve – Cllr. Mrs Merricks

08/088 To consider and approve the signing of the Minutes of the Council's meeting of the 14th April 2008 by the Chairman.

In para 08/060, line 3, the 'd' should be deleted from Stanford and, in para 08/061, line 14, the sentence beginning "Cllr. Stanford expressed regret ..." should be deleted. With these amendments, the minutes were duly approved. Proposed by Cllr. Mrs Lyward, seconded Cllr. Mrs Merricks. **Agreed.**

08/089 Financial Matters

- a) **Receipts & Payments report for the year to 30th April 2008 (circulated).** Proposed by Cllr. Comotto, seconded by Cllr. Mrs Lyward that this be approved. **Agreed.**
- b) **To approve items for payment for May 2008.** The Clerk tabled items of expenditure totalling £6,882.55 for May which concerned cheques numbered 1909 to 1921 sequentially, plus £730.00 Standing Orders. Proposed by Cllr. Comotto, seconded by Cllr. Terry that these be approved. **Agreed.**

08/090 Icklesham Memorial Hall Refurbishment Project.

- a) **Cllr. Bronsdon submits the following resolution:**

"Council notes the provision by the project team of the documentation (other than that concerning the Performance Bond) required to comply with the grant requirements laid down in the resolution agreed at its November 2005 meeting. It also notes the generous offer by local benefactors to underwrite the risks normally covered by such a Bond, and to meet any shortfall in funding which would endanger the completion of the project (see attached letter). Given these undertakings, the Council agrees to rescind its requirement for a Performance Bond to be in place and to proceed with the application to the PWLB for the necessary loan."

Proposed by Cllr. Bronsdon, seconded by Cllr. Terry. **Approved.**

- b) **Cllr. Bronsdon submits the following resolution:**

"Council notes the report by the Clerk on the options available for obtaining a loan from the PWLB, and agrees with the recommendations therein. The Clerk is therefore instructed to apply for a grant of £40,000 for a period not exceeding 20 years, at a fixed rate of interest equal to that in force on the day the loan is agreed."

Proposed by Cllr. Mrs Bates, seconded by Cllr. Mrs Lyward. **Approved.**

- c) **The Icklesham Memorial Trust seeks permission from the Council to place temporary buildings on the Recreation Ground while the refurbishment of the Memorial Hall is carried out.**

Proposed by Cllr. Terry, seconded by Cllr. Mrs Stanford. **Approved.**

08/091 Cllr. Comotto submits the following resolutions:

- a) *"In order to comply with its statutory obligations under the Crime and Disorder Act 1998, the Council will conduct an audit of the state of its knowledge of local crime and disorder problems and the extent of the action it has taken to reduce those problems. It will review its current plans, strategies and policies, to ensure that they comply with the Act, and review its decision making procedures to ensure and demonstrate future compliance. This exercise will be completed before the start of the financial year 2008/09."*

The Clerk pointed out an error in the resolution in that it should read "...financial year 2009/10." Cllr. Comotto briefly outlined his reasons for bringing the resolution. After some discussion, Cllr. Comotto suggested that the NACRO guide be acquired and circulated to Councillors and that this issue should be brought back to the September meeting. Meanwhile, the Clerk will have investigated the availability of training by the next meeting. **It was agreed** that resolutions **b)** and **c)** should below also be included in these actions.

b) "In addition, in response to the request in the Local Councils Support Policy of Sussex Police, the Council will nominate a lead councillor for community safety in each ward. This councillor will report to the Council each quarter on crime and disorder issues in their ward and propose appropriate action by the Council."

c) "The Council will consider the establishment of Local Action Teams in wards."

08/092 Cllr. Terry submits the following for consideration by the council.

- 1) The creation of a maintenance schedule which would provide a checklist to ensure that repairs are timetabled and not forgotten, even when they have to be delayed. This schedule needs to be driven by the risk assessments.
Proposed by Cllr. Terry, seconded by Cllr. Mrs Lyward. **After some discussion, this was approved.**
- 2) The reformatting of the budget. It should be divided into Revenue and Capital. Revenue should be divided into Administration and Maintenance. Capital should clearly distinguish the Council's own projects from donations and grants to others. There should be a 3-year projection, if only for Capital. In preparing the projection, account should be taken of depreciation (not in an accounting sense, but in a practical sense of when we will need to repair or replace the item), so that we can plan our future expenditures and, if necessary, build up funds ahead of expenditure. **Held Over.**
- 3) Rather than responding reactively to property wearing out, the Council should try to plan its maintenance and re-equipment activities. This pro-active approach should start by ward councillors, in consultation with the Clerk, conducting a comprehensive assessment of the state of Council property in their ward and producing a projection of the future work needed to maintain and, where necessary, replace property. Any proposals for material expenditure on maintenance and replacement should be put to the community in each ward for consultation, and ward councillors should measure the need for the property concerned (e.g. proposals for playground equipment major maintenance or replacement should quantify the number of users and likely frequency of use, other similar facilities, alternative equipment) before reporting to the Council.
Withdrawn subject to further information being furnished by Cllr. Terry.

08/093 Cllr. Comotto submits the following (deferred from previous meeting):

How many risk assessment have been done in each ward and in what months since May 2007?

The Clerk reported that regular risk assessments have been provided from Winchelsea ward. Other wards were less frequent and, in fact, he had not received any for most of the period between March and November 2007. Since then, assessments have begun and he has received some from Rye Harbour and Winchelsea Beach.

08/094 The Icklesham Stoolball Club seeks permission to hold tournaments at Icklesham Recreation Ground on July 6th and August 3rd 2008.

Proposed by Cllr. Thompson, seconded by Cllr. Mrs Stanford. **Approved.** Cllr. Mrs Merricks suggested that when replying to the Stoolball Club it should be made clear that the hall is unavailable at the moment.

08/095 Correspondence.

The Clerk read out various items including one from British Telecom on the proposed withdrawal of phone box facilities at Dogs Hill Road in Winchelsea Beach. Ward councillors will let the Clerk know of their views on this for onward transmission to BT.

Cllr. Bronsdon read out data supplied as a result of the Speed Surveys at Winchelsea and Rye Harbour.

08/096 Annual Parish Meeting.

Cllr. Bronsdon outlined the arrangements for the Parish Assembly, due to take place on the 19th May.

08/097 Quality Council status – update.

The Clerk reported that, as previously mentioned at council meetings, a primary aim to increase communication standards for the council is that of upgrading the website and making it more accessible. It had been hoped that this could be achieved through RDC's services, which had been offered free of charge to parish councils, but he has had no success in getting a response from Rother about this. After discussion, it was suggested we look to another party for website services. Cllr. Terry said that he would forward to the Clerk details of a good resource he was aware of.

08/098 Reports from Council Representatives.

Cllr. Mrs Merricks reported on the Nature Reserve activities. Cllr. Bronsdon reported on the recent RALC meeting.

08/099 Winchelsea Ward councillors submit the following resolutions:

Cllr. Comotto requested that sub-items (l), (n) and (o) be taken first.

l) *“Could the Council write to ESCC Highways Authority asking them to repaint the double yellow lines in Hiham Gardens (using conservation standard lines) and repair the kerb and gutter outside the New Inn?”*

Proposed by Cllr. Comotto, seconded by Cllr. Mrs Lyward. **Approved.**

n) *“The Council will commission the refurbishment of the paintwork on those footlights columns in Winchelsea where the erosion of paintwork has been identified in the ward risk assessment.”*

Proposed by Cllr. Comotto, seconded by Cllr. Terry. **Approved.**

o) *“The Council will release the £321.00 budgeted for the printing of Winchelsea Neighbourhood Watch Help Cards upon receipt of an invoice from the printer.”*

Cllr. Mrs Merricks moved an amendment to this resolution. *“The Council will arrange and pay for the printing of the Neighbourhood Watch Cards on receipt of appropriate wording, subject to two quotes.”*

Seconded by Cllr. Bronsdon. **Approved.**

The Council now proceeded to work through the remaining resolutions in alphabetical order.

a) *“In making grants of donations to community of voluntary organisations, the Council will adopt the relevant principles set out in the Sussex Compact, specifically, from the Code of Practice on Funding and Procurement. Amongst other things, the Council will require all grant applicants to set out intended Outputs and Outcomes; if successful, report back to the Council on the success of the project being financed by the grant from the Council; and applicants will be encouraged to discuss their applications with their ward councillors and the Clerk before submitting them. A draft revision to the Council's grant application form is attached.”*

A lengthy discussion took place on the relative merits of the present grant application form and the proposed version which sought more detailed information. Proposed by Cllr. Comotto, seconded by Cllr. Terry. **Not approved.**

b) In place of the resolution on consultation at 19(a) on the last agenda:

“The Council should adopt the principles of the Sussex Compact, specifically, the Code of Practice on Consultation and Community Engagement.”

Deferred due to time constraints.

c) *“The Council should start the process of producing a quarterly newsletter.”*

Deferred due to time constraints.

d) *“The Council's website should be re-designed once its precise purpose has been clearly defined by the Council.”*

Deferred due to time constraints.

- e) *“Separate Annual Parish Meetings should be held in each ward.”*
Deferred due to time constraints.
- f) *“The Council should commit to hold special public consultations in future on major issues, using the most appropriate technique. Consultation events should be held separately in each ward.”*
Deferred due to time constraints.
- g) *“There should be regular consultation on the budget and precept each year.”*
Deferred due to time constraints.
- h) *“Councillors should be actively involved in the design and production of content of newsletter, the website etc.”*
Deferred due to time constraints.
- i) *“Councillors should be responsible for the distribution of consultation materials, including the newsletter, and the collection of comments from residents.”*
Deferred due to time constraints.
- j) *“The response to all consultation exercises, including use of the website, should be measured and reported.”*
Deferred due to time constraints.
- k) *“Each ward should produce a Local Action Plan. After the purpose, process and importance of LAPs have been made clear to residents by means of an information campaign by the Council, councillors should start the process by holding meetings in their wards.”*
Deferred due to time constraints.
- m) *“In order to help ensure that public funds are used effectively and to encourage better facilities for residents, village halls seeking grants from the Parish Council should apply for the AiRS Hallmark Scheme status”.*
Deferred due to time constraints.
- p) *“The Council will apply for a licence to East Sussex County Council to place short wooden bollards, with reflector discs, along the verges of Rookery Lane and the eastern section of Back Lane in Winchelsea. The size and design of the bollards, the type of wood from which they should be made, and the funding of the purchase and installation of the bollards, shall be discussed as part of the 2009/10 budget.”*
Deferred due to time constraints.

08/100 Date and venue for the next meeting.

The date of the next meeting was confirmed as Monday June 9th 2008, at Rye Harbour Village Hall, commencing at 7.15p.m.

The meeting closed at 9.28pm.