



## **Draft Minutes: Meeting of Rottingdean Parish Council Monday 5 October at 7.30pm.**

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

**Public Gallery;** Ward Cllr Fishleigh

Chris Hayes, Parish Clerk (minutes).

### **Public Participation**

1. **Cllr Fishleigh** advised the meeting that the scheme for an extension of the bus lane on the A259 west of Rottingdean had been abandoned and that resurfacing of Falmer Road between Ovingdean and Rottingdean had been approved
2. **Pam Thompson** sent in two questions:
  - Will the Parish Council consider setting up an ECO working group, if there isn't one already, to advise residents on reusing, recycling etc, including residents?
  - Brighton and Hove City Council are able to supply boxes with litter picking equipment, costing about £630 (with a code for interested residents wanting to access them). Would the Parish Council consider this a good use of funds?
3. **Cllr John (Chair)** said that there were already a number of groups working in the Parish notably GRAB and Surfers Against Sewage although these focused mainly on the Beach. The idea of a grant or the Parish Council purchasing a box was thought worth considering.

**Action:** The Village Community advisory group to consider the issues and report back.

4. **Libby Darling** sent a question asking that the Parish Council look at ways of extending the cycle lane from Longhill School to the village and do everything in their power to encourage the local community to ditch the car and take up cycling. An extended cycle path would encourage school children to cycle to and from school. In addition, she asked if the Parish Council had a climate change strategy.
5. The following points were made in discussion:

- The City Council are looking to extend cycle lanes where possible;
- The City Council have a climate change strategy and the Parish Council follows their guidance;
- Many of the existing Parish Council advisory groups deal with aspects of the impact of climate change
- These issues were linked to questions raised in the Village Survey about to be launched.

**Action:** The issues raised will be given further consideration and a written response will be provided.

Cllr John stressed that written questions could be submitted to the Parish Council at any time and were not restricted to being tabled at RPC meetings

6. **Cllr Sheppard** advised that a member of the public (Mike Sexton) had raised concerns with him about the £7000 cost of the planned new notice boards that had been discussed at the July Parish Council meeting. **Cllr Turnbull** said he had obtained a quote slightly under this amount and would obtain other quotes.

**Action:** Village Community group to review the cost in liaison with the Parish Clerk

### **Apologies for absence**

7. Apologies were received from Cllr Fenwick

### **Declarations of interest**

8. None

### **Agreement of the minutes of the RPC meeting on 7 September**

9. The minutes were agreed with the following amendments:

- Page 1: the date of the meeting to be added
- Page 10: BEAG bullet point 2 To read. "The pedestrian light and the light above the 30mph sign on the A259, just west of the entrance to Nevill Road, have both been repaired."

### **Action Log**

10. The action log was updated as follows:

- 0900 The Clerk is taking forward amendments to advisory group membership as part of the website redesign.
- 0902 The Clerk has agreed to look at the Register of Policies on behalf on the Governance sub-group.

- 0903 the action to look at blended meetings is suspended given current Government guidance and BHCC policy on face to face meetings.
- 0904; The August accounts have been reviewed and are attached.
- 0908; The Clerk has contacted the City Council planning authorities about the decking construction outside the Erbe restaurant but not heard back.
- 0806 Letters have been issued to grant recipients requesting details of expenditure by 31 October.
- 0505 The Clerk has begun drafting a Data Protection operating procedure.
- 0301 The Clerk has made an application to open a Unity Bank account.

## Matters Arising

11. None

## Finance Update

### Payments for Authorisation

12. The Clerk presented the following payments for authorisation:

HMRC Sept	£ 325.74
C Hayes Sept Salary	£ 475.68
C Hayes Expenses (zoom, postage and stationary)	£ 28.28
St Margaret's Church (room hire 13 January 2020)	£ 10.50
<b>Total</b>	<b><u>£ 840.20</u></b>

13. In addition the Clerk requested that a further payment of £10 be approved for the Clean Air Day print materials.

14. The Clerk also advised the meeting that Cllr Turnbull had been reviewing the Council minutes for May and June meetings and has found the following errors;

- In the May 'items for authorisation' One Digital £326.50 was wrongly described as NHS banners and should read Newsletter
- A One Digital invoice for NHS banners £154.80 was not authorised but was paid in May
- G Sheppard expenses for a heavy duty padlock £24.93 was not authorised but was paid in May

15. All of these items were reported correctly as expenditure in the June minutes Cllr Turnbull apologised for the errors and had requested that the expenditure be authorised retrospectively.

16. Approval of the above expenditure was proposed by the Clerk, seconded by Cllr Sheppard and agreed unanimously

## Income and Expenditure

17. The Clerk advised the meeting that the income and expenditure reports for August and September had been completed and circulated and that the bank balances at the end of September were:

Nat West Current	£	100.00
Nat West Reserve		£105,359.15
Cambridge and Counties	£	90,824.57(interest is estimated)
Total Cash		<u>£196,283.72</u>
Less Unbanked Cheques	£	1453.22
<b>Cash on Hand</b>		<b>£194,830.50</b>

18. The Clerk asked the meeting to note that the cash in hand figure did not include VAT to be re-claimed amounting to £130 (estimated).

## Banking arrangements

19. The Clerk advised the meeting that an application to open an account at Unity Bank had been submitted to enable money from NatWest and Cambridge and Counties to be transferred to ensure no single account held more than £85,000 which is the limit of funds covered by the Financial Conduct Authority compensation scheme. In addition, as Unity Bank offers two signature authorisation for online banking, the Clerk proposed that the Parish Council should open a current account with Unity and use this for day to day transactions. This will mean closing the Nat West current account. This was seconded by Cllr Levins and agreed unanimously.

## AGAR

20. The Clerk advised the meeting that a statutory notice informing the public of their right to inspect the AGAR return had been posted on the Parish Council website and the Parish noticeboard. One resident, Mr John Bryant, had asked to inspect the papers relating to the return. This had been arranged. The Clerk said that the full process would be completed when the auditor issued a certificate within a few weeks and that will be posted on the Council website

## **Planning**

21. Two applications had been received in September (attached) to which no objections would be made.

## **St Aubyns**

22. The Clerk advised the meeting that the Conservation Management Plans (CMP) for the Chapel and Pavilion had been received via a planning application. These documents were required before development of any of the site could begin and set

out a schedule of repair and refurbishment in addition to recommendations on future maintenance and management arrangements. The Clerk said that the St Aubyns Working Group had met the previous week to discuss an RPC response. The CMPs were largely as expected but there had been a concern about the extent of the restrictions placed in the Chapel. The fact that it contained listed commemorative and memorial artefacts that would need to be retained and secured, and that getting permission to adapt the internal structure (for example by installing a toilet and kitchen) would be difficult meant that developing a viable option for future community use would be difficult. Discussions were continuing with the City Council but in the meantime the group recommended conveying these concerns to the Planning and Heritage Departments. This was agreed.

### **Advisory Group Meeting Updates**

23. Strategy and Communications. In addition to the note circulated Cllr Sue John (Chair) made the following points:

- Face to face or blended meetings of the Parish Council were not advisable in view of restrictions now in place on the number of people from different households allowed to gather indoors. Advisory groups could still meet but would need to be mindful of social distancing guidance.
- Work was due to commence on the refurbishment of Park Road Toilets on 19 October. A meeting was being sought with the BHCC team to discuss work duration, work patterns, path/road closures and signage.
- A notice of the Councillor vacancy had been posted on the notice board, website and had appeared in the Rottingdean Village News. If, before 20 October, ten residents asked for an election this would be held in May next year. If not, a process to co-opt someone onto the Council would be set up.
- The final draft of the Neighbourhood Plan had been sent to BHCC, redrafted to take account of concerns expressed by Heritage England. BHCC were consulting statutory consultees. The next step would be to draft an Executive Summary to go out to Parish residents, probably in the New Year.

24. Village Community. Cllr Arnold made the following points:

- The Village survey questions had been sent to BHCC who were to facilitate the survey through an existing on-line platform. The plan was for this to go live on 11 October for 4 to 6 weeks. Leaflet postal costs would amount to about £275 with a delivery cost of £75. Agreement in principle was proposed by **Cllr Arnold**, seconded by **Cllr Turnbull** and agreed unanimously.
- A quote of £5600 for the planned new Notice Boards had been obtained. Fitting would be an additional £50 per board. A further quote was to be obtained.
- The material for Clean Air Day had been completed. Posters providing advice on actions everyone could take to improve air quality were to be laminated to allow residents to take photographs.

25. Natural Environment. In addition to the note circulated Cllr Davies made the following points:

- The consultation on Beach Chalet Tenancy Policy had closed and would be discussed at the next BHCC Transport and Environment Committee in November.
- Quotes had been received for notices for the 'Ting Ting' initiative but seemed rather high and needed clarification
- The Beacon Hill AGM had been held. Members were disappointed that the Ranger was still not allowed to work with volunteers because of Covid 19 restrictions, although the matter was being kept under review.
- The Beacon Hill entrance gates had been repaired but the last two notice boards post could not yet be put in place given social distancing rules.
- A group of volunteers led by Trish Ellis was helping to support the new gardener to maintain Kipling Gardens. The gates were to remain open.
- The large stones to be placed on the green opposite the bowling green to prevent parking were being sourced.
- The crayfish had been eliminated from the Village Pond.
- Work was continuing on the development of an accessible path around the pond and potentially hatching and a disabled parking space adjacent to the pond to allow wheelchair access.

26. Built Environment. In addition to the note circulated Cllr Sheppard made the following points.

- Work to repair the cracks in Hog Platt had begun.
- The manhole cover outside the Parish Rooms had been replaced.
- A team of 8 operatives from BHCC were at work clearing weeds from around the Village.
- West Street road was to be resurfaced on the completion of the work on the Tesco store.
- The Police Community Support Officers were to talk to people riding electric scooters around the village advising them of the legal position, although they were not empowered to take direct action.
- A quote of £350 had been obtained for the repair of the Jubilee sign at the bottom of Bazehill Road. Members expressed in principle support.
- A discussion was to take place with BHCC to review the work carried out on street lighting repair/replacement.

In discussion it was agreed that repair of the 'The Green' street sign and the 'Welcome to Historic Rottingdean' sign on the A259 should be considered.

## **The Meeting Closed at 20.47**

The next meeting will be on 2 November.

**Chris Hayes, Parish Clerk**

**October 2020**