



Minutes of the meeting of Rottingdean Parish Council on Monday 4 January 2020

Present: Cllr John (Chair), Cllr Sheppard, Cllr Fenwick, Cllr Levins, Cllr McKenzie, Cllr Lawrence, Cllr Turnbull.

C Hayes, Parish Clerk. (Minutes)

Public Gallery: Ward Cllr Fishleigh, Mark Cherrie, John Bryant, Mike Sexton, Libby Darling.

Questions from the Public:

Mr Bryant said he had seen the proposals for changes to the Budget for the final quarter of the year and was of the opinion that moving money from the Lower High Street budget to distribute around other budgets was unwise. On the proposals for a 21/22 budget he said that some of the assumptions on expenditure in the final quarter of the year were unrealistic. In particular, he expressed doubt that the £50,000 for the refurbishment of Park Road toilets would be invoiced during 20/21. **Cllr John (Chair)** thanked Mr Bryant for his input which would be considered in the discussion of the budget proposals later in the meeting

Cllr Fishleigh advised that she was working with the Friends of Beacon Hill and the Beacon Hill Ranger to address concerns raised in a petition by a number of residents about grazing arrangements and proposals for extensive fencing on the east and west side of the Reserve. **Cllr Fishleigh** said she was confident a compromise could be found. **Cllr John (Chair)** advised that the Beacon Hill Stewardship Group had discussed some of these issues with the Ranger on 19 December and were waiting a response.

Libby Darling said that the prolonged and extensive grazing had detrimentally affected the wildlife on Beacon Hill and was concerned about the impact on the wildlife corridor of the proposed fencing. She said that both the grazing arrangements and proposed fencing needed full consultation before decisions were made.

1. Apologies for absence

None. **Cllr John (Chair)** informed the meeting that Cllr Louise Arnold and Cllr Jo Davies had both decided to step down. She wanted to put on record the Council's appreciation of the important contribution to the Council both Councillors had made

over the last 18 months by both Councillors and, in particular, the work of Cllr Arnold on the 2020 Village Survey. At the invitation of **Cllr John (Chair)** the Clerk advised the meeting that the returning officer at Brighton and Hove City Council would be informed and a notice inviting residents to call for an election posted on the Parish Council website and the notice board. If after 21 days an election was not called, a co-option process would be undertaken.

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 7 December

The Minutes were agreed following an amendment to para 4 (iv), first bullet point (page 6). The second sentence referring to the potential cost of the Christmas tree was deleted as it had been provided free of charge.

4. Matters arising

- (i) Action Log –The Clerk advised that all items were on the agenda apart from 0901 (review of Declarations of Interest). The Clerk advised that he thought most of the declarations had been updated but would check and advise of remaining updates required.
- (ii) New Councillor - **Cllr John (Chair)** welcomed Cllr Lawrence to the Council. **Cllr Lawrence** said she was looking forward to her new role, was passionate about the village and was already involved with a number of village Voluntary Groups. It was agreed that she should join the Planning Consultative Panel and the Village Community Advisory Group.
- (iii) Workshop – **Cllr John (Chair)** advised that the Strategy and Communications Advisory Group would develop proposals on how the issues and ideas discussed at the Ways of Working workshop could be taken forward for discussion and/or implementation by the Council.
- (iv) Lower High Street – **Cllr Turnbull** advised the meeting that the Project Brief had now been updated to provide a more defined vision for the proposed development while giving space for creative input from Urban Movement. **Cllr Turnbull** said phase 1, that had originally only encompassed the Quarter Deck, was now to include the whole of the area up to the A259 road junction. A second phase was planned to refurbish the undercliff and terrace area. **Cllr Turnbull** said that the next step was to get the approval of the Project Board in order to pass the brief to Urban Movement. A development plan would then be produced for consultation and iteration. **Cllr Turnbull** envisaged that the design process including consultation should be completed in about 12 weeks. The project brief was approved.

5. Finance Update

(i) Payments and Invoices

- i. Payments for Authorisation - The Clerk proposed the following payments for authorisation:

HMRC December	£ 454.64
C Hayes December Salary	£ 602.69
C Hayes Expenses (zoom + stationery)	£ 18.39 – Ex Vat £3.80
Grant (Rottingdean Heritage)	£ 129.00

Total £1204.72

The above payments were proposed by the Clerk and seconded by Cllr Sheppard and agreed unanimously, apart from the grant application from Rottingdean Heritage pending advice from the Village Community Advisory Group later in the meeting.

- ii. Income and expenditure- The Clerk informed the meeting that the bank balances at the end of December were;

Natwest Current Account (cash)	£100.00
Natwest Reserve Account	£62,914.73
Unity Bank current Account (cash)	£500.00
Unity bank savings account	£34,358.88
C&C savings account	£91,034.62
Cash in Hand	<u>£188,908.23</u>

- (ii) December Accounts and Quarterly Reconciliation – The accounts and quarterly reconciliation were approved. **Cllr Turnbull** enquired about the £18 expenditure under General Expenses/ Contingency. The Clerk advised that this represented the quarterly bank charge from the Unity Trust Bank for which future provision would need to be made.

- (iii) 20/21 Budget Changes – At the invitation of **Cllr Fenwick**, the Clerk introduced a paper (Annex A) proposing a number of changes to the current budget to account for the late invoicing of the streetlighting project and other expenditure likely to be incurred in the last quarter of the year not previously budgeted for. The paper proposed using the underspend on the Lower High Street to top up the relevant budgets. The following points were made in discussion:

- **Cllr Turnbull** said he was not comfortable about raiding the LHS budget and thought there were other ways of redistributing available funds. Cllr Turnbull also questioned whether some of the Q4 expenditure assumed in the paper would actually be incurred in Q4.

- **Cllr John (Chair)** said that as the issue was contingent on the discussion to be had about the 21/22 budget and as the matter did not need to be settled

immediately it should be considered by the Finance Group and proposals brought back to the February meeting.

Action: The Finance Group to consider the budget changes paper and report back to the February meeting.

(iv) Budget Proposal for 2021/22 – The Clerk presented a paper proposing a budget for 21/22 (see Annex B) setting out assumptions on expenditure for the remainder of the financial year and expenditure expected in 21/22. The following points were made in discussion:

- **Cllr Turnbull** expressed concern about a number of the assumptions on expenditure between now and March 2021. In particular, he thought the £2000 grant for the undercliff sign, the £12000 for the Lower High Street (LHS) plan, expenditure on the proposed pond path and the £50,000 for the refurbishment of Park Road toilets were unlikely to be invoiced in the current financial year. **Cllr Turnbull** said he wanted to avoid further adjustments in 21/22 if invoices were not received before March.
- The Council should endeavour to progress current spending plans within the current year but, in any event, funding could be carried forward.
- Funds carried forward could limit the room for manoeuvre in the precept setting process. A way through might be to ring-fence funding that would remove them from available cash so allowing more flexibility in setting the precept.
- The provision for £70,000 for the LHS would probably not be sufficient given what was now planned. Money would need to be raised either through increasing the precept, from the Community Infrastructure Levy, Section 106 funds or by local fund-raising activities – for which some provision had been made.

The budget proposals were agreed subject to ring-fencing of:

- £7000 for notice Boards;
- £5000 for stones in the green opposite the bowls club;
- £2000 for grant to PARC for the undercliff sign;
- £50,000 for Park Road toilets refurbishment;
- £70,000 for the Lower High Street Project.

6. Planning

(i) Applications Received in December. Cllr Sheppard talked the meeting through the planning applications considered by the Planning Consultative Panel in December:

Planning Applications Received in December				
Ref	Address	Type	Detail	Objection
BH2020/03460	13 Welesmere Road Rottingdean Brighton BN2 7DN	Swimming pool and out building	Alterations to rear garden incorporating swimming pool and erection of single storey garden room/home office.	No

BH2020/03608	34 Cranleigh Avenue Rottingdean Brighton BN2 7GN	Extension	Demolition of existing conservatory and erection of a two-storey rear extension incorporating first floor balcony, new iron balustrade, revised fenestration and new garden decking.	No
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7. Advisory Group Meeting Updates

(i) Strategy and Communications

- **Infrastructure and Development Plan Cllr John (Chair)** said that the Infrastructure Development Plan (IDP) had been reviewed and updated. New plans included refurbishment of the slippery red pavement surfaces around the Village that had been raised by residents in the Village Survey. The IDP was approved.
- **Update on Neighbourhood Plan Cllr John (Chair)** advised the meeting that the Working Group had met to discuss the timetable for consultation on the Neighbourhood Plan. The key stages were; consultation prior to submission to BHCC, consideration of the responses, submission to BHCC, independent examination (by an external examiner appointed by BHCC) and then a referendum. The process would begin around the end of January ending with the Referendum in June. The group also considered publicity that would include a mail drop, banners, information on the website and social media. The next stage was to complete the design work on the executive summary.
- **Survey Follow-Up Cllr John (Chair)** said that a note had been circulated assigning items that had been raised in the Survey to the advisory groups. The aim was for the Groups to bring ideas back to a further workshop that would be held following the appointment of new Councillors.

Action: All advisory groups to meet during the next month to discuss their assigned items

(ii) Village Community Cllr Fenwick advised the meeting that the group had met earlier that day and discussed the following:

- Grant Application – Rottingdean Heritage. The group were recommending approval although there were some errors and omissions in application form and some further information was needed.

The Council approved the grant in principle subject to further information being furnished.

- The Group planned to meet with Rottingdean Heritage in January to discuss their work on new visitor maps for the Village. The aim was to coordinate the provision and siting of the Maps.
- The Group had discussed the possibility of forming an ECO group and purchasing litter picking materials from BHCC, but had decided it more

expedient to coordinate the activity of the number of existing groups already active in the village, for example, GRAB, Surfers Against Sewage and the Beacon Hub litter pickers.

- (iii) Natural Environment. **Cllr John (Chair)** advised that the group had not met but were looking at the issue of the proposed fencing of the wooded area on Beacon Hill and also intended to contact the City Council about the recent consultation of the Beach Hut rental policy.
- (iv) Built Environment In addition to the note circulated, Cllr Sheppard provided the following updates:
- The request for a dedicated bench for a deceased pet had been investigated. It was possible but a new bench had to be purchased rather than an existing bench rededicated;
 - The traffic issues reported following an increase in Sunday league matches had now been resolved;
 - A low hanging traffic sign on the A259 had been repaired;
 - A damaged road sign in Dean Court Road had been cordoned off and a damaged sign on Park Road made safe;
 - Cllr Sheppard and Cllr Turnbull were to meet Edburton Building Contractors to discuss procurement of the stones to be placed on the green opposite the bowling club;
 - The large red bin at the bottom of Nevill Road still had not been moved despite a letter issued to the proprietor of the Art Café;
 - No reply had been received from the landlord of the Royal Mail sorting office site about the provision of bike racks in the area outside the entrance and the pruning of trees;
 - The next stage of the Street Lighting project was to be discussed with BHCC;
 - The Electric Charging point on the Marine Drive Car Park now featured on the 'Zap Map' application.

The Meeting closed at 21.12

The next meeting will take place on Monday 1 February

Chris Hayes, Parish Clerk

December 2021

Quarter 4 Budget Adjustments

1. There are a number of new expenditure items agreed for the final quarter of this year that were not envisaged when the budget for 2020/21. In addition, expenditure on the Street Lighting Project was expected to fall in 19/20 but that was invoiced during the current financial year. In order to regularise the budget below are proposals to vire funds across budget heads

Budget Adjustment Proposal

2. In order to accommodate spending not originally envisaged and make provision for new spending agreed for the final quarter, a number of adjustments are proposed below. In order to simplify the movements, the Clerk/RFO has proposed that funds are moved from the Lower High Street Project budget to make these adjustments.

Budget Head	20/21 Budget	Increased Spending Agreed/Incurred	Estimated 20/21 Outturn	Move from Lower High Street	Revised Budget
Clerks PAYE	£9750	Increased Hours + Study (£4229.32)	- £1138	£1200	£10950
Clerks Expenses	£400	Clerks CiCLA Fee£(410)	- £128.83	£130	£530
Signage Improvements	£3000	Notice Boards £7000	-£4000	£4000	£7000
General infrastructure Improvements	£2500	Stones (bowling club) £3500 - £5000 +£1000 pavement improvement feasibility study (£1000)	-£2000 to - £3500	£3500	£6000
Street Lighting	£13000	(£24,210.40)	£11,210.40	£11,220	£24220
Lower High Street	£70000	Development Plan(£12,000)	£58,000	- £20,050	£49,950

3. I second the proposal and submit it for Council approval.

Comparison of 2020/21 and proposed 2021/22 Budget

Annex B

	2020/21 Budget		Proposed 21/22 Budget
Annual day to day operational costs			
Clerks salary + PAYE	£9,750.00		£16,000
Clerk Expenses	£400.00		£400.00
Payroll admin	£560.00		£570.00
Printing & Stationery	£500.00		£450.00
Insurance	£300.00		£300.00
Meeting room hire	£650.00		£500.00
Subscriptions	£100.00		£100.00
Postage & comms	£100.00		£100.00
Audit fee	£600.00		£600.00
Website (DD)	£700.00		£700.00
Newsletter/Publicity	£600.00		£400.00
LNR Expenses/Leaflets and Annual Reports	£500.00		£500.00
Pond Maintenance	£1,600.00		£1,600.00
General expenses/Contingency	£500.00		£500.00
Sub Total	£16,860.00		£22,720
Other Costs			
Grants & Donations	£6,000.00		£6,000.00
NP Consultancy and Costs	£5,000.00		£1,500.00
St Aubyns Research	£6,000.00		£1,000.00
Sub Total	£17,000.00		£8,500.00
Minor Projects			
Signage improvements	£3,000.00		£3,000.00
General Improvements to Infrastructure	£2,500.00		£7,500.00
Access improvements	£3,500.00		£6,500.00
Well being	£1,000.00		£1,000.00
Road safety speeding and 20 & 30 mph signs	£2,000.00		£2,000.00
Pond island refurbishment	£1,000.00		£500.00
Sub Total	£13,000.00		£20,500.00

Major Projects			
Street Lighting Phases 3 & 4	£13,000.00	Phase 5	£13,000.00
Lower High Street Phase 1	£70,000.00		£70,750.00
Traffic volumes & air pollution	£500.00		£500.00
Park Road Toilets Refurb and Rebuild	£50,000.00		£0
Sub Total	£133,500.00		£84,250.00
TOTAL BUDGET	£180,360.00		£135,970.00