



**Draft Minutes: Meeting of Rottingdean Parish Council held on Monday, 11 May.**

**Present:** Cllr John (Chair), Cllr Butler, Cllr Arnold, Cllr Davies, Cllr Levins, Cllr McKenzie, Cllr Sheppard, Cllr Turnbull

Public Gallery: Cllr Bridget Fishleigh, Mr John Bryant

Chris Hayes (minutes)

Public Questions:

1. **Mr John Bryant** stated that it was 6 months since his request for a time line on when the remaining Beacon Hill noticeboards would be in place and this was still not forthcoming. He asked the Parish Council to provide a timeline which could, in view of current circumstances, be expressed in terms of a time period after the end of lockdown. In responding, **Cllr Arnold** indicated that there had been some delay in organising the number of volunteers required, getting them the proper safety equipment, and arranging for an archaeologist to be on site during the work. This was required given the degree of excavation needed to accommodate the sign posts. **Cllr Davies** said that she had now spoken to the new Ranger who had assured her that work would commence as soon as the social distancing rules allowed. Cllr John added that three changes of Ranger over the previous year had also delayed operations.
2. The **Clerk** stated that a written question had been raised by Mr Philip Rees, as follows: *“As a result of comments and requests made to us by villagers on foot or bicycle, and also our own personal experiences, I routed via one of our Ward City Councillors, a request for changes to the traffic lights on the junction of the High Street and A259 with a view to reducing the risks to people using the junction as a crossing who were not in vehicles.”* Mr Rees wanted the Parish Council to support his request. **Cllr John** proposed that the Parish Council support the proposal and forward it to the City Council. This was seconded by **Cllr Butler** and **agreed unanimously**.
3. Apologies for absence. Cllr Fenwick
4. Declarations of interest. None
5. Agreement of the minutes of the RPC meeting on 6 April. The minutes were agreed with the following amendments:
  - Para 4 v. Para 1; Delete *“most notably the owners of the Queen Victoria Public House”*. Para 3; Insert the amount of the grant *“£500”*.

Matters arising.

6. The action log was updated as follows:

- action 6 April 1 – clerk to investigate remote platforms for meetings – Closed
- action 6 April 2 – a brief drafted by Cllr Turnbull for Urban Movement is being considered by Cllr John (Chair) prior to being put to the LHS Project Board
- action 6 April 3 – the Grants agreed have been paid - Closed
- action 3 Feb 8 – the Clerk has sent the proposed Standing Order changes to BHCC legal department and is awaiting a reply.

Urgent Business

7. Community Response to Covid-19. The **Parish Clerk** advised the meeting that as far as he was aware the Community Group had been active in supporting members of the community including the provision of food parcels to vulnerable people. The Clerk had been in contact with the Helpline Coordinator and had understood that helpline had been active and going well. No approach had been made for further Parish Council support at this stage. **Cllr Sheppard** reported that the NHS and Key Worker support banners now in place in the village, which were inspired by an idea from a local resident, were being well received.

8. Undercroft and Terraces Development. **Cllr John (Chair)** outlined that there had been two rounds of consultation with PARC, a local charity who had the support of the Kipling Society and the City Council to develop a storytelling area under the terraces (the Undercroft) based on the Just So stories. There was also a proposal to include a Welcome to Rottingdean banner. The Parish Council had supported the development but concerns remained about the seating arrangements both for children and adults. In addition, the Parish Council were concerned about the state of repair of the terraces in particular the poor surface of the lower terrace and leakage into the Undercroft. The recommendation was that the Parish Council should agree a contribution to PARC, work with BHCC to undertake a feasibility study on resurfacing the Lower Terrace and consider funding a banner. The following points were made in discussion:

- It would be important to harmonize a welcome to Rottingdean banner with the style of the Terraces signage and acknowledge the contribution of Rottingdean ratepayers;
- Concern remained about the lack of seating for adults near the story telling area in the current proposal;
- In supporting the development the Parish Council should perhaps focus on the Welcome to Rottingdean sign which fits better with the Parish Council's remit

9. **Cllr John (Chair) proposed that RPC should:** provide up to £2000 funding for a welcome to Rottingdean Sign; work with BHCC on the feasibility of providing a watertight, accessible surface to the Lower Terraces and bring back a proposition to the Parish Council. **This was unanimously agreed.**

**Action: The Clerk** to write to PARC.

10. Park Road Public Toilets. **The Clerk** advised the meeting that a tender report had been received from BHCC for the refurbishment of Park Road Public toilets. The Parish Council have been asked to accept the quote supplied from Sussex Building (£48,436 – ex VAT) which was within the funding envelope and the lowest of the four submitted. Sussex builders had confirmed that they can commence work as soon as social distances measures allow. **This was approved unanimously.**

**Action: Parish Clerk** to inform BHCC

11. Neighbourhood Plan **Cllr John (Chair)** updated the meeting on progress on the Neighbourhood Plan. The redesigned plan had now been proof read. A Strategic Environment Assessment was required but the outcome had been delayed because interest had been shown by Heritage England as 2 of the proposed housing development sites were in the Conservation Area. In addition, current Government guidance prevented a referendum being held until 6 May 2021 at the earliest which was now the date planned. In the meantime, a plan needs to be developed that provides an appropriate consultation process but avoids consultation fatigue given the long lead time to a referendum.

**Action: Cllr John (Chair)** to circulate the latest copy of the Plan the Council members

12. Advisory Group Meetings **Cllr John (Chair)** suggested that as the last two Parish Council meetings by video/audio link had worked well, it might be time for the advisory groups to recommence meetings in this way. The following points were made in discussion:

- It would be very useful for Advisory Groups to begin meeting again to update each other and share ideas;
- Meetings could help progress thinking on current and future initiatives such as the next phase of the Street Lighting project;

**It was agreed** that Advisory Groups would begin to meet again and provide updates to the monthly RPC meetings.

13. Policy Review **Cllr Turnbull** advised the meeting that 8 of 10 Parish Council policies had now been updated and circulated to Councillors. There had been no major changes except that all policies would now be updated biannually rather than each year. In addition, the Planning Advisory Group was now to become the Planning Consultative Panel once changes to Standing Orders were adopted. Of the two remaining policies, the General Data Protection Regulations needed an operational guide and the Freedom of Information (FOI) policy needed updating to ensure it met legal requirements of the FOI Act 2000. A number of other Parish Councils had compliant arrangements in place that could be adapted for Rottingdean Parish Council. **Cllr McKenzie** agreed with the principle but suggested a pragmatic approach.

**Action: Cllr Levins** to consider if RPC is compliant with the FOI legislation. **Cllr Turnbull** and the **Parish Clerk** to develop an appropriate system.

14. Finance Update. **Cllr Turnbull** talked the meeting through the following financial analysis:

### Payments for authorisation

Accounts settled;		
C Hayes	Clerks salary April 2020	£634.28
B Turnbull	Expenses	£500.00
	(Community Grant paid to P Rees)	
Rottingdean in Bloom Grant		£800.00
Toolkit	Website maintenance	£122.40
Accounts outstanding;		
HMRC	Tax and NI - April	£167.14
One Digital	'Thank You' banners for Village	£326.50
Zurich Insurance	Insurance 1/6/20 to 31/5/21	£261.50

### Income and Expenditure

We have not received bank statements and therefore it has not been possible to finalise March account and bank reconciliation. Nor is it possible to provide an April account. The financial position however remains strong with the April movement shown below;

Bank balance as per accounts 1/4/20 (estimate) £177107.95

Income;

2020/21 Precept 1 <sup>st</sup> tranche	26178.50	
Bank interest estimate	<u>140.00</u>	
		£ 26318.50

Expenditure;

Clerk's salary – March	625.52	
Clerk's expenses (equipment)	349.98	
HMRC Tax and NI	167.48	
Payroll services	181.60	
Printing and stationary	27.00	
Grants	1300.00	
Website maintenance 1/6/20 to 30/6/20	<u>122.40</u>	
		£ <u>3408.26</u>

Bank balance as per accounts 30/4/20 estimate £200018.29

**Cllr Turnbull** proposed that the above payments be authorised; this was seconded by **Cllr Butler** and **agreed unanimously**.

### 18. Banking arrangements

Nat West. **Cllr Turnbull** advised the meeting that contact had been made with the NatWest to have statements sent to the Clerk and this was expected within days. To implement the Council decision in April to change the signatories, a further Council resolution was required for the bank to process and to accept the changes nominating the signatories to be S John, V Fenwick and C Hayes and to complete the mandate. The Clerk has been asked to investigate financially secure methods of online banking when he has become a signatory to the account.

Unity Bank. **Cllr Turnbull** advised the meeting that the main documents forms to update signatories were ready for transmission other than the March bank statements. When they were available, they would be included and the signatory forms would be completed. As agreed in April, the signatories to be S John, V Fenwick and C Hayes. It should be noted that, since the latest reduction in rates they no longer offer interest on the account.

**Cllr Turnbull proposed that the banking changes and mandate be approved.**  
This was **seconded by Cllr Levins** and **agreed unanimously**

19. End of financial year process. **Cllr Turnbull** advised that the provisional end of year reconciliation had been done as far as possible in the absence of bank statements. He also advised that the external auditors AGAR had been in touch and would provide a timetable for the end of year process shortly.

## 20.Planning Update

<b>Ref</b>	<b>Address</b>	<b>Description</b>	<b>Objection</b>
2020/01006	12, Wilkinson Close	Erection of single storey annexe to rear of existing house.	Yes
BH2020/00602	62 Rowan Way Rottingdean Brighton BN2 7FP	Installation of replacement roof and UPVC double glazed windows to existing rear conservatory	No
BH2020/00988	81 Dean Court Road	Conservatory and erection of two storey extension	No
BH2020/0945	Aubrey House on the Green	Internal alterations incorporating replacement of spiral staircase between ground and first floor with fully reversible alternating tread staircase, and the insertion of a new free standing bathtub to a first floor bedroom.	No
BH2020/01206	120 High Street (former dentist)	Conservatory	No
BH2020/01041	Tesco Express 5 - 8 West Street Rottingdean Brighton BN2 7HP	Signage	Comments by 19 May. Clarification sought re flint walls

**The meeting closed at 20.40**

**The next meeting will be on Monday 1 June at 7.30pm**

**Chris Hayes, Parish Clerk**