



## Draft Minutes meeting of Rottingdean Parish Council: Monday, 3 August at 7.30pm

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

**Public Gallery:** Ms Rosemary Johnson (by phone)

Chris Hayes, Parish Clerk, (minutes)

### Public Questions:

**Rosemary Johnson** raised three issues:

- Continuing concern about the spread of ragwort in various areas of the village. **Cllr John (Chair)** advised that she was awaiting a response from Brighton and Hove City Council about their policy on ragwort that would inform thinking about how to tackle the problem;
- The problem of inconsiderate cyclists on Falmer Road where she had now learned that in the Woodingdean/Longhill area there was a sign indicating that the pavement was in fact a shared pedestrian/cyclist path but no sign further towards Rottingdean indicated that the shared path had ended. Ms Johnson said she had raised this with the City Council. **Cllr Sheppard** agreed that this was an important issue and one that the Parish Council would take up with BHCC.

**Action:** Cllr Sheppard to speak to BHCC about the shared path signage

- The proposed traffic restrictions on Whiteway Lane to implement social distancing measures when the school reopened where it was unclear how this would affect people using the bridleway and traffic in the surrounding area. **Cllr John (Chair)** expressed disappointment that the City Council had not consulted or informed the Parish Council. **Cllr Sheppard** said he had been in touch with Matthew Thompson at the City Council who advised that the measures were still being refined. **Cllr John (Chair)** suggested that this was an issue that the Parish Council would keep in view.

**Cllr Butler** raised the issue of electric scooters on Falmer Road that was a safety hazard and **Cllr Levins** said this was also an issue on the Undercliff – he ascertained that the use

of electric scooters was only legal on private land with the landowner's permission and that use anywhere else was a criminal offence that carried a maximum fine of £300. It was agreed that any infringement was therefore a police matter.

**Action:** Clerk to provide Cllr Levins with the PCSO contact details.

**Apologies for absence.** Ward Cllr Fishleigh.

**Declarations of interest.** None

## **Agreement of the minutes of the RPC meeting on 1 June.**

1. The minutes were agreed with the following amendments:

- Page 1: Action: To read “**Cllr Sheppard** to consider the use of warning signs in Bazehill Road. **Cllr John (Chair)** to investigate the ragwort issue.”
- Page 6, para 16 remove ‘has been’ from the first bullet point.

## **Action Log**

2. The action log was updated as follows:

- 06071; Closed.
- 11055: The Clerk has been investigating Cuckfield and Ditchling Parish Council's GDPR codes of practice.
- 30211: Closed. Recent conversations with Rottingdean Heritage have clarified the differing roles in relation to Kipling Gardens and signage in the village.

**Matters arising** - None

## **Finance Update**

3. **The Clerk/RFO** took the meeting through the following analysis and finance update

4. **Payments for authorisation**

Accounts settled;					
C Hayes	Clerks salary July 2020				£475.68
Accounts outstanding;					
HMRC	Tax and NI – June 2020				£325.74
Clerks expenses	Zoom	Net	11.99		
		VAT	2.40		£ 14.39
Cllr Sheppard	Traffic improvement (20 mph signs)	Net	62.75		
		VAT	12.55		£ 75.30

	Traffic improvement	Net	9.96	
		VAT	1.99	£ 11.95
BHCC	Street lighting Stage 2			£24,210.46

Authorisation of the payments was proposed by **the Clerk**, seconded by **Cllr Butler** and **agreed unanimously**.

## 5. Income and expenditure

Bank statements for March to June 2020 have been received and a set of final accounts has now been posted with an accurate bank reconciliation at June 2020. Unfortunately, there have been further difficulties with Nat West bank and so a provisional July account has been provided (see Annex A) with assumptions that;

- All but 2 cheques of which we are aware have passed through the account
- One of the un-cleared cheques is for HMRC £167.48 dated 7<sup>th</sup> April. A letter has been sent saying that if it not cleared by 7<sup>th</sup> October the cheque will be cancelled
- Interest has been estimated
- The estimated bank balances at the end of July are;

Nat West Current	£	100.00
Nat West Reserve	£	106,999.48
Cambridge and Counties	£	90,588.62

## 6. Banking arrangements

The change of account signatories remains to be finalised as does the move to on-line banking. In an earlier internal audit report it was recommended that, should the Parish Council switch to on-line banking;

- Safeguards against hacking of RFO computers would need to be in place;
- Insurance to cover loss from online abuse of our systems should be considered.

**The Clerk** confirmed that the RPC computer has sufficient firewall protection and that insurance options were being investigated. As described in the earlier reports, in order to transfer funds to Unity Bank, a host of documents and signatory forms are required including the last three bank statements. When they become available Cllr Turnbull will progress the new arrangements.

## 7. AGAR

Cllr Turnbull has been progressing the AGAR application. The main documents are now ready in draft form. The next step is to have them approved by Council before an internal audit. One document, an explanation of high reserves, should be discussed and agreed. **Cllr Turnbull** proposed that a Finance sub group is formed comprising the RFO, Deputy RFO, Chair and Cllr Turnbull to consider that document and that the sub group be authorised to approve the draft on Council's behalf prior to submission for internal audit. **This was agreed**.

## 8. Financial management

The Clerk has now assumed operational responsibility for 2020/21 finances and will complete the full operational RFO role when AGAR is completed.

## 9. Expenses

The Parish Council has not been able to reclaim VAT on a significant amount of expenditure in this and previous financial years as some expenditure is not supported by a VAT invoice. It was proposed that all purchases on the Council's behalf should be made in the name of the Parish Council and should be accompanied by an invoice.

**Action: The Clerk** to circulate the revised expenses claim form which would be amended to include a reminder to make purchases on behalf of the Parish Council and obtain VAT invoices/receipts.

## Financial Regulations

10. **Cllr Turnbull** noted that the Parish Council financial regulations stated that they needed to be reviewed '*from time to time*' and following an election of a Council as a minimum. As the regulations were last reviewed in March 2019, it was agreed that they should be formally reviewed at the AGM to be held in September.

**Action: Cllr Turnbull** to review the regulations and bring the matter to the AGM

## Urgent Business

### Annual General Meeting and the Annual Village Meeting

11. **Cllr John (Chair)** reported the AGM would take place on 7 September as agreed and would be followed by an urgent business meeting. In view of the restrictions in place this would be a Zoom meeting. The Clerk was checking with Brighton Hove City Council Legal Department that Standing Orders (that reflect the current Covid 19 restrictions) could be suspended in order to hold the AGM.

### St Aubyn's

12. **The Clerk** advised that the demolition work was on schedule and few complaints had been made by residents. He said that following the St Aubyn's working group meeting, he was consulting the Planning and Heritage teams at the City Council to ascertain what planning conditions may restrict the future use of the Field and buildings and also any heritage conditions attached to the Chapel and Pavilion or artefacts contained within in them. This would inform thinking about future management arrangements of the Field and buildings and potential future uses. **The Clerk** reported that he had also been in contact with Ditchling and Cuckfield Parish Councils about arrangements they had in place to manage land and buildings they owned.

## Website Redesign

13. **The Clerk** advised the meeting that over half of the pages from the current website had been updated and put onto the new format and that he expected the updating to be complete by the end of the following week. The next stage would be to finalise the layout to enable Cllrs to review and approve the redesign. **Cllr Arnold** mentioned that the new design did not work well on mobile phones and the Clerk agreed to take this up with the IT support team at Toolkit.

**Action: The Clerk** to take up the issue of mobile phone format of the website redesign.

## Grant Applications

### Rottingdean Football Club

14. **Cllr Turnbull** said that the application had the support of the Village and Community Advisory Group (VCAG). The request was for a contribution of £1500 to the costs of replacing vandalised perimeter fencing. VCAG were content with the supporting evidence provided and that the new fence would be of robust construction. **Cllr Sheppard** suggested it might be prudent to enquire if the fence had been covered by insurance. The meeting unanimously approved the grant, in principle, subject to these enquiries.

**Action: The Clerk** to put the question of insurance cover to the Football Club.

15. There then followed a wider discussion of Parish Council grants during which the following points were made:

- A grant application for the 'Ting Ting' initiative (to improve cyclist awareness of pedestrians) that was discussed earlier in the year was likely to come forward again.
- More generally it would be useful to check how grants made by the Parish Council recently, for example to St Margaret's Church, Rottingdean in Bloom and the Community Group had been spent.
- Parish Council grants were conditional on the provision of information on expenditure within three months of the release of funds.
- Record keeping of grants should be updated.

**Action: The Clerk/RFO** to write to grant recipients enquiring how the grants had been used and review grant record keeping.

## Planning

### 16. Applications Received in July

Reference	Address	Type	Description	Objection
BH2020/01781	17 Cranleigh Avenue Rottingdean Brighton BN2 7GT	Extension	Erection of a single storey rear extension and front porch extension with terrace above, raised rear patio, revised fenestration and associated remodelling works.	No
BH2020/01772	15 Welesmere Road Rottingdean Brighton BN2 7DN	Roof alteration	Roof alterations incorporating the installation of new pitched dormer windows to east, south and west elevations and new first floor windows to east and south elevations. Installation of solar panels to south and west roofslopes.	No
BH2020/01682	60 Eley Drive Rottingdean Brighton BN2 7FG	Rendering	Application of rendering to all ground floor elevations. (Part retrospective)	No
BH2020/01876	41 High Street Rottingdean Brighton BN2 7HE	Fencing	Erection of picket fence to front elevation	No

17. **The Clerk** informed the meeting that the BHCC planning enforcement team were to contact the Erbe Restaurant at 2-4 Marine Drive following an enquiry about the construction of a substantial decking platform outside the front of the premises.

## Advisory Group Meeting Updates

### SCAG

18. In addition to the note circulated, **Cllr John (Chair)** made the following points:
- The Parish Council had been informed that refurbishment work on the Park Road public toilets was to commence within the next few weeks. The Clerk had made enquiries about estimated timing, duration and arrangements for signage, path closers, etc.
  - **Cllr Sheppard** reported that following the Section 106 meeting, proposals were being gathered to be consulted on and discussed with other community groups. **Cllr John (Chair)** suggested that a further workshop should be held to consolidate and review ideas before wider consultation. It was also agreed that once ideas had been consulted on and crystallised an early discussion with Deborah May (the Section 106 officer at BHCC) would be helpful.

- **Cllr John (Chair)** reported that the meeting with Sarah Carlisle BHCC, City East Parks Manager had still not been arranged which had delayed work on finding suitable future management arrangements for Kipling Gardens and deciding on when the Gardens should re-open. In discussion there were mixed views about opening the Gardens 24 hours a day with some concerns expressed about the potential for misuse/vandalism. It was concluded that any decision should be delayed pending the meeting on future management arrangements. It was also agreed that the Parish Council should communicate the position on Kipling Gardens more widely.

**Action: The Clerk** to post information on Kipling Gardens ownership and maintenance arrangements on the RPC website

- A meeting of the joint Parish Council/BHCC Air Quality Management Advisory group (AQMA) would now not take place as BHCC were not yet willing to convene a meeting because of Covid 19 restrictions. In the interim, the Parish Council AQMA representatives would meet and **Cllr Sheppard** agreed to contact David Parker at BHCC to check on the availability of traffic flow data, which would shed light on whether the planter in the High Street was causing increased traffic on Steyning Road.

17. **Cllr McKenzie** raised an issue about the lack of visibility of some advisory group discussions and decision making and progress on major projects. She suggested that quarterly informal meetings could be convened to review progress across the range of Parish Council work. This would improve visibility and allow more informed decision making at formal meetings. This was supported by **Cllr Levins**. It was agreed that the issue would be discussed at an informal gathering of the Parish Council planned for September.

18. **Cllr John (Chair)** advised the meeting that after just over 8 years Cllr Butler had decided to step down as a Councillor. Cllr John (Chair) thanked Cllr Butler for her invaluable support and significant contribution to the work of the Parish Council and said that she would be sorely missed. The was echoed by all the Councillors.

## **VCAG**

19. **Cllr Fenwick** added the following to the note previously circulated.

- The poll of event organisers and businesses about proposals for more notice boards in the Village had taken place with 14 in support and 11 non responders. Of the residents that had responded to the poll ,58 had supported with 9 against. On this basis, VCAG proposed that funds of £7000 be set aside to purchase and install 7 new notice boards. This would include one at Meadow Parade and Rottingdean Heights subject to consultation with local residents. **This was agreed unanimously**
- The group had also discussed moving the traders sign, currently in West Street car park, to the Lower High Street (LHS) to improve its visibility. **Cllr John (Chair)** suggested that any new sign would need to be sympathetic to the proposed new development of LHS and should be more widely consulted on, for example, through the planned village survey.

**Action: VCAG** to bring forward a costed proposal for approval by the full council.

## **NEAG**

20. In addition to the note circulated the following points were made:

- There was concern about the waste from dredging of the Marina which was dumped in the sea near Ovingdean. This would be taken up with the Seafront Manager, Toni Manuel.
- The Beacon Hub has appointed a personal trainer specialising in the wellbeing of the elderly community who is keen to use the reserve for exercise walks. In addition, the Ranger has asked that the paths and positioning of benches on the Reserve be reviewed to better understand permitted access routes. The NEAG members were considering if this could be expanded to develop and publicise walks through the Village.

## **BEAG**

21. In addition to the note circulated **Cllr Sheppard** made the following points:

- It has been confirmed with BHCC that the Public Space Protection Orders (including the order applied to Rottingdean Recreation Ground) that had lapsed in December 2019 would be reviewed to explore the enforcement of existing alternative tools such as bye laws.
- The overgrown hedges opposite the Green and on Falmer Road had not been cut; BHCC would be informed.
- The illuminated 30mph sign on Falmer Road was now working.
- A red bin had appeared at the bottom of Nevill Road. This was thought to belong to the Art Cafe; the owners would be asked to relocate it.

22. Following discussion with BHCC, large Sarsen stones were to be placed on the green outside the Bowling Club to prevent parking on the grass, with a lockable bollard to allow access. The estimated cost was £1500. It was agreed, in principle, to make the funding available.

23. The NHS local first responders team had inspected the Defibrillator in the village and advised that new pads were required. It was agreed that these should be funded.

24. A plan for the final phase of the Street Lighting Project had been circulated. The amount required to complete this final phase was £15,500. This would be funded by the £13,000 provided in the 20/21 budget and £2500 left unspent from 19/20.

25. **Cllr Levins** raised the issue of trip hazards around the village that were restricting access for those with mobility issues and left the Parish Council vulnerable to compensation claims. In some cases plants growing through the brick paving was a problem. **Cllr Levins** suggest that the Parish Council should fund the necessary repair work. It was agreed that BEAG would pick this up at their next meeting.



**The meeting closed at 21.51**

**Chris Hayes, Parish Clerk**

## July 2020 Accounts

Annex A

### July

#### Rottingdean Parish Council

2019/20

as at  
30/7/19  
July

Budget	Income			July	Cumulative
1500	Bank Interest			121.62	493.33
227.31	VAT Repayment(previous year)			0	0
51080	Other Income	Source	Precept 1st half	0	26178.5
		1	2020/21		
		Source	SDNP	0	0
		2			
		Source	RPS	0	0
		3			
52807.3	<b>Sub Total</b>			121.62	26671.83
1					

Budget	Expenditure			July	Cumulative
8500	Salary and PAYE			880.72	3672.94
200	Clerks Expenses			0	26.99
560	Payroll Admin			77	228.33
500	Printing/Stationary			0	21.6
270	Insurance			0	261.5
700	Hiring of Meeting Rooms			0	0
100	Subscriptions			0	0
100	Postage and Communications			0	0
500	News Letter/Publicity			0	455.5
450	Audit Fee			0	0
400	LNR Expenses, Leaflets, Annual Report			0	0
1300	Pond Annual Maintenance			0	0
700	Website Maintenance and Domain Name			102	254
720	General Expenses/Contingency			0	370.75
15000	<b>Sub Total</b>			1059.72	5291.61
	Other Costs				
6000	Grants/Donation			0	1300
5000	NP Consultancy and Costs			450	450
6000	St Aubyn's Research			0	0

17000			450	1750
	<b>Minor Projects/Tasks</b>			
2000	Signage Improvements		0	0
2000	General Improvements to Infrastructure		0	0
6000	Road Safety Speeding 20 and 30 Mph Zones		0	0
5000	Access Improvements		0	0
4000	Well Being		0	0
1000	Pond island refurbishment		0	0
20000	<b>Sub Total</b>		0	0
	<b>Major Projects - indicative figures</b>			
26000	Street Lighting Phases 3 and 4		0	0
25000	Lower High Street Phase 1		0	0
30000	Park Rd Toilets Refurb/Rebuild		0	0
10000	Traffic Volumes and Air Pollution		0	0
91000	<b>Sub Total</b>		0	0
	VAT Expenditure	Vat paid less recovered from HMRC	125.8	224.23
143000	<b>Total Expenditure</b>		<b>1635.52</b>	<b>7265.84</b>