

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28th September 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 (14)

Not Present: - D Shing (1)

4 members of the public

Minute No.	Subject/Resolution	Action
11471	Opportunity for Public Comment <i>Standing orders suspended</i> A resident spoke on item 4 (minute 11474) asking why the minutes did not attribute names to them. (The clerk stated that they need only make a note of the resolution, but the public interest in the last meeting had warranted a more detailed approach.) A resident asked about the progress with the car park at Brightling Road. Item 4 (minute 11474) The clerk stated that she had been discussing this with a councillor and the planning department and had received some quotes which were high and some public comments which had been dealt with. A resident asked about the High Street toilets item 5b (minute 11475) stating that Wealden had plenty of money for capital programmes and he understood that there had been no mention of asbestos in the report from Wealden prior to purchase. The clerk stated that the report from Wealden had stated there was asbestos and a number of things had been discussed on this at the meetings and that the new council were also aware as the files were available for them to view also. A resident commented on his own property that the hedge at the rear needed cutting. This was NOT an agenda item. The clerk responded that he had indeed asked in Feb and it had been cut but that she was chasing the contractors for the second cut as there were delays due to the new law and staff shortage with the contractor. She stated she would chase this again with the contractor. ¹ <i>Reinstate standing orders</i>	
11472	Apologies for absence Cllr D Shing Cllr T Bennett would be late Cllr E Board would be late	
11473	Declarations of Interest in any items on the agenda Cllr Dunbar mentioned a non prejudicial interest in minute 11486	
11474	To approve and sign the minutes of the full council meeting held on 20th July 2015. It was resolved that the minutes of the full council meeting held on 20th July 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, R Shing, S	

	Dobson, D Dunbar, T Bennett, S Shing	
11475	Adoption of the minutes and recommendations of standing committees Planning Committee A councillor brought it to the attention of all present that Wealden has developed a new local plan, there will be more items up for consultation. On 14th November at the Polegate Community Centre between 10am – 2pm there would be an exhibition of Wealden’s proposals. It was resolved to adopt the planning committee minutes and recommendations of 13th July 2015; 21st July 2015; 1st September 2015; 7th September 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, R Shing, S Dobson, D Dunbar, T Bennett, S Shing High Street Toilet Refurbishment Committee It was resolved to adopt the High Street Toilet Refurbishment committee minutes and recommendations of 17th July 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, R Shing, S Dobson, D Dunbar, T Bennett, S Shing Finance & Policy Committee It was resolved to adopt the Finance & Policy committee minutes and recommendations of 7th September 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, R Shing, S Dobson, D Dunbar, T Bennett, S Shing	
11476	Polegate Town Mayors report – Verbal The Mayor commented on the closure of Barclays in the High Street. He stated that the Post Office was getting extra business and were willing for this to happen as they get around 2% commission for transactions. He reiterated that the response to his letter to the bank stated that it had closed due to lack of footfall; that 70% of the customers did not use the branch any longer; no staff had lost their jobs. It was discussed whether the library could provide training for online banking. Barclays were also giving free training for members of the public. (Use of the computer etc). He stated that he and Cllr Piper had attended George Gibbs MBE funeral. He stated that he was looking at providing a plaque to place on the wall in memory of George. He reminded the council that although not a Council run event, the Dickensian event was on the 28th November. He listed a number of good prizes that he had sourced for the group. The Council thanked the Mayor.	
11477	Town Clerk Report A councillor asked what was happening about the indemnity form. The clerk stated that the form drafted by Wealden District Council was considered to be excessive for the Town Council and the solicitor had drafted a version and had been in correspondence with Wealden and the clerk. The clerk was now awaiting a response from Wealden. If the new form was accepted it would need signing by the Mayor and Deputy Mayor	

	and then the money could be released and the order placed for the age gym. (There is about a 6 week lead in time for the installation of the age gym) The Mayor updated council that the estimate for the repair of the gate had been substantially reduced as Mrs Godfrey had secured a much cheaper quote (approx £300) and this had now been authorised to go ahead. A councillor commented that there had been a few minor issues around parking and traffic with the Stone Cross Royals, but these were being ironed out. He stated that there had been some very supportive residents who had contacted him. A councillor stated that she had gone down one Sunday and seen the young children playing and even PADMEC (mini railway) had been watching the matches as they worked. A councillor asked about the VOA, the clerk explained that this was the valuation office and how the buildings were laid out and the response about joining the two buildings together (would all become liable to council tax). A councillor asked to see the explanation from the VOA. The clerk stated that she would email that to all Cllrs.	
11478	Financial Update a) Approval of accounts for payment It was resolved to approve the payment as presented to the value of £12,558.67 A discussion took place on the town councillors' allowances and whether they should be claimed. The Mayor clarified that all Cllrs had the forms to complete and claim if they wished. The allowance was only sufficient to meet out of pocket expenses including any loss of pay for attending meetings etc. The District and County allowances were considered to be appropriate for the work. A number of councillors asked about the variations in the allowances. The clerk explained that the differences were due to individual tax status of each member. b) Approval of submitted accounts including bank reconciliations July & August Including resolution to approve a payment for the tree works on Gosford allotment under delegated authority – emailed to all Cllrs (to increase the budget by the amount of the tree works. Otherwise the regular expenditure would not be able to proceed due to lack of budget) c) Approval of Barclaycard expenditure (on delegated authority) £527.55 and £119.00 d) External Audit and Annual return The council noted the external audit report and the annual return and were satisfied with the response of no action required. VOTE taken en bloc 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	
11479	Reports from representatives of outside bodies – WDALC report Motion to allow Wealden Citizens Advice Bureau to use the council premises free of charge (premises to be agreed) and to delegate the arrangements to the clerk and Cllr Ms A Snell Wealden Citizens Advice The Council's representative related details of discussions with	

	Citizens Advice on how the Town Council may facilitate the bureau having a presence back in Polegate again. The organisation relies heavily on IT like Skype outreach and telephone calls more than face to face contact. What has been proposed is that possibly they can come to Polegate offices on a trial basis (maybe once per week at first). Possibly the lady that deals with debt work would come and help residents from the area. The reception could have some referral forms for people to complete and book appointments and then a volunteer could come to Polegate to meet that demand and help sort out their debt problems. The councillor commented that there had been discussions about people calling in off the street with no appointment (this used to happen), but problems with the premises (no telephone or broadband) would cause a few problems for the service. The library had also been suggested to the bureau for use, as the library has computers for use there. The bureau is looking into this as an option as well. The councillor was awaiting responses for some of the options from officers at the bureau. The motion was designed to allow a little flexibility, but was mainly suggested in order to use the chambers or 51 High Street for seeing residents with issues and to see what the demand is for the service. A councillor commented that a lot of the elderly residents would prefer face to face by appointment as they do not prefer the phones or Skype reach service. A councillor stated that the demographic of Polegate was rapidly changing and the age group was very different mainly due to the new developments. A councillor asked if a telephone had been suggested at their own expense. The councillor responded that they stated they would pay for the installation costs. A councillor asked whether the bureau had indicated how many Polegate residents had used the service and were expected to use the service. The councillor responded that although she didn't have the figures with her, the bureau had given them to her. The reason for doing the trial was to avoid wasting the volunteer's time. A councillor asked if there was a possibility of having a picture of the type of problems that CAB was dealing with now. It was agreed that this could go forward and after the initial trial an update would be given to the council and details of the figures (and if possible the details of the types of problems). The initial trial would be for debt counselling. It was resolved to allow Wealden Citizen's Advice bureau to use the council premises (expected to be the chambers or 51 High Street) free of charge and the arrangements to be delegated to the clerk in liaison with Cllr Ms A Snell. 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	
11480	Correspondence Letter of reply from the Department of Health regarding the CQC report letter. The Mayor stated that Darren Grayson had now stepped down and the hospitals had now been put into special measures. Stuart Welling was likely to be in post until the end of the year.	

	A discussion took place on what special measures meant and how this was monitored. A discussion took place about the costs of moving core services back and the increase in houses and demand. Council discussed centres of excellence and how this may be the way the service goes forward in a similar way to USA. A short recess was taken.	
11481	Results and Reponses for the visioning exercise The Mayor commented that only 8 out of 15 councillors came to the visioning and it was expected that another would take place as it was important that all councillors had put forward their views ready to assemble a business plan. A report had been circulated to all councillors prior to the meeting and noted by all. Parking was discussed. A councillor who had been unable to attend indicated that he was interested in developing a neighbourhood plan as he was interested in being able to obtain larger amounts of any CIL funds. He indicated that he had been speaking to the University of Brighton's planning department and that they were very resource heavy and this may be a way to take this forward by using their resources.	
11482	To agree position for the container – Stone Cross Royals Football Club – Brightling Road. A visual map with the approximate location of the container had been circulated to all councillors prior to the meeting. The mayor clarified that the container would be in green and that it was shown on the map in white for visibility only. The clerk is currently awaiting the weight restrictions of the bridge as previously resolved. It was resolved that the container could be placed in the approximate location as shown. 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	
11483	Banking Arrangements There was a brief update from the clerk, that due to the introduction of commercial charges the clerk was looking at the possibility of free banking with other organisations. This was in hand but at the early stages. Charges will be introduced mid October. The clerk will be updating the finance committee and full council in due course. A councillor stated that long term the council should go over to online banking. A councillor stated that secure systems needed to be in place to protect both the town council and the clerk.	
11484	To approve the use of the Town Council Logo a) For the scouts cup certificate b) For the certificate for children with Cancer Fund (achievement of the Queens Award) It was resolved to allow the logo to be used for the two certificates. 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	
11485	Mayors Tea Party 7th December 2015 It was resolved to hold the tea party on 7th December and to delegate the arrangements to the clerk in liaison with the Mayor and to be funded form the elderly budget £500 (code 7001) 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	
11486	Flood Awareness Initiative A councillor explained that a pilot scheme had been set up for areas identified as having flood risk. Each house identified would be visited and have leaflets dropped to reassure the residents what to do in the event of a flood at their property. The costs were expected to be minimal and were included in the report circulated to all councillors prior to the meeting. The request was to use council resources to print the leaflets and feedback forms. Cllrs Ms A Snell, Mrs C Berry and D Dunbar would carry out the door to door contact. Cllr Dunbar also requested to use the chambers for a briefing day free of charge. A councillor asked if the information would go on the website etc. The Mayor confirmed that it would. It was resolved to print the leaflets and feedback forms and use the chambers as required. 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	
11487	Honorary Freeman for Cllr Mrs M Piper <i>Cllr Mrs M Piper left the room at 9.28pm</i> A discussion took place on the potential details of the presentation and what the honorary freeman award meant. The mayor stated that he hoped this would be granted to councillors of long service. It was agreed that an additional budget would be added to the value of £150 to cover the costs of adding Cllr Mrs M Piper's name to the reverse of the award. It was resolved to give an honorary freeman award to Cllr Mrs Margaret Piper (due to her long service) and agreed to hold a presentation evening in the new year. The total budget for the award itself to be £150 and presentation event to be paid from the civic award budget and the remainder from the Mayor's allowance VOTE All in favour Cllrs D Watts, 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	
11488	<i>Cllr Mrs M Piper returned to the room at 9.35pm</i> To bring awareness to the fact that Wealden District Council has responded to the boundary commission review The latest update was read out, the Town Council will consult on the boundary change at the end of October.	
11489	Revised Social Media Policy It was resolved to adopt the social media policy with the amendments as presented. 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	
11490	Proposed dates of the next cycle of meetings Full Council 26th October 2015 Additional budget meetings to be announced Planning; Personnel; Finance November 2015 Full Council 30 th November 2015 Full Council 14 th December 2015 Full Council precept setting meeting 11 th January 2016 Full Council 29 th February 2016	

	Full council 28 th March 2016 NB this date is a bank holiday and will change to 21st March 2016.	
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The meeting closed at 9.44 pm

Signed Mayor of Polegate _____

Date _____

¹. The resident has now been informed of the response copy of full questions and answers attached to minutes along with financial payments.