

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 26th October 2015
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing (15)

Not Present: -

4 members of the public

Minute No.	Subject/Resolution	Action
11505	Opportunity for Public Comment <i>Standing orders suspended</i> A resident queried the safety of the lights and validity of the quote for the additional Christmas lights. The clerk confirmed that all safety aspects had been addressed and that the contract procedures had been followed correctly. She advised councillors that she would update them on the aspects raised by the resident prior to installation. <i>Reinstate standing orders</i>	
11506	Apologies for absence Cllr D Shing would be late Cllr R Shing would be late Cllr D Murray would be late	
11507	Declarations of Interest in any items on the agenda None	
11508	To approve and sign the minutes of the full council meeting held on 28th September 2015. Cllr Mrs M Piper asked for a correction on minute 11487. The clerk stated that she would amend the record prior to signing. It was resolved that the minutes of the full council meeting held on 28th September 2015 were an accurate representation of the meeting and were signed and dated by the Mayor. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, T Bennett, S Shing	
11509	Adoption of the minutes and recommendations of standing committees Finance & Policy Committee It was resolved to adopt the Finance & Policy committee minutes and recommendations of 16th October 2015 VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, T Bennett, S Shing	
11510	Polegate Town Mayors report – Verbal The Mayor spoke about a number of items including the success of the Art competition; The visit to St Wilfrid's hospice; The Scouts cup and presentation evening; the Children with Cancer Fund presentation evening and his visit with the Deputy Mayor to Chestnut Tree house. (Charity leaflets would be put in the reception area of the Town Council offices). He also mentioned the opening of the Polegate School fireworks evening and his appearance on the Phil Masters hospital radio show.	
11511	Town Clerk Report A councillor asked where the garage was. The clerk confirmed	

	that it was at Wannock. A councillor asked the cost of the swing seat. The clerk stated that she would circulate the cost as this had not been included on the report, but had previously been approved by council. A councillor asked about the age gym. The clerk stated that she was waiting for the indemnity issue to be resolved. Then the indemnity could be signed off by the Mayor and Deputy Mayor and the equipment could be ordered once the funding had come through. The clerk clarified that it was being funded by S106 money. A councillor asked who the current provider of the Council's bank account was. The clerk stated that it was Barclays Bank.	
11512	Reports from representatives of outside bodies A councillor updated the council on the latest progress with Wealden Citizens Advice (CAB) and that CAB had been taken by surprise at the swift response from the council and would be contacting the council with further information.	
11513	Financial Update a) Approval of accounts for payment It was resolved to approve the payment as presented to the value of £1464. b) Approval of submitted accounts including bank reconciliations September Noted by all and variations approved c) Approval of Barclaycard expenditure (on delegated authority) Noted by all d) VAT Return a-d voted for en bloc VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, T Bennett, S Shing e) Motion to approve an appropriate online payment system in accordance with good audit practice and to set up the councillor signatories as authorised online users to approve electronic payments. NB the payments will still need to be signed off by two councillors at a meeting, the payments will be made online instead of a cheque and the full audit trail will still be in place. f) Motion to investigate and install appropriate online payments for the payroll in accordance with good audit practice and to set up online councillor signatories as required. The payment sheets will still need to be signed and the online payments will be authorised by a signatory online, who will approve the payments. E & f voted for en bloc It was resolved to approve an appropriate online payment system in accordance with good audit practice and to set up the councillor signatories as authorised online users to approve electronic payments. And to investigate and install appropriate online payments for the payroll in accordance with good audit practice and to set up online councillor signatories/authorisation as required. The payment sheets will still need to be signed and the online payments will be authorised by a	

	signatory online, who will approve the payments VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, T Bennett, S Shing	
11514	To approve the purchase of the additional (replacement) Christmas lights in the Jubilee Tree (already budgeted for in the 2015/16 budget) A councillor commented that he did not agree with the expenditure of £3000 on a set of 5000 lights as it was a high proportion of the overall budget. A councillor commented that a response to the issues raised by the resident would be circulated to the councillors. A councillor commented that the investment was over a period of time. e.g. £3000 over 10 years was only £300 p.a. A councillor asked how long the lights had lasted, the clerk said she thought they had lasted close to the ten years maybe less. A councillor asked which tree this referred to and whether it was a single tree. The clerk stated it was one tree and it was at the junction of St Johns Road and the High Street. She stated that it belonged to ESCC Highways and did not have a TPO (Tree preservation Order) attached to it. The clerk was asked if the contractor could repair it. The clerk stated that the lights could no longer be economically repaired as repairs had occurred in the past and last year council had been told that the current lights had reached the end of their useful life. A councillor asked how much the annual contract for maintaining the lights was. (£9711) The clerk stated that their contract was for storage, repair, installing them at the beginning of the xmas season, removing them at the end and maintaining the lights. The lights in the trees belong to the council and stayed in all year round. (She also commented that the tree at the top was being looked at to see if it needed removing). The lights on the street lamps were rented and designed by the former council and stored by the contractor during the year. A councillor asked if the council was able to get a quote for the lights. The clerk stated that officially the answer was no as the council already had a contract and this was an extension of that contract, but that she could ask for a quote in order to demonstrate the low cost of the lights compared to other professional companies. ¹ A councillor asked if there would be any penalty for not having the lights installed. The clerk stated that there would be no penalty. The council could choose to have the installation at £3000 (or less if fewer lights were needed) or not to go ahead at all and leave the broken lights in the tree. The clerk was asked whether there was a guarantee. She stated that it would be a 1-5 year guarantee and she would check which. ² It was suggested that the festive committee was reformed to discuss the up coming contract change in due course. A councillor suggested that the decision be deferred. A councillor asked if the lights were to be white, the clerk stated that they were. Another councillor stated that she thought it was probably more expensive for coloured lights. The consensus was to go ahead with the purchase. <i>Cllr D Shing arrived at 8.25pm</i>	

	A councillor suggested that the committee discuss the future of the lights. <i>Cllr R Shing arrived at 8.44pm</i> A councillor asked if the clerk could let the councillors know how much the lights cost last time to see what the difference in price was. The clerk stated that she may not have that information as those records were kept for 6 years. ³ It was resolved to authorise the contractor to purchase and install the lights for £3000 plus VAT from the funds set aside at the last budget. The clerk agreed that she would check the technical issues raised and report back to the councillors. VOTE 10 (Cllrs D Watts, Ms A Snell, D Murray, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, T Bennett, Mrs S Dobson, Mrs M Piper) for 2 against (Cllrs M Falkner, S Shing) 3 abstentions (Cllrs D Shing, R Shing, D Dunbar) It was also agreed that Cllrs D Murray and B Goodwin and the clerk would be delegated to review the technical issues.	
11515	Correspondence for Action a) PADMEC – motion to plant trees in the leased area on Brightling Road Leisure Ground It was resolved to allow PADMEC to plant the trees as shown in their proposal with conditions that the land be returned to its former state should they vacate the land; that they would ensure that the trees were maintained in good repair and that any liability occurring due to the presence of the trees would be covered by PADMEC's public liability VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing b) Stone Cross Royals – motion to erect a large garden shed instead of a container as the ground is now too wet to access the area (where container would be a similar size) It was resolved to allow Stone Cross Royals to erect a large temporary "garden shed" instead of a container as the ground is now too wet to access the area (where the shed would be a similar size and colour to previously agreed) VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing c) Appointment of SSALC representative It was resolved to appoint Cllr Ms A Snell as the Council's representative to SSALC VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing d) Appointment of Airs representative It was resolved to appoint Cllr Mrs C Berry as the Council's representative for Airs (Action in Rural Sussex) VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B	

	Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing	
11516	South Downs National Park – Motion to include Diplocks wood/Wannock Coppice in the SDNP Local Plan Councillors thanked Cllr Mrs Piper for her hard work. It was resolved to submit the appropriate supporting documentation to request the wood to be included in the SDNP local Plan as per the accompanying documentation. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing	
11517	Motion that The Mayor and Deputy Mayor be added as signatories to the deed to register as much of the Council land at Brightling Road Leisure ground into the Fields in Trust Scheme in relation to minute 11393 It was resolved that The Mayor and Deputy Mayor be added as signatories to the deed to register as much of the Council land at Brightling Road Leisure ground into the Fields in Trust Scheme in relation to minute 11393 VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing	
11518	Motion to write to Lloyds Bank Polegate asking them to review their opening times. It was agreed to write and ask them to extend their opening hours on two days to 4.30pm It was resolved that the clerk write to Lloyds Bank Polegate asking them to review their opening times and extend their opening times on two day to 4.30pm VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing	
11519	Boundary Review consultation (electoral) A discussion took place about the review and the time period for response. It was agreed to delegate the response to a working group made up of Cllrs E Board, B Goodwin, Ms A Snell, S Shing, Mrs M Piper, D Dunbar and Mrs C Berry The group agreed to meet on Monday 23rd November 2015 at 7pm in the council chambers. It was resolved to delegate the response to a working group made up of Cllrs E Board, B Goodwin, Ms A Snell, S Shing, Mrs M Piper, D Dunbar and Mrs C Berry VOTE All in favour Cllrs D Watts, Mrs M Piper, D Murray, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, B Goodwin, M Falkner, R Shing, S Dobson, D Dunbar, T Bennett, S Shing D Shing <i>Cllr Watts left the room at 9.27pm</i> <i>Cllr Watts re joined the room at 9.28pm</i>	
11520	Proposed dates of the next cycle of meetings Additional budget meetings to be announced Planning 9th November; Personnel 9th November; Finance November 2015 Full Council 30th November 2015 Full Council 14th December 2015 Full Council precept setting meeting 11th January 2016	

	Full Council 29 th February 2016 Full council 21 st March 2016	
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The Mayor reminded all councillors that they should try and to attend the exhibition for the Wealden Local Plan on 14th November at the community Centre.

The meeting closed at 9.29 pm

Signed Mayor of Polegate _____

Date _____

¹ Another well known festive lighting company was contacted by the clerk and the estimated costs were in the region of £6600 plus VAT for supply and installation. (More than double the cost of the current contractor)

² It was confirmed that it would be a 3 year guarantee. The previous lights had lasted approximately 7 years.

³ The cost was £2600 in 2008