



## Rottingdean Parish Council (RPC) meeting

### DRAFT Minutes of the meeting held on Monday 3 June 2019

**Parish Councillors present:** Sue John (Chair), Heather Butler, Vicky Fenwick, Graham Sheppard, Jo Davies, Finella McKenzie.

Kevin Kingston (Parish Clerk)

#### Public session

**Cllr Sue John (Chair)** welcomed an audience of 3 residents to the June 2019 meeting of the Parish Council. She said those attending RPC meetings are welcome to speak for up to 3 minutes. If feasible responses will be made by Councillors during the meeting. Otherwise written responses are provided later.

#### Questions raised at the meeting:

**Dr Roy Wales** outlined the Grants application explaining the free events and concerts planned for 2019.

**John Bustard** asked about the Beach hut leases, stating that less than 20% are ever open and are in poor state of repair.

**Cllr Davies** responded stating that she understood that 50% of the beach huts are on a long term lease and 50% are on a 5 year term lease and the City Council have recently doubled the rent. John Bustard asked if they were held in individual names and whether they revert to other members of the family if the leaseholder passes away.

**Cllr Davies** agreed to meet the new City Councillor Bridget Fishleigh about the beach hut leases and would again contact Councillor Mary Mears and report back to a future meeting of the Parish Council. **Action: Cllr Davies**

**Ken Bodfish** stated that many of the village lampposts are littered with old posters and signs, some of which are commercial adverts for businesses that make a profit and asked whether the RPC could do anything about this to enforce illegal advertising. It was agreed that this was a delicate issue as many legitimate non commercial groups and organisations advertise events on lampposts. It was **AGREED** that the Clerk/RFO would make enquiries with the City Council and Cllr Sheppard would consider drafting guidelines for Village News.  
**Action: Clerk/RFO & Cllr Sheppard**

**Cllr John** thanked everyone for their contributions before opening the Councillors discussion and informed the public gallery that the Parish Council will try to answer any questions not answered that night within the following month.



**Councillor Session**

**1. Apologies for absence**

Apologies received from Cllr Kerry Levins due to an exam and interview in Leicester

**2. Declarations of interest in agenda items**

Councillors Sue John and Heather Butler declared an interest in Rottingdean Arts

**3. Agreement to the minutes of RPC council meeting of 13 May 2019**

Minutes agreed subject to 3 minor amendments as follows :-

Page 1 – agenda item 7 delete ‘along with’ and replace with ‘including’

Page 8 – agenda item 9 delete ‘needs to’ and replace with ‘has been’

Page 10 - agenda item 12 delete ‘has been’ and replace with ‘to be’

**4. Matters arising from previous meeting**

There were no matters arising from the previous meeting

**Finance**

**5. To receive the RFO monthly report**

	<b>Action</b>
<p>The Clerk/RFO reported that</p> <ul style="list-style-type: none"> <li>we have £181,069.63 cash in bank which is a large sum. The large sum has been explained in the papers for the auditor who might question why we have so much in reserves. Let’s hope with the support of the city Council we are able to spend some of our reserves on our projects this financial year.</li> </ul>	

**6. To agree outstanding payments/invoices**

	<b>Action</b>
<ol style="list-style-type: none"> <li>Peter Frost consultants – internal audit £189.80</li> <li>Rottingdean Village fair – stall/insurance £10.00</li> <li>Clerk’s Salary for May - £540.80</li> <li>Clerk’s expenses for April &amp; May - £68.19</li> <li>Clerk’s PAYE to HMRC - £135.20</li> <li>Hire of St Margaret’s Cottage on 13 May – £21.00</li> </ol> <p><b>The above sums were SECONDED and AGREED for payment</b></p>	<b>RFO</b>



**7. To agree applications for RPC grants and donations**

	<b>Action</b>
<p><b>Cllr Sheppard</b> introduced the discussions held at the Village Community Advisory Group in respect of four grant applications that had been received.</p> <p>Rottingdean in Bloom – an extended area of coverage has been proposed by Rottingdean in Bloom which is welcomed by the Parish Council and a grant of £1000 was <b>AGREED</b>.</p> <p>Four Deans Stroke Club have applied for support towards the purchase of a new minibus. Their works across the Four Deans was recognised as extremely valuable and it was agreed that a contribution and grant of £750 would be <b>AGREED</b>.</p> <p>Rottingdean Arts applied for £2000. There is an extensive programme of events and concerts including a series of free concerts on the Terraces – it was <b>AGREED</b> that we would contribute and award grants of £300 towards each of the 6 main events – a total grant of £1800.</p> <p>Visit Rottingdean – Cllr Sheppard advised the Council that the application wasn't totally complete however it was felt that a contribution and grant of £250 towards the two artisan markets would be <b>AGREED</b>.</p>	<p>RFO for payment of grants</p>

**8. Financial regulations**

	<b>Action</b>
<p><b>(1) A review of the effectiveness of the system of internal control and consideration of the findings at a Parish Council</b></p> <p>The review that was carried out by Cllrs Fenwick and McKenzie was welcomed and agreed. In addition to the information in part B it was agreed that a sentence ensuring that we carried out an annual check of the electricity box on the Green would be carried out. The review was <b>AGREED</b> subject to the addition above.</p> <p><b>(2) Approval of the Annual Governance Statement by resolution and in advance of approving the Accounting statements.</b></p> <p>The Clerk/RFO explained the annual governance statement which had been compiled by the Clerk/RFO and ex Councillor</p>	<p>Cllrs Fenwick and McKenzie to add to risk assessment and Clerk/RFO to obtain quotes for annual check</p>



<p>John Bryant. They had met with the internal auditor - the recommendations made by the internal auditor were read out by Councillor Sue John and included</p> <ul style="list-style-type: none"> <li>• obtaining insurance cover for cyber crime (see note 1 below)</li> <li>• that the computer used by the Clerk/RFO has adequate anti virus protection</li> <li>• insurance to cover the Clerk/RFO in the case of illness (see note 1 below)</li> <li>• the review of standing orders</li> </ul> <p>The AGS would be sent to the external auditor together with the following information:</p> <ul style="list-style-type: none"> <li>• AGAR parts 3 sections 1, 2 &amp; 3</li> <li>• Bank reconciliation pro-forma</li> <li>• Reconciliation between box 7 &amp; 8 in section 2 pro-forma</li> <li>• Explanation of variances pro-forma</li> <li>• Comparison of costs between 2017/18 and 2018/19</li> <li>• Explanation of high reserves</li> <li>• Confirmation of the dates of the period for exercise of public rights</li> <li>• New contact details of RFO</li> </ul> <p>A copy of the AGAR was provided to Cllrs John and Fenwick and the Clerk/RFO informed the meeting that the AGAR needs to be with the external auditor by 1 July.</p> <p><i>Note 1 – The Clerk/RFO has subsequently contacted Zurich Municipal who do not at present provide cover for cyber crime (but will shortly) or clerk illness cover,</i></p> <p>It was <b>AGREED</b> that the information detailed above would be sent to the external auditor and the Chair thanked the Clerk &amp; ex Cllr Bryant for their work on this.</p> <p><b>(3) Audit action plan</b></p> <p>The audit action plan was <b>AGREED</b>. The Clerk/RFO explained that most of the actions on the plan have now been addressed as detailed in the agenda report with only two remaining actions relating to manual handling and fire certificates at Whiteway Centre outstanding.</p>	<p>Clerk/RFO</p> <p>Clerk/RFO</p>
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**9. Annual review of standing orders and policies**

<p><b>Employee code of conduct</b> This was <b>AGREED</b>. It will now be dated and placed on website</p>	<p>Clerk/RFO</p>



<p><b>Communication policy</b> This was <b>AGREED</b>. It will now be dated and placed on website</p>	Clerk/RFO
<p><b>Employee Disciplinary &amp; Grievance Procedure</b> This was <b>AGREED</b>. It will now be dated and placed on website</p> <p>We hope to bring the reviewed grants and donations procedure, the project management policy and the Parish Council investment strategy to the July/August meetings of the Council.</p>	Clerk/RFO

**Major projects**

**10. To receive updates and progress reports on all major projects**

	<b>Action</b>
<p><b>Street Lighting</b> Old lampposts have now been removed except the lamppost in Rottingdean Grange which will be chased by Clerk/RFO. Two complaints have been received about the brightness of lights into adjacent houses – Clerk to contact Street Lighting team to ask if this could be resolved.</p>	Clerk/RFO – email sent on 5 June
<p><b>Neighbourhood Plan</b> Meeting of NPWG to take place on 6 June to discuss SEA and Regulation 14 consultation and other issues outstanding.</p>	
<p><b>Lower High Street</b> The Clerk reported that he has nearly completed the initial report on the LHS project but is waiting for some information from the City Council on design briefs in order to complete first draft of the project plan. As soon as report is available a SCAG working group will be convened to discuss first draft.</p>	
<p><b>Park Road toilets</b> The Clerk reported that he has had contact with Rachel Chasseaud – Assistant Director at City Clean who has informed us that due to some issues with the Healthmatic contract the refurbishment work on the toilets is now likely to be passed to the City Council’s estates service who for a fee of 10% would project manage the refurbishment process and would manage the tendering and contracting process. Cllr John stated that once this has been confirmed the Parish Council would discuss this in more detail before committing.</p>	



**Advisory Group reports**

**11. To receive report from Planning Sub Committee**

	<b>Action</b>
<p><b>Cllr Butler</b> presented the Planning report as detailed below:</p> <p><b>New applications received by the City Council</b></p> <p>BH2019/01346 – 96, High Street, Rottingdean BN2 7HF</p> <p>BH2019/01384 – 21, The Park, Rottingdean BN2 7GQ</p> <p>BH2019/01318 – Longhill School, Falmer Road, BN2 7FR (major application)</p> <p><b>Planning applications dealt with under delegated powers</b></p> <p>BH2018/03191 – 67, Falmer Road, BN2 7FJ <b>(approved)</b></p> <p>BH2019/00077 – 15, Welesmere Road, BN2 7DN <b>(approved)</b></p> <p>BH2019/00088 – 99, Marine Drive, BN2 7GE <b>(approved)</b></p> <p>BH2019/00563 – 26, Eley Crescent, BN2 7FE <b>(approved)</b></p> <p>BH2019/00785 – 4, Falmer Road, BN2 7DA <b>(approved)</b></p> <p>BH2019/00809 – Coppers, The Green, BN2 7DD <b>(approved)</b></p> <p>BH2019/00801 – 4, New Barn Road, BN2 7FN <b>(refused)</b></p> <p>BH2018/03190 – 67, Falmer Road, BN2 7FJ <b>(approved)</b></p> <p>BH2019/00740 – 15, Little Crescent, BN2 7GF <b>(approved)</b></p> <p>BH2019/01070 – 8, New Barn Road, BN2 7FN <b>(refused)</b></p> <p>Councillor Butler reported that she had not received letters about all the applications detailed above – The Clerk/RFO agreed to contact the City Council about this.</p>	<p>Clerk/RFO</p>

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

	<b>Action</b>
<p>Chair of BEAG not agreed yet but Cllr Butler chaired the first meeting of the group.</p> <p>Councillor Butler took the meeting through the BEAG agenda report and all the actions on the report were <b>AGREED</b>. In addition the following was <b>AGREED</b>:-</p>	



<ul style="list-style-type: none"> <li>• Clerk/RFO to contact City Council re street lighting dimmers (email sent 5 June).</li> <li>• Councillor Sheppard to co-ordinate site visit re gateway signs.</li> <li>• Councillor Sheppard to provide Clerk/RFO with list of lampposts that require repainting and Clerk/RFO to email City Council asking them if this can be done (email sent 5 June)</li> <li>• That the Clerk/RFO would write to owner of Dale Cottage re overgrown hedge obstructing the pavement</li> </ul>	<p>Clerk/RFO</p> <p>Cllr Sheppard</p> <p>Cllr Sheppard /Clerk</p> <p>Clerk/RFO</p>
<p><b>Cllr John</b> reported that Lloyd Russell Moyle is taking up the issues of Falmer Road speeding with the Chair of the City Councils ETS Committee</p>	

**13. To receive report from the (NEAG) Natural Environment Advisory Group**

	<b>Action</b>
<p><b>Cllr Jo Davies</b> reported that:</p> <p>(1) Cycle pods – it was agreed that we would obtain another quote</p> <p>(2) Undercroft – we are working closely with Cathy Taylor (PARC) on scoping this project including story telling chair, Kipling Trail and replacement benches.</p> <p>(3) Beacon Hill signs – the Friends of Beacon Hill are liaising with the Countryside Rangers and holes for the display signs should be dug out by end of June.</p>	

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

	<b>Action</b>



<p><b>Cllr John</b> reported that</p> <p><b>Co-option of 2 additional Parish Councillors</b></p> <p>3 people have applied for the 2 positions and shortlisting will take place on 10 June with interviews soon after.</p> <p><b>St Aubyns</b></p> <p>Following the news that leave has been granted by the court to challenge the City Council's decision to grant planning permission by Judicial Review, the City Council have confirmed that its decision will be defended and that, accordingly, it will be appearing at the hearing, represented by Counsel. It is understood that the hearing date for the claim is 23 July 2019.</p> <p>In addition Tim Prideaux (St Aubyns Alumni) has written to the Parish Council and Fairfax re the vandalised window in the Chapel and has asked if certain artefacts could be removed from the building for safekeeping pending reconstruction. Fairfax have contacted the City Council heritage service who have stated that only on certain conditions and guarantees can they be removed. RPC have recommended that Fairfax and the alumni decide how they wish to pursue this.</p>	
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**15.To receive report of the (VCAG) Village Community Advisory Group**

	<b>Action</b>
<p><b>Cllr Sheppard</b> reported the following :</p> <p>(1) Harold Williams' bench base has now been installed in correct position and the bench should be installed by end of week. The City Council are not keen to remove the wrongly placed base. It was <b>AGREED</b> that the Clerk would write/email the City Council to ask again if they could remove the wrongly placed base.</p> <p>(2) The bench in the Park has been installed.</p> <p>(3) Ocean View surgery – the PPG have contacted Lewes District Council who have agreed to move taxi parking, creating further street parking spaces.</p> <p>(4) Tents in Rottingdean Recreation Ground – residents contacted RPC about tents being erected in the Park – it was agreed not to take any action at this time.</p> <p>(5) LAT – Chris Rogers PC – Cllrs Sheppard, John and Butler to meet with him on 19 June to the meeting to discuss ideas and suggestions for the Village.</p> <p>(6) Kipling Gardens walls have been repaired and Cllr Sheppard has been informed that the City Council would be replacing the Gazebo.</p>	<p>Clerk/RFO</p> <p>Cllr Sheppard</p>





(7) Blue business signs in High Street car park - three businesses on waiting list and Cllr Sheppard has informed them to contact Harold Williams via Visit Rottingdean.	
(8) Clean Air day 20 June – Cllr Fenwick to organise and send email to Councillors re support, funding and help required.	Cllr Fenwick

The meeting finished at 9.20 pm

<b>Date of next meeting</b>	<b>Monday 1 July at 7.30pm at the Whiteway Centre</b>
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