



Rottingdean Parish Council (RPC) meeting

DRAFT Minutes of the Annual General Meeting held on Monday 13 May 2019

ANNUAL MEETING AGENDA

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

Kevin Kingston (Parish Clerk)

1. Apologies for absence

There were no apologies for absence

2. Business required for the Annual Parish Council meeting

The Parish Clerk explained that the agenda was in two parts with the first part of the meeting being the statutory part relating to the election of Chairs and Vice Chairs, advisory group members and other matters relating to Governance and other financial matters.

3. Election of Chair of the Parish Council

The Parish Council unanimously **AGREED** that Councillor Sue John is elected as Chair of the Parish Council for the coming year.

4. Election of Vice Chair of the Parish Council

The Parish Council unanimously **AGREED** that Councillor Heather Butler is elected as Vice Chair of the Parish Council for the coming year.

5. Appointment of RFO and Deputy RFO

The Parish Council appointed the Parish Clerk as the Responsible Finance Officer and Councillor Vicky Fenwick as the Deputy Responsible Finance Officer for the coming year.

6. To appoint Chair of the Planning Committee

The Parish Council appointed Councillor Heather Butler as the Chair of the Planning Committee for the coming year.

7. To appoint the Chair and members of the Beacon Hill Local Nature Reserve working group

It was **AGREED** that Councillor Sue John is appointed as Chair of the Beacon Hill Local Nature Reserve Working Group and that members of the Natural Environment Advisory Group along with Councillor Jo Davies would be appointed to the Working Group.



8. To agree advisory group membership and lead councillors for 2019/20

Councillor Sue John presented a paper detailing suggested members of the Council's advisory groups for the coming year and representatives on local organisations. This is summarised in Appendix 1 to these minutes.

It was **AGREED** that the Chair of BEAG would be discussed and agreed at the first meeting of this group in the new Parish Council year.

9. To agree Parish Council representatives to other bodies for 2019/20

LAT - it was **AGREED** that Councillor Graham Sheppard would represent the Parish Council on this group.

Visit Rottingdean – it was **AGREED** that Councillor Vicky Fenwick would represent the Parish Council on this group.

Governance sub group – it was **AGREED** that Councillors Vicky Fenwick and Finella McKenzie would sit on this sub group of the SCAG advisory group.

10. Dates of Parish Council meetings for 2019/20

The schedule of Parish Council meeting dates was **AGREED**. It was agreed that the Parish Clerk would post dates on the website and advertise them on the Parish Councils noticeboard.

11. Declarations of Parish Councillors interest in agenda items

There were no declarations of interest on Parts 1 & 2 of the meeting.

12. Financial Regulations

- (1) Review of the effectiveness of the system of internal control and consideration of the findings

The Parish Clerk informed the meeting that this review has been completed but needs a final check and review and will be presented to the June meeting of the Council before the Annual Governance Statement and Annual Return are approved which will also be presented to the June meeting of the Council.

- (2) Approval of the Annual Governance Statement by resolution and in advance of the approval of the accounting statement.

The Parish Clerk informed the meeting that this will also be presented to the June meeting of the Council after the internal auditor has reviewed it on 20 May. The Annual Governance Statement and Annual Return need to be with the external auditor by 1 July 2019 so will need to be approved at the June Council meeting.

- (3) Financial regulations

The Parish Clerk informed the meeting that he had reviewed the Parish Council's financial regulations (which were last reviewed in 2017) and asked



that these be adopted and approved. The reviewed Financial Regulations were **AGREED** subject to minor changes to paragraph 7 detailing that this only applies to Parish Council projects and responsibilities.

13. Parish Council Governance

(1) Review of Register of Members Interests

The Parish Clerk reported that six declarations of members interests had been returned and one was outstanding. As soon as all seven have been received they would be displayed on the website.

(2) Review of the Asset Register and insurance arrangements

The Parish Clerk informed the meeting that he has been unable to find an Asset Register for the Council although stated that in effect the council has no real assets other than a mobile phone which is not now used. An Asset Register will be compiled when the Council has assets. The Parish Clerk informed the meeting that insurance arrangements have been reviewed and approval for the payment of the insurance premium would be sought later in the agenda .

(3) Annual review of Standing Orders and policies

The Parish Clerk reported that work on this has not been completed yet as some of the policies have not been reviewed for a few years and therefore are taking little more time to update. It was **AGREED** that SCAG will review this shortly and they would be reported to the June Council meeting.

It was **AGREED** that the Parish Clerk would attempt to design a virtual Parish Council calendar to ensure that all Councillors were aware of key annual deadlines.

ORDINARY MEETING AGENDA

Public session

Cllr Sue John (Chair) welcomed an audience of 3 (5 at one point) residents to the May 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:

Ann Hayes would like to thank the Parish Council for their support in her battle in respect of the development at Falmer Avenue. She also thanked City Councillor Mary Mears for her support and assistance with the matter. Ann stated that it is likely that the local and national press would be covering the story.

John Bustard was disappointed at the outcome of the Parish Council in that only 7 Councillors came forward for election leaving two vacancies and asked how and where the election notices were published and could more be done to advertise the Parish Council vacancies in the future.

The Parish Clerk explained that the responsibility for the advertisement of Parish Council vacancies rests with the Returning Officer and the City Council who are obliged to advertise vacancies in accordance with statutory regulations. However, the Parish Clerk agreed to contact the City Council to ascertain how the advertisement of Parish Council vacancies is carried out.

Ken Bodfish raised three issues:

- (1) He thanked the Parish Council for being at the forefront of attempting to resolve and improve the Parish with projects like the street lighting and air quality in the High Street and for pressurising the City Council into taking action on these issues.
- (2) In respect of insurance he stated that it is important that the Parish Councillors take advice from the Parish Clerk when necessary so as not to expose themselves to personal risks and liability.
- (3) That the Parish Council should look at improving the ways that they engage with and inform residents of the important work they do in improving the Parish.

Councillor Session

1. Agreement to the minutes of RPC meeting of 1 April 2019

<p>The minutes of the April Parish Council meeting were AGREED.</p> <p>In addition to these amendments Cllr Sheppard asked that the following amendments to item 14 of the minutes of the March Council meeting be recorded:</p> <p>Councillor Butler and Councillor Sheppard carried out a village walkabout and removed a number of plastic ties from lampposts and the following:</p> <p><i>telephone exchange box and bus stop window need repairing ... action GS to contact BHCC</i></p> <p>should be added.</p>	
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<p>The trellis on 33 High Street is becoming even more overgrown – Cllr Sheppard stated that this sentence is incorrect and should read:</p> <p><i>An enforcement notice on 33 High Street has been followed and all repairs made. Also the majority of the ivy on the Trellis café has been removed.</i></p> <p>The dedicated Howard bench base should read:</p> <p><i>Harold</i></p> <p>The following should be added to the sentence about the Christmas tree:</p> <p><i>There will be a cost of approximately £100.</i></p> <p>The sentence starting with Tennis court Cllr Sheppard to meet with PARC to discuss and then to report back to Tennis Club should read as:</p> <p><i>Cllr Sheppard met with Cathy Taylor of PARC. Her view was that the courts should remain free and open for all to use.</i></p>	
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2. Matters arising from previous meeting

<p>No matters were arising from the April meeting</p>	
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Finance

3. To receive the RFO monthly report

	Action
<p>The Parish Clerk/RFO reported that:</p> <p>We have £181,069.63 cash in bank which is a large sum and does include the first tranche of our precept of £25,540.</p> <p>However, it is hoped that we can progress some of our major projects during this financial year which if achieved would significantly reduce this figure by the end of the financial year.</p> <p>Other expenditure in April includes:</p> <ul style="list-style-type: none"> • Clerks salary and expenses - £763.92 • Quarterly website maintenance - £81.60 • Cost of printing and distributing our annual village newsletter - £393 • Hire of meeting rooms - £20 • Quarterly payroll administration fee - £212.40 	



<ul style="list-style-type: none"> • Neighbourhood plan map reproduction - £28.80 	
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4. To agree outstanding payments/invoices

	Action
<p>The Parish Clerk/RFO asked that the following payments be approved by Council:</p> <ol style="list-style-type: none"> 1. £261.50 annual insurance renewal to Zurich Municipal Insurance. 2. £2760 to Ali Becket Design for design work for new LNR notice boards. <p>The above sums were SECONDED and AGREED for payment</p>	<p>Parish Clerk/RFO</p>

5. RPC Budget Plan 2019/20

	Action
<p>The Parish Clerk/RFO reported that as detailed in the monthly financial report the Council in 2019/20 has:</p> <ul style="list-style-type: none"> • an operating budget of £15,000 • allocated £17,000 for other costs including small grants and donations, • a further £19,000 for minor projects and • £91,000 for major projects although these are indicative figures and may need to be topped up from reserves if some of the major projects are completed in 2019/20, and currently, • holds some £180,000 in reserves. <p>The Parish Clerk also wanted the meeting to record a big personal thank you to John Bryant for all his help and support with the handover of the Parish Council's budget and finance and his continued help in completing the annual return and the internal audit that will take place on 20 May. He said It may take him a little time to get to grips with how the budget works and the complexities of VAT reclaiming etc and he appreciates that he has a hard act to follow – although John has indicated that he's always available on the end of a telephone.</p>	

6.To agree applications for RPC grants and donations

	Action



<p>Councillor Sheppard reported that he had received four grant applications from Visit Rottingdean, Rottingdean in Bloom, Rottingdean Arts and the 4 Deans. These applications will be reviewed at the next VCAG meeting and recommendations would be presented to the June Council meeting.</p>	<p>VCAG</p>
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7. To receive the report of the Planning Sub Committee

	<p>Action</p>
<p>Councillor Butler introduced the planning report as detailed below:</p> <p>Recent applications decided by the City Council</p> <p>BH2019/00461 - 4 Falmer Road - Approved by the City Council</p> <p>BH2019/00576 – 29 Eley Drive, BN2 7FH – Refused by City Council</p> <p>BH2019/00802 – 12 Eley Drive, BN2 7FH – Approved by City Council</p> <p>BH2019/00435 – 15A Little Crescent, BN2 7GF – Refused by City Council</p> <p>BH2019/00540 – Longhill School, BN2 7FR – Approved by City Council</p> <p>Planning applications going to Appeal</p> <p>BH2019/00019 – 11, Chailey Avenue.</p> <p>BH2018/03818 – 25, Falmer Road.</p> <p>BH2018/03858 – 82, Dean Court Road.</p> <p>Planning applications commented upon by Parish Council</p> <p>BH2019/01004 – Non illuminated sign – North of junction where The Green meets Dean Court Road</p> <p>Parish Council Comment:</p> <p><i>The Parish Council are concerned that the proposed sign will impede vision for cars & other vehicles coming out of Dean Court Road which could lead to accidents at this junction.</i></p>	



Advisory Group reports

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

	Action
<p>Councillor Sheppard reported that:</p> <ul style="list-style-type: none"> • UK Power Networks are installing a link box/cabinet in Vicarage Lane although he has been informed by City Council that this would be placed in the ground – he agreed to contact the City Council to confirm. • Drain covers in Dean Court Road and the bus stop shelter have been repaired. • There is a rusty signpost near the village hall that needs to be reported. • He has replied to Frank Considine and contacted the City Council re issues with cyclists exiting the Lower High Street and the sequencing of traffic lights. • There is a leaning sign in Park Road that needs to be reported. <p>Councillor Levins asked when the working group to discuss the Air Quality and Traffic issues in the High Street would be reconvened and whether anything had been done to inform the businesses in the High Street of the planned works.</p> <p>Councillor Butler explained that the Parish Council have not worked in isolation on this project but have worked closely with the City Council, Mott McDonald consultants and the Ward Councillors on ensuring that the scheme is appropriate and thought has been given to the traders and businesses in the High Street in particular.</p> <p>Councillor John informed the meeting that a consultation exercise is planned as part of the introduction of the experimental traffic order and that this consultation would be carried out by the City Council once the scheme has been finally agreed which it is hoped will be at the next meeting of the working group. As it is an experimental traffic order the scheme will be monitored and hopefully adapted if necessary.</p> <p>Councillor John informed the meeting that she and John Bryant would be meeting the new independent Ward Councillor Bridget Fishleigh about this issue on 14 May.</p>	<p>Cllr Sheppard</p> <p>Cllr Sheppard</p>

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

	Action
<p>Councillor Davies informed the meeting of the following:</p> <ul style="list-style-type: none"> • The rusty bins on the seafront have been replaced. • The bike rack and pump have been ripped out and a new multi tool is required – Cllr Davies to pass multi tool information to Parish Clerk who will order a new one. 	<p>Cllr Davies/ Parish Clerk</p>



<ul style="list-style-type: none"> • The benches on the terraces are going to be removed and replaced. • The shingle in Connor’s Court still hasn’t been removed – email to be sent to City Council – Toni Manuel. • The walls in Kipling Gardens are finally being repaired and the wooden gazebo is in poor condition although it’s possible that the Rottingdean Preservation Society may repair/replace this. <p>Councillor Davies reported that she has met with Cathy Taylor of PARC, surfers against sewage and GRAB re future plan for the undercroft with suggestions for a Kipling trail, storytelling chair and posters to describe and publicise what is available in Rottingdean. The Kipling Society may be interested in supporting the Kipling Trail with a donation.</p>	
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11. To receive report from the (SCAG) Strategy & Communications advisory group

	Action
<p>Councillor John reported the following;</p> <ul style="list-style-type: none"> • St Aubyns – the outcome/decision on whether SAFE’s application for a judicial review is merited should be known on 22 May. A group of people from the Parish Council and alumni had visited the site that day which had, after being secure for 3 years, experienced some vandalism in the previous week. Fairfax are in the process of securing the site and looking at other ways to ensure the site remains protected. • Parish Council vacancies – the Parish Council have been provided with guidance/procedure from the City Council on the co-option of new Councillors which states that all appointments need to be made within 35 working days of the election ie 24 June. As a result of this an advert has been prepared and will be placed on website and displayed on the noticeboard and anywhere else that is suitable and social media will be used to advertise the vacancies. The closing date for receipt of applications is Wednesday 5 June. An interview panel of Councillors John, Butler and Sheppard has been agreed. • An induction session for all nine Councillors will be convened once they are all in place. <p>The Parish Clerk reported that he had contacted the City Council again about Park Road toilets and had been informed that the officer dealing with this is on sick leave and that another officer would be allocated to the project.</p>	



12. To receive report of the (VCAG) Village Community Advisory Group

	Action
<p>Cllr Sheppard reported:</p> <ul style="list-style-type: none"> • A flint wall on Hog Plat looks in a bad state of repair – the City Council will be surveying the wall shortly. • A new concrete base for the new bench will be formed and built shortly to replace the wrongly positioned concrete base on the verge close to St Margaret’s Church. • A new bench has been placed in The Park at Rottingdean Heights. <p>Cllr John reported that 2 sheep had died on Beacon Hill due to recent overnight cold weather.</p>	

The meeting finished at 9.10 pm

Date of next meeting	Monday 3 June at 7.30pm
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