

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28<sup>th</sup> October 2013 St Georges Church Hall, 110 Eastbourne Road, Polegate at 7.30pm**

**Present:** Cllrs M Cunningham **MC**(Chair), M Clewett **MCI**, H Parker **HP**, J Harmer **JH**, Mrs M Piper **MP**, S Shing **SS**, J O'Riordan **JOR (7)**

**Not Present:** Cllrs M Pybus **MP**, T Voyce **TV**, D Shing **DS**, Mrs J Voyce **JV**, E Board **EB**, G Gibbs MBE **GG**, D Broadbent **DB**, Mrs C Berry **CB**, **(8)**

3 members of the public

| <b>Minute No.</b> | <b>Subject/Resolution</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Action</b> |
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| <b>10776</b>      | <b>Apologies for absence</b><br>Cllrs M Pybus (voluntary work), T Voyce (work), D Shing (work), Mrs J Voyce (work), Mrs C Berry (personal), E Board (personal), G Gibbs MBE (personal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | -             |
| <b>10777</b>      | <b>Declarations of interest</b><br>Cllr M Clewett Minute number 10786d non prejudicial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| <b>10778</b>      | <b>Opportunity for public comment</b><br>Standing orders suspended<br>A resident stated that he had requested the minutes of the end July's meeting and had not been able to access them as they had not yet been published. <sup>1</sup> He also stated that he had been advised that an agenda item would be put on that night's agenda by the office staff but as it was not he assumed it had been withdrawn and accused the clerk of having a campaign to discredit him and victimise him. <sup>2</sup> He stated that he believed that he was the subject of the personnel meetings of 23 <sup>rd</sup> September and the notes from minute number 10792b <sup>3</sup> and was happy for council to discuss them openly in public if he was in the interests of openness. He made a statement about openness of council and officers alike.<br>Standing orders reinstated |               |
| <b>10779</b>      | <b>Minutes of the Full Council Meeting of 30<sup>th</sup> September 2013.</b><br><br><b>It was resolved that the full council minutes of 30<sup>th</sup> September 2013 be taken as read and accepted as an accurate record of the meeting. The Mayor signed the minutes. VOTE All in favour.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| <b>10780</b>      | <b>Mayors Report</b><br>The Mayor reported that there were a few coffee mornings to attend. The Christmas Lights Switch on and Dickensian event and the annual Mayors Tea party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>10781</b>      | <b>Adoption of minutes and recommendations from committees and standing committees.</b><br><br><b>Personnel Committee minutes of 14<sup>th</sup> October 2013</b><br><b>It was resolved to adopt the minutes and recommendations of the personnel committee meeting of 14<sup>th</sup> October 2013. VOTE All in favour</b><br><br><b>Town Wellbeing Committee minutes of 14<sup>th</sup> October 2013</b><br><b>It was resolved to adopt the minutes and recommendations of the Town Wellbeing Committee meeting of 14<sup>th</sup> October 2013. VOTE All in favour</b>                                                                                                                                                                                                                                                                                                       |               |

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|       | <b>Planning Committee minutes of 14<sup>th</sup> October 2013</b><br><b>It was resolved to adopt the minutes and recommendations of the Planning Committee meeting of 14<sup>th</sup> October 2013 VOTE All in favour</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 10782 | <b>Financial Update</b><br><b>a) Approval of accounts for payment</b><br><b>It was resolved to approve the account for payment to the value of £1154.54 as per the attached sheet. VOTE All in favour</b><br><b>b) Barclaycard Statement</b><br>The statement was noted by all present.<br><b>c) Bank Reconciliation</b><br>The reconciliation and income and expenditure accounts were noted and accepted by all present.<br><b>d) Barclaycard Statement</b><br>Noted by all present<br><b>e) Bank Reconciliation</b><br>Noted by all present<br><b>f) VAT Return</b><br>Noted by all present<br><b>g) Annual Return</b><br>Noted by all present<br><b>h) Council Tax Support Grant information</b><br>Noted by all present and effect this may have on the forthcoming budgets.                                                                                                                                                                                                                                      |  |
| 10783 | <b>SALC second representative for Polegate Town Council and vote at conference</b><br><b>It was resolved that Cllr J O’Riordan would be added as a representative for SALC and be allowed to vote. VOTE All in favour.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 10784 | <b>NALC representative for Polegate Town Council</b><br><b>It was resolved that Cllr J O’Riordan would be added as a representative for NALC. VOTE All in favour.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 10785 | <b>Correspondence for Information only</b><br><b>a) Draft WDALC minutes</b><br>The minutes were noted by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 10786 | <b>The Mayor commented that the item referred to by the resident had yet to go to personnel as it regarded the publishing of minutes an office procedure and a response would be forthcoming in the future.</b><br><br><b>a) Questions for meeting with Chief Constable</b><br>A councillor had proposed to put a question to the Chief Constable but had previously been refused by SALC. The councillor was seeking a corporate request to put this question and explained his reasons behind the question.<br><b>A motion was made to put the question to the Chief Constable in the format presented.</b><br><b>VOTE 2 for 3 against 2 abstentions</b><br><b>MOTION LOST no further proposals were made.</b><br><br><b>b) Request from Grasshoppers to use the pavilion for Junior matches and to have access to the defibrillator, first aid and other Health and safety items.</b><br><br><b>It was resolved that Grasshoppers would be allowed to use the pavilion for their matches as proposed in liaison</b> |  |

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|       | <p><b>with Polegate Town Football Club free of charge and to have access to the Defibrillator First aid and Health and Safety items. VOTE All in favour.</b></p> <p><b>c) Request for dog bins and motion for "Any Bin will do" campaign.</b><br/> The mayor clarified that there was no budget for further bins and a resolution not to buy any more bins had been made, but following an email from a resident a motion had been put that an "Any bin will do" campaign be started. A councillor stated that the website and posters may be used to promote this awareness. Another councillor asked if laminated posters could be placed on the waste bins. A councillor commented that a release could coincide with the dog bye law by Wealden District Council. Councillors agreed that some people would ignore the campaign but that most people pick up their dog waste. A councillor stated that a good press statement to the Herald, Sussex Express and Gazette and notices in the boards could be drafted to make a low cost promotion of the campaign.<br/> <b>It was resolved that an "Any bin will do" Campaign be promoted at low cost through the Herald, Gazette, Sussex Express and notice boards. VOTE All in favour.</b></p> <p><b>d) Email from Mr Watkins requesting cold calling sign alteration and payment by the Town Council.</b><br/> A discussion took place on the value for money of replacing the number with a sticker for the total of £420. It was considered that this was excessive and that people would dial the number and if they did not get through would check and find that from other means as they do now. A councillor commented that there was no budget for this.<br/> <b>It was resolved that the Town Council <u>would not</u> pay for the alteration of the signs. VOTE 3 for 0 against 4 abstentions (Cllrs M Clewett, J O'Riordan, S Shing, M Cunningham)</b></p> | <p>JO</p> <p>JO</p> <p>JO</p> |
| 10787 | <p><b>Committees</b></p> <p><b>a) Formally dissolve the Best dressed Garden Committee</b><br/> <b>It was resolved that the Best Dressed Garden Committee would be dissolved following the conclusion of business. VOTE All in favour.</b></p> <p><b>b) Revised Committee list as presented</b><br/> <b>It was resolved to change the committee membership as per the list presented. VOTE All in favour.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>JO</p> <p>JO</p>           |
| 10788 | <p><b>Parking review – Further details</b></p> <p><b>A) Church Road</b></p> <p><b>It was resolved that the Town Council accept the comments made by East Sussex County Council Highways and the additional double yellow lines in Church Road would not be installed. VOTE 3 for 1 against 3 abstentions</b></p> <p><b>B) Dover Road/Pevensey</b></p> <p><b>It was resolved to support no permanent restrictions at this location as it was considered to be a temporary issue due to the construction nearby. VOTE 3 for 1 against 3</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>JO</p> <p>JO</p>           |

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|              | <p><b>abstentions.</b></p> <p><b>C) Western Avenue/Southern Avenue</b></p> <p><b>It was resolved that council support the addition of double yellow lines at this junction as per East Sussex County Council Highways suggestion VOTE 6 for 1 abstention</b></p> <p><b>D) Southern Avenue/East Close</b></p> <p><b>It was resolved that council support the addition of double yellow lines at this junction as per East Sussex County Council Highways suggestion VOTE 5 for 1 against 1 abstention</b></p> <p><b>E) Western Road/New Road</b></p> <p><b>It was resolved that council support the addition of double yellow lines at this junction as per East Sussex County Council Highways suggestion VOTE 6 for 1 abstention</b></p> <p><b>F) Heron Ridge</b><br/> <b>It was resolved that a timed plug should not be supported.</b><br/> <b>VOTE 6 for 1 abstention</b></p> <p><b>G) Old Drive</b><br/> A councillor presented a case in support of the suggested timed plug. Another councillor stated that he felt it would set a precedent. Other councillors agreed. A councillor asked if double yellow lines were required. A councillor and the clerk confirmed that double yellow lines had already been approved by council to be installed. A councillor stated that timed plugs were good for some areas, but that it prevented visitors at weekends. A councillor confirmed that the survey of residents had shown that the majority were in favour of the timed plug from those who replied.</p> <p><b>A motion for a timed plug was put first</b><br/> <b>VOTE 1 for 3 against 3 abstentions MOTION LOST</b></p> <p><b>It was resolved not to support the East Sussex County Council Highways recommendation for a timed plug in Old Drive VOTE 6 for 1 against (Cllr M Clewett)</b></p> <p><b>H) Levett Road/Shepham Lane</b><br/> <b>It was resolved that council support the addition of double yellow lines at this junction as per East Sussex County Council Highways suggestion VOTE 6 for 1 abstention</b></p> | <p><b>JO</b></p> <p><b>JO</b></p> <p><b>JO</b></p> <p><b>JO</b></p> <p><b>JO</b></p> <p><b>JO</b></p> <p><b>JO</b></p> |
| <b>10789</b> | <p><b>Street Lighting – LED Lighting</b></p> <p>The notes of the previous meeting had been kept by the councillors along with comments from the Electrical supervisor which had been circulated and the update from East Sussex County Council Street Lighting Electrical supervisor regarding costs was circulated to all councillors prior to the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                        |

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|       | <p><b>It was resolved that LED lighting would be added to the street lighting policy for replacement columns and those requiring maintenance replacement and further details of costs and budgets for the remaining columns would be investigated and the report circulated. VOTE All in favour</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | JO |
| 10790 | <p><b>Proposed dates of next cycle of meetings</b></p> <p>Budget: Planning 11<sup>th</sup> November 2013 7.30pm<br/>         Budget: Personnel 11<sup>th</sup> November 2013 8.00pm<br/>         Finance &amp; Policy: Election of Vice Chair and all other budgets 11<sup>th</sup> Nov 2013<br/>         Full Council 25<sup>th</sup> November 2013<br/>         Full Council 9<sup>th</sup> December 2013 (budgets)<br/>         Full Council Precept Setting (latest) 13<sup>th</sup> January 2014<br/>         Full Council 24<sup>th</sup> February 2014<br/>         Full Council 31<sup>st</sup> March 2014</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| 10791 | <p><b>Council to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.</b></p> <p>A discussion took place on the necessity to move into confidential session. The clerk explained that although the agenda item looked as if it was not required, there were details that could be discussed that would have to be in confidential session <sup>4</sup>and that to discuss in open session would mean that questions could not be asked about staff and the reasons behind the agenda item. The clerk stated that the only thing that could be discussed was the move of the budget and no further details, which council should be aware of.</p> <p>A councillor suggested that the notes need not be discussed. The clerk stated that they COULD not be discussed if the session were not held in confidential as they referred to staff matters only<sup>5</sup>.</p> <p>A councillor asked if they could have the session in open session. The clerk reiterated that it could be done, but only the budget move could be discussed and no detail as the rest was defined as confidential and could NOT be discussed<sup>6</sup>.</p> <p>A councillor asked if there were rules and regulations concerning this and a definitive rule preventing council from discussing these matters in public and the clerk stated that there were <sup>7</sup>and most of the items could only be in confidential excluding the virement of the budget. The councillor asked why this was being ignored by council.</p> <p>A councillor asked for clarification if they could discuss the agenda item and the clerk stated that if council resolved to not go into confidential session they could NOT discuss the details surrounding the matter<sup>8</sup>.</p> <p>A councillor stated that he felt that this should not be in confidential as it seemed to him that it was not confidential. He said that if the general public see the agenda what is</p> |    |

confidential The clerk confirmed that it MUST be in confidential as it referred to **staff matters** <sup>9</sup> and although the agenda item did not *appear* to be confidential it was and showed STAFF (fire training) but the detail could not be put on the agenda. He stated that if the policy or government had guided to do this training it was required. The clerk confirmed that it was not just a matter of going ahead with staff training but she could not discuss the reasons in open session as it referred to staff matters and could not be discussed. The councillor said that he would like to see what was on confidential minimised. The clerk confirmed this was already the case.

The Mayor stated that he had seen some of the papers and the agenda before it is released and could confirm that the matters to be discussed included staff matters that could not be discussed in open session and that was his reason for agreeing for the matters to be held in confidential session. He stated that if he didn't consider it to be confidential it would not be under the confidential part of the agenda. He said that it was not just a matter of whether anyone would be trained and like any other chair he looked at the agenda items before they went on. He said he understood that some people might find this archaic but that the council had an obligation to not discuss staff matters in public and it was not just a matter of discussing whether to have fire safety training or not.

A councillor agreed that if the matter needed to be discussed and could not be discussed in public session then he agreed that it should be discussed in confidential.

A councillor stated that although on the face of it staff fire training looked like a matter that may not need to be in confidential, to not discuss the matters that may need to be discussed but only in confidential and dismiss them would be remiss of the council. He said council had a choice, whether to just accept what was there and not discuss it or go into confidential and find out why it needed to be discussed in confidential.

The clerk confirmed that once a decision had been made even in confidential that resolution was published to the public, but the confidential detail would not be shown.

A councillor stated that council should be cautious about writing off the confidential session as other matters might need to be known about or discussed.

A councillor stated again that there are rules surrounding the matters and if they did not like the rules the council would have to look at changing those rules, but this matter was obviously a confidential one and therefore council was required, by the rules, to discuss the matter in confidential session.

The mayor asked if there was any proposal to *not* go into confidential. There was none.

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|              | <p>A proposal that the matters be discussed in confidential was made and seconded.</p> <p><b>It was resolved that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. VOTE 5 for 2 against (Cllr S Shing &amp; J Harmer)</b></p> <p>The public left the hall.<br/>Cllr S Shing left at 8.45pm</p> |  |
| <b>10792</b> | <p>Cllr O’Riordan left at 9.15pm and returned at 9.16pm</p> <p><b>Confidential Matters</b></p> <p>The confidential matters were discussed.</p> <p><b>It was resolved that the budget for overtime be decreased and the budget for staff training be increased by £285 plus VAT to allow the specialised staff fire training to take place. VOTE all in favour</b></p>                                                                                                                                                                      |  |

The meeting closed at 9.20 pm

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<sup>1</sup> **Post meeting addition** The minutes had not yet been published and approved by the chair of that committee due to two sets of two weeks holiday and personal situation of the Mayor which prevented the minutes being released sooner. As soon as the minutes were signed off the resident received a copy and they were posted on the website as per normal practice.

<sup>2</sup> **Post meeting addition**. The item has yet to go to personnel as it regarded the publishing of minutes is an office procedure. The resident is mistaken there is no such campaign or intention.

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<sup>3</sup> **Post meeting addition** This is an incorrect statement. Staff matters were discussed and an approval of a letter regarding workloads.

<sup>4</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.

<sup>5</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.

<sup>6</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.

<sup>7</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.

<sup>8</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.

<sup>9</sup> **Post meeting addition** Section 26a of Standing Orders – any staff matters **MUST** be held in confidential session.