

# Rottingdean Parish Council

## Agenda for the meeting of Rottingdean Parish Council

Parish Councillors are summoned to a meeting of the Parish Council on

**Monday 3 June 2019 at 7.30pm - Rottingdean Whiteway Centre**

All are welcome to attend this public meeting.

*At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minute. Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.*

### AGENDA

1. Apologies for absence.
2. Declarations of interests in agenda items.
3. Agreement of minutes of the RPC meeting on 13 May 2019.
4. Matters and actions arising from last meeting.

### Parish Council finance and grants

5. To receive the RFO monthly report (see attached)
6. To agree outstanding payments/invoices (see attached)
7. To agree applications for RPC grants/donations (see attached)

### Financial Regulations

8. Parish Councillors are required to consider the RFO's Draft Annual Financial Report for 2018/19 to include:
  - (1) A review of the effectiveness of the system of internal control and consideration of the findings at a Parish Council
  - (2) Approval of the Annual Governance Statement by resolution and in advance of approving the Accounting statements

The Annual Governance Statement, set out in the Annual Return must be approved prior to the Accounting Statements to be brought to the 3 June 2019 Parish Council meeting.

### Governance

9. Annual review of standing orders and policies (see attached)

### Major projects

10. To receive updates and progress reports on all major projects.
  - Street lighting update

- Neighbourhood plan update
- Lower High Street update
- Park Road toilets

#### **Sub Committee**

11. To receive report from the **Planning** Sub Committee (see attached).

#### **Advisory groups**

12. To receive report from the **Built Environment** advisory group (see attached)

13. To receive report from the **Natural Environment** advisory group.

14. To receive report from the **Strategy & Communications** advisory group.

- St Aubyns

15. To receive report from the **Village Community** advisory group.

**Date of next meeting: Monday 1 July 2019 @ 7.30pm**

## AGENDA ITEM 6

### Rottingdean Parish Council Payments & Invoices

Month: June 2019

Supplier/Payee	Purpose	£ Cost	£ VAT	Notes
Peter Frost consultants	Internal audit 2019	189.80		
Rottingdean Village Fair	Stall at village fair	10.00		
Clerks salary	May salary	540.80		
Clerks expenses	April & May expenses	68.19		
PAYE	Clerks PAYE to HMRC	135.20		

Signed and authorised for payment agreed at Parish Council meeting on .....

Parish Clerk/RFO .....

Chair of Parish Council.....

## AGENDA ITEM 7

Village Community Advisory Group – 23<sup>rd</sup> May 2019

Discussion Items/Briefing notes	
1	<b>Grant Application – Four Deans Stroke Club</b> – Replacement of mini bus costing £34,000 To date £29,000 raised.
2	<b>Grant Application – Rottingdean In Bloom</b> – A grant of £1,200 requested towards costs of £6,000 for Spring / Summer 2019.
3	<b>Grant Application – Rottingdean Arts</b> – A grant of £2,000 requested towards costs of £34,465 with a projected shortfall of £5,695
4	<b>Grant Application – Visit Rottingdean</b> – A grant of £1,000 requested towards the costs of two indoor market events to be held in June and December 2019.
5	<b>Local business direction sign</b> - located in West Street car park. Request from new businesses to be added to the sign.
6	<b>Dedicated Bench</b> – The Park. Awaiting installation of bench.
7	<b>Dedicated Bench</b> – The Green. Awaiting installation of bench.

Actions		Responsibility
1	To recommend to full council a grant of £750	G.S.
2	To recommend to full council a grant of £1,000	G.S.
3	To recommend to full council a grant of £1,800	G.S.
4	To recommend to full council a grant of £250	G.S.
5	To contact former village resident Harold Williams who was the former Chair of the Traders Association.	G.S.
6	To liaise with BHCC dedicate a bench team.	G.S.
7	To liaise with BHCC dedicate a bench team.	G.S.

Completed by: **Graham Sheppard**

## AGENDA ITEM 8

### Annual Risk Assessment – audit action plan 2019/20

Risk	Action	Completed date
Manual handling	Clerk to ask BHCC for training opportunities	Still outstanding at present.
Fire	Clerk to check fire certificates in place for venues including working smoke detectors etc	Clerk to contact Whiteway centre administration to clarify.
Management factors	Clerk to add to annual programme for Declaration of Interest to be circulated and signed annually  Clerk to circulate Communication Policy for review by Cllrs and to remind all that policies are on website	Register of interest forms circulated and returned in early May and posted on website.  Communication policy reviewed by Governance sub committee in May 2019 and presented for approval to June Council meeting.
Loss of RPC intellectual property	Chair to ask Clerk re laptop security and using suitable software	New laptop purchased in Feb 2019 with Office 365 software installed and protected by McAfee virus protection.
Waste substances released into soil	Clerk to check indemnity insurance held by pond maintenance contractor	Indemnity checked and copies of insurance documents from Pete the Pond returned and saved on file.
Third parties sustaining injury	Clerk to confirm public liability insurance renewal is in place annually	Insurance policy renewed on 1 June 2019.
Breach of GDPR	Clerk to establish process whereby ex-Cllrs are removed from systems one month after leaving office	In order to ensure a smooth transfer we will delete email addresses for Cllr Webzell and Cllr Bryant as soon as replacements are identified and appointed.
Negative publicity	Website to be reviewed	Website is checked regularly by Parish Clerk. In addition Parish Councillor do identify and inform Clerk if they see any problem issues on website.

## AGENDA ITEM 9

### Policy review

#### Policy 1 – Employee code of conduct

1. Apply strict honesty and absolute fairness in all matters carried out by the Council, acting without bias.
2. Respect all confidential information – never make a disclosure without the authority of the source.
3. Be prompt in all dealings/responses – if this is not always possible, issue an acknowledgement that a matter is receiving attention.
4. Never use the position in the Council to gain an advantage that is not available to the public.
5. Never accept any favours or gifts – apart from modest items that might be offered e.g. Pens/diaries/calendars.
6. Disclose any personal or family interests in issues under discussion in Council.
7. Observe correct relations with Members, treat all alike without favour and avoid over familiarity.
8. Open Government, keep everything in the open and discourage closed sessions. Ensure Members are kept up to date with all matters affecting the Council.
9. Avoid taking any political stance in Council dealings.
10. Be open and amenable to any potential changes in procedures and systems.
11. Be aware and fully understand the Legal and Statutory requirements that relate to the Council and work within these frameworks at all times.
12. If it appears that an adopted policy is illegal or improper, refer the matter to Sussex Council Association at [www.sussexalc.org.uk](http://www.sussexalc.org.uk).
13. Council grants, donations and sponsor. If it could be considered by residents that you or your family may benefit from such activities, report the matter to the Council.

## Policy 2 – Communication Policy

### Open communication

1. The aim of this policy is to encourage open communication between all Parish Councillors, the Clerk and Parishioners. It is also designed to limit any personal risk to councillors in mis-communication.
2. We recognise that as Parish Councillors we are constantly communicating with Parishioners and each other. With the development of social media, councillors are contactable at any hour and response mechanisms have also become more flexible, including the facility of immediacy. This can potentially result in ill thought-through communication or a failure to consult where appropriate or even in the dissemination of inaccurate or misleading information, despite our best intentions.
3. It is sometimes difficult to identify where formal communication is more appropriate than the stating of personal views. Where formal communication is required we should follow the procedure set out below.

### Correspondence / email

- The main point of contact should be the Clerk;
- Where councillors receive emails or letters which should be managed on a formal basis these should be copied to the Clerk so that actions taken can be tracked;
- No individual councillor should be the sole custodian of correspondence or information in the name of the Parish Council, a working group or a sub-committee;
- All official correspondence should be sent from the Clerk in the name of the Council using Council headed notepaper;
- Council headed note paper should not be used in any other correspondence e.g. private communication with Parishioners or fellow councillors;
- Wherever possible emails and correspondence should show who is copied into the correspondence.

### Communication with Parishioners

- Unless a Councillor is certain that they are reporting the view of the Council they must make it clear that they are expressing a *personal view*.

### Communication with the Press and publicity

- All communication with the press and other publicity should be agreed with the Chair or (in his/her absence) the Vice-Chair of the Parish Council and the Clerk prior to being issued;
- Unless a Councillor has been authorised to speak to the media on an issue, Councillors should make it clear where they are stating a *personal view* and ask that any such sound bites should be clearly reported as such.

### Communication via social media

The Parish Council has a Twitter account to inform local organisations and residents of the work of the Parish Council. If any Parish Councillor would like to 'tweet' they should inform the Parish Clerk who will tweet the information if appropriate subject to paragraph 2 above.

## **Policy 3 - Employee Disciplinary and Grievance Procedure**

### **Purpose of the Procedure**

1. Rottingdean Parish Council requires good standards of behaviour from its employees together with satisfactory standards of work. These disciplinary procedures apply to any misconduct or failure to meet standards of performance or attendance.
2. The purpose of the procedure is to bring about improvement rather than to punish, and it should be recognised that the existence of procedures such as these is to encourage employees to achieve and maintain acceptable standards of conduct, attendance and job performance and to ensure consistent and fair treatment for all employees.
3. This procedure sets out the actions which will be taken if the Rottingdean Parish Council rules are breached.

### **Principles**

4. If you are subject to disciplinary action:
  - The procedure is designed to establish facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
  - At every stage you will be advised of the nature of the complaint
  - You will be given the opportunity to state your case, and be represented or accompanied by a fellow employee/friend of your choice.
  - You will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
  - You have a right of appeal against any disciplinary action taken against you.
  - The procedure may be implemented at any stage if your alleged misconduct warrants such action.

### **Informal discussions/counselling**

5. Before taking formal disciplinary action, the Parish Councillor appointed by the Parish Council will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal procedure be implemented.

### **The Procedure**

#### **Formal verbal warning**

6. If, despite informal discussions, your conduct or performance does not meet acceptable standards, you will be given a formal verbal warning by the appointed Councillor. You will be told:
  - the reasons for the warning.
  - that this warning is the first stage of the disciplinary procedure.
  - that you have the right to appeal.

7. A brief note of the warning signed by both parties will be kept but it will lapse after 6 months, subject to satisfactory conduct and/or performance.

### **Written warning**

8. If there is no improvement in standards, or if a further offence occurs, a written warning will be given. This will state the reason for the warning and a note that, if there is no improvement after one month, a final written warning will be given, and invite you to attend a meeting with the appointed Councillor to discuss the matter.
9. A copy of this first written warning will be kept on file, but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.
10. The meeting will take place only if you have:
  - been informed of the basis for including in the written warning the ground or grounds given in it, and
  - had reasonable opportunity to consider your response to that information.
11. You must take all reasonable steps to attend the meeting. After the meeting, the appointed Councillor will inform you of his or her decision and notify you of the right to appeal against the decision if you are not satisfied with it

### **Final written warning**

12. If conduct or performance remains unsatisfactory or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given. This will state that any recurrence of the offence or other serious misconduct within a period of one month will result in dismissal. A copy of the warning will be kept on file, but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

### **Dismissal**

13. If there is no satisfactory improvement or if a further serious misconduct occurs, you will be dismissed.

### **Gross misconduct**

14. If, after investigation, it is deemed that you have committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal:
  - theft, fraud, deliberate falsification of company documents
  - fighting, assault on another person
  - deliberate damage to company property
  - sexual or racial harassment
  - being unfit to work through alcohol or illegal drugs
  - gross negligence
  - gross insubordination
15. While the alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid the normal hourly rate. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a time as possible. Any decision to dismiss will be taken only after a full investigation. If you are found to have committed an act of gross misconduct, you will be dismissed without notice or payment in lieu.

## **Appeals**

16. If you wish to appeal against any disciplinary decision, you must appeal, in writing within five working days of the decision being communicated to you to the Chair. The committee will hear the appeal and decide the case as impartially as possible. You will be invited to an appeal meeting and you must take all reasonable steps to attend the meeting. The appeal meeting need not take place before the dismissal or disciplinary action takes effect. After the appeal meeting, the Committee will inform you of its final decision.

## **Grievance procedure**

### **Introduction**

17. It is the Rottingdean Parish Council's policy to ensure that employees with a grievance relating to their employment can use a procedure, which can help to resolve grievances quickly and as fairly as possible.

### **Informal discussion**

18. If you have a grievance about your employment you should discuss it informally with the Chair of the Parish Council. We hope that the majority of concerns will be resolved at this stage.

### **Stage 1**

19. If the matter is not resolved you may raise the matter, in writing, with the Chair of the Parish Council. You will be invited to attend a meeting with the Chair of the Parish Council to discuss the grievance. The meeting will take place only if:

- you have informed the Chair of the basis for the grievance when you raised the matter in writing, and
- the Chair has had a reasonable opportunity to consider its response to that information.

20. After the meeting, the Chair of the Parish Council will inform you of the decision as to their response to the grievance and notify you of the right to appeal against the decision if you are not satisfied.

## **Appeal**

21. If the matter is not resolved to your satisfaction, you may appeal in writing to the Parish Council as a body. You will be invited to attend a meeting with the Parish Council or an agreed team of Parish Council members to discuss the matter.

The meeting will take place only if:

- you have informed the Parish Council of the basis for the grievance when you raised the matter in writing, and
- the Parish Council/team of Parish Council members has had a reasonable opportunity to consider its response to that information.

22. You must take all reasonable steps to attend the meeting. You may be represented or accompanied at any meeting by a fellow employee/or friend of your choice. After the appeal meeting, Parish Council/team of Parish Councillors will inform you of its final decision.

## AGENDA ITEM 11

### Planning report – June 2019

#### New applications received by the City Council

BH2019/01346 – 96, High Street, Rottingdean BN2 7HF

BH2019/01384 – 21, The Park, Rottingdean BN2 7GQ

BH2019/01318 – Longhill School, Falmer Road, BN2 7FR (major application)

#### Planning applications dealt with under delegated powers

BH2018/03191 – 67, Falmer Road, BN2 7FJ (**approved**)

BH2019/00077 – 15, Welesmere Road, BN2 7DN (**approved**)

BH2019/00088 – 99, Marine Drive, BN2 7GE (**approved**)

BH2019/00563 – 26, Eley Crescent, BN2 7FE (**approved**)

BH2019/00785 – 4, Falmer Road, BN2 7DA (**approved**)

BH2019/00809 – Coppers, The Green, BN2 7DD (**approved**)

BH2019/00801 – 4, New Barn Road, BN2 7FN (**refused**)

BH2018/03190 – 67, Falmer Road, BN2 7FJ (**approved**)

BH2019/00740 – 15, Little Crescent, BN2 7GF (**approved**)

BH2019/01070 – 8, New Barn Road, BN2 7FN (**refused**)

## AGENDA ITEM 12

### Built Environment Advisory Group

Many thanks to John Bryant for a Comprehensive breakdown of projects and current status.

There was discussion of the various projects that were current and it was decided that we should work on those to completion until such time we were in a position to take on further projects. The exception to this is that Finella had researched possible solutions to the issue of cyclists unable to cross the junction from the Lower High Street, it was suggested that Finella could contact BHCC with these to see if there was any chance of them being taken up by BHCC

Action	Who responsible
Contact Matthew Thompson to suggest another meeting of the project team working on High Street project	Heather
Gateways for speed calming – since the spend for this has been agreed in principle it was agreed that we should contact Andy Renault to define the process we need to follow to enable this to happen 2 20mph gateways on Falmer Road and 20mph sign on Dentist corner at Junction to West street  Also to work on costings etc for updated Belisha Beacons on the High Street and process to follow	Graham
Heritage lights – more of the old lights have been removed but we do need to solve the problem of dimming lights have received two complaints. Agreed to contact David Parker with the idea of blocking light on side facing the houses	Heather
Now we have new lampposts some of the old ones are looking shabby so agreed we would check which ones need re-painting and informing the council	Graham
Cycle Cameras – Finella's research to be fed back to Sean Power for comment	Finella
Car Parking at bottom of Vicarage Lane further work needed on identifying how to claim this land and identification of possible other sites. Need bigger maps	Kerry
Hedge Overgrown outside house on The Green obstructing pathway suggest letter from RPC explaining had some complaints about this.	Graham to brief Kevin for letter from the clerk

Prepared by: Cllr Heather Butler

