

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 20th May 2013 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs M Cunningham(Mayor) **MC**, J Harmer **JH**, T Voyce **TV**, M Clewett **MCI**, Mrs C Berry **CB**, , Mrs M Piper **MP**, G Gibbs MBE **GG**, Mrs J Voyce **JV**, D Shing **DS (late arrival)**, S Shing **SS (late arrival)**, D Broadbent **DB**, (11)

Not Present: Cllrs H Parker **HP**, E Board **EB**, J O’Riordan **JOR**, M Pybus **MPy** (4)

2 Members of the Public

10605 Election of Town Mayor

It was proposed Cllr M Cunningham be elected to the position. The motion was Seconded.

It was resolved to elect Cllr M Cunningham as Town Mayor A vote was taken All 10 for 1 abstention Cllr M Cunningham
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10606 To receive the Mayors declaration of acceptance of Office

The Mayor signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.

10607 Apologies for absence

Apologies were received from Cllrs E Board (other meeting), H Parker (illness), M Pybus (work), J O’Riordan (personal) – Cllrs D Shing & S Shing arriving late due to other meeting at Willingdon.

10608 To receive any declarations of interest in any item on the agenda

Cllr J Harmer minute 10626 non prejudicial
Cllrs Mrs J Voyce, T Voyce Gilda Crescent minute 10624 b non prejudicial
Cllr D Broadbent Oakleaf minute 10624 non prejudicial
Cllr M Clewett Old drive minute 10624 non prejudicial

10609 Election of Deputy Town Mayor

The Town Mayor called for nominations for the office of Deputy Town Mayor. It was proposed that Cllr J Harmer be elected for the ensuing year. This was Seconded and there being no other nominations

It was resolved to elect Cllr J Harmer as Deputy Town Mayor. VOTE 10 for 1 abstention (J Harmer)

Cllr J Harmer duly signed his declaration of acceptance of office as Deputy Mayor and this was counter signed by the Town Clerk.

10610 Opportunity for public comment Standing Orders suspended

A resident stated that he would like clarity on the councils Policy on sale of land as he felt that unwritten policy lead to confusion of both the public and members.

Standing order reinstated

10611 To receive and confirm the minutes of the meeting of the council held on 29th April 2013.

The minutes of the meeting were agreed as correct and signed by the Mayor.

10612 Standing Committees

a. Appointment of Members to Standing Committees

A resolution for all members (as provided in the background papers with two additions – Cllrs Mrs J Voyce and H Parker to be added to the Buildings & Land committee) was taken en bloc.

It was resolved to appoint the following councillors to committees as shown below

Finance & Policy Committee <i>(quarterly – 2nd Monday)</i> delegated authority	Chair Vice Chair 1 ex officio	Malcolm Cunningham Hugh Parker Jill Voyce Tim Voyce Mark Pybus Chris Berry Stephen Shing Ed Board
Personnel Committee <i>(as and when)</i> no delegated authority	Chair Vice Chair 1 ex officio	Jill Voyce Chris Berry John Harmer Joseph O'Riordan Margaret Piper Don Broadbent
Planning Committee <i>(as and when)</i> delegated authority	Chair Vice Chair 2 ex officio	Michael Clewett Tim Voyce Margaret Piper Chris Berry Jill Voyce Hugh Parker
Buildings & Land Committee <i>(as and when)</i> no delegated authority	Chair 2 ex officio	Michael Clewett Tim Voyce Margaret Piper Chris Berry Joseph O'Riordan Mrs J Voyce

		H Parker
Business Plan Committee (as & when) No delegated authority	1 ex officio	Jill Voyce Chris Berry Tim Voyce Malcolm Cunningham
Emergency Plan Committee (as & when) no delegated authority	2 ex officio	Chris Berry Stephen Shing George Gibbs MBE Joseph O'Riordan
Best Dressed Garden Committee (as & when) no delegated authority	2 ex officio	Margaret Piper Jill Voyce Chris Berry Daniel Shing

VOTE All in favour

b. Review Terms of references for Committees

A motion to vote en bloc was proposed

It was resolved to accept the Terms of references for Finance & Policy committee; Planning committee, Personnel committee, Buildings & Land Committee, Emergency Plan committee, Business Plan committee, Best dressed garden committee VOTE All in favour

c. Appointment of Chairpersons to Standing Committees

A motion to vote en bloc was proposed

a) It was resolved to appoint Cllr M Cunningham as Chair of Finance & Policy committee
b) It was resolved to appoint Cllr M Clewett as Chair of Planning committee
c) It was resolved to appoint Cllr Mrs J Voyce as Chair of Personnel committee
d) It was resolved to appoint Cllr Mrs C Berry as chair of Emergency Plan Committee
e) It was resolved to appoint Cllr Mrs J Voyce as chair of Business Plan committee
f) It was resolved to appoint Cllr Mrs M Piper as chair of Best Dressed Garden Committee
VOTE All in favour

10613 Adoption of Standing Orders (with amendments)

It was resolved to adopt the new Standing orders with amendments as presented VOTE All in Favour
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10614 Adoption of Financial Regulations

It was resolved to adopt the financial regulations with amendments as presented VOTE All in favour
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10615 To receive statements of:

a) Deeds etc held by solicitors

The deeds were noted by all present.

b) Details of Asset Register

The register was noted by all present.

c) Details of Insurance Cover

The insurances were noted by all present.

10616 Appointment of representatives of outside organisations

A motion to vote en block was proposed

Organisation	Councillor:
Citizens Advice Bureau	John Harmer
Civil Protection	George Gibbs
Community Association	Joseph O'Riordan, Chris Berry
Cuckmere Community Bus	George Gibbs
Crime Prevention/Neighbourhood Watch/Police Liaison	George Gibbs, Chris Berry
Eastbourne Area Transport Forum	Malcolm Cunningham, George Gibbs MBE
Bus Group	George Gibbs
Polegate School Governors	Jill Voyce
Polegate Twinning Association	Joseph O'Riordan
Polegate Windmill	John Harmer, Hugh Parker
Press Liaison - Newsletter	Jill Voyce, Mark Pybus, Chris Berry
South Wealden Association of Local Councils (WDALC)	Michael Clewett

Sports – Cricket/Football/Stoolball	Joe O’Riordan
Tree Warden	Henk Duinhoven
Wealden Planning Panel	Michael Clewett
Youth/Elderly	Michael Clewett

It was resolved to appoint the representatives as presented in the above table VOTE All in favour

10617 Tree warden – Mr Henk Duinhoven

It was resolved to appoint Mr Henk Duinhoven as the tree warden VOTE All in favour

10618 Appointment of Internal Auditor – M Mulberry

It was resolved to appoint M Mulberry as internal auditor. VOTE All in favour

10619 Adoption of Complaints Procedure/Freedom of Information/data Protection

It was resolved to adopt the complaints/Freedom of Information/ Data Protection VOTE All in favour

10620 Adoption of Council Policies

A motion to vote en bloc was proposed

- a. Bee Keeping on Allotments**
- b. CCTV Policy**
- c. Local Government Pension Scheme – staff entrance to Scheme Policy**
- d. Grants to Organisations Policy**
- e. Smoke Free Policy**
- f. Document retention Policy**
- g. Stress Policy**
- h. Disciplinary Code & Procedure**
- i. Grievance Procedure**
- j. Health & Safety Policy**
- k. Risk Management Policy**
- l. Press/Media policy**
- m. IT Policy**
- n. Recruitment of ex-offenders Policy**
- o. Storage of CRB disclosures Policy**
- p. Airs Manual for staffing Policies (including some health & safety issues)**

q. Street Lighting Policy in principle only as being redrafted.

It was resolved to adopt the above policies en bloc VOTE All in favour

10621 Financial Matters

a. Accounts for Payment

It was resolved to accept the accounts for payment to the value of £12512.60 VOTE All in favour

b. Bank Reconciliation

Noted by all present

c. Barclaycard statement

Noted by all present

d. Income & Expenditure List including budgets

Noted by all present

e. Fees & Charges review

It was resolved to accept the following fees and charges for 2013/14

<u>Allotment Rents</u>	
Cophall – per rod (includes Water)	
Gosford Way – per rod	£3.00
Deposits (refundable at termination provided terms of agreement adhered to)	£3.00
	£50.00
<u>Polegate War Memorial Recreation Ground</u>	
Cricket – per match (includes use of pavilion)	£30.00
Football – per match (includes use of pavilion)	£30.00
Stoolball – per match (includes use of pavilion)	£10.00
<u>Brightling Road Pleasure Ground</u>	
Model Engineering Club – per annum	£120.00
<u>Council Office</u>	
Chamber – hourly rate including Kitchen	£10.00
Key holder charge (if required)	£10.00
<u>Wannock Centre</u>	
Annual income from rental of old Council Office to PCT	£10,000
Electricity recharged 67% each quarter billed	
Insurance recharged 50% of building insurance annually	
<u>51 High Street Polegate</u>	
	£5000 p.a.

VOTE All in favour

10622 Communications from the Town Mayor

The Mayor stated that the previous year had been a challenging one. There were already many civic invites for the next few months. He stated he would be attending the Civic Service at St Johns Church on Sunday 26th May at 10.30am and that he would like to get involved with a number of the other churches within the town.

The Mayor asked if the clerk would write a letter of thanks to The Twinning Association via Cllr Joe O’Riordan as thanks for the wonderful event that had been arranged for the French Mayor and visitors.

10623 Adoption of Minutes and recommendations from last cycle of Meetings
a. Planning

It was resolved to adopt the minutes and recommendations of the Planning Committee meeting of the 29th April 2013. VOTE All in favour

b. Personnel

It was resolved to adopt the minutes and recommendations of the Personnel Committee meeting of the 10th May 2013. VOTE All in favour

10624 Correspondence for Action

a) Dog Bins requests

It was resolved that due to budgetary constraints no additional dog bins would be provided. Any requests now received would be replied to stating that no further dog bins will be provided and the letters would be kept on file to consider at the budget. VOTE All in favour

Cllr D Shing arrived at 8.24pm

Cllr S Shing arrived at 8.25pm

b) Parking review

It was resolved to respond to Mr Ward's consultation letter as follows:

Polegate Town Council do wish to prioritise the bus stops for restriction and marking in the following order

- 1. High Street Bus stop outside of Downlands medical centre and for the provision of two disabled parking spaces to be installed**
- 2. High Street bus stop opposite the council offices**
- 3. Eastbourne Road bus stop on the Wannock side of the road**
- 4. Dittons Road bus stop near the business park and phone booth.**

VOTE 9 for 2 abstentions (Cllrs D Shing, S Shing)

Gilda Crescent

It was agreed that the double yellow lines should be marked along the rear of the garages but that it should not be extended around the crescent.

VOTE 7 for 4 abstentions (Cllrs Mrs J Voyce, T Voyce, D Shing, S Shing)

Oakleaf Drive Junction with Greenleaf Gardens

It was agreed that yellow lines should be installed at the junction of Greenleaf Gardens and Oakleaf drive nearest the school. (Not Malcolm Gardens).

VOTE 8 for 3 abstentions (Cllrs D Broadbent, S Shing, D Shing)

Old Drive

It was agreed that yellow lines should be placed over 35 Old Drive as per East Sussex County Council location plan L.

VOTE 8 for 3 abstentions (Cllrs M Clewett, S Shing, D Shing)

Brook Street

Council resolved to leave the plug in place as Council had received conflicting responses from the residents and councillors felt that to remove the restrictions could cause more problems to residents by inconsiderate commuter parking.

VOTE 9 for 2 abstentions (Cllrs S Shing, D Shing)

Church Road

Polegate Town Council are happy to proceed with the East Sussex County Council proposal to extend by one car length.

VOTE 9 for 2 abstentions (Cllrs S Shing, D Shing)

- 10626 Grant Request Polegate First Responders**
It was resolved to grant £1000 to the Polegate First responders VOTE 10 for 1 abstention (Cllr J Harmer)

10627 Date of next cycle of Meetings

The Mayor stated there would be an additional Special full council meeting on 17th June 2013.

Full Council 24th June 2013
Full council 29th July 2013
Full Council 30th September 2013
Full Council 28th October 2013
Budget Planning 4th November 2013
Budget Personnel 4th November 2013
Budget Finance & Policy 11th November 2013
Full Council 25th November 2013
Full Council 9th December 2013
Full Council precept setting 13th January 2014
Full Council 24th February 2014
Full Council 31st March 2014

The meeting closed at 9.00pm