



## **DRAFT Minutes**

### **On-line meeting of Rottingdean Parish Council held on 6 April 2020**

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

Chris Hayes, Clerk (Minutes)

#### **1. Apologies for absence**

None

#### **2. Declarations of interest**

No declarations of interest made

#### **3. Agreement of the minutes of the RPC meeting on 3 March.**

Minutes were agreed to be signed as soon as practicable.

#### **4. Urgent Business**

##### **i. RPC Response to Covid-19; verbal update - Parish Clerk**

Following discussions the Chair and the Clerk had held with the Churches, a community action response had been agreed that was now being developed. The RPC website now included key advice and links to local businesses services. A microsite to provide information had been developed led by the owners of the Queen Victoria Public House and volunteer members of the community and was about to be launched. A planned telephone helpline for which volunteers were being sought was also being set up. The RPC website would link to both. In discussion the following points were made.

- The Chair made the point that this video meeting was a practice and thought would need to be given to how future meetings work and in particular how public attendance could be accommodated.
- Any additional costs would be agreed in correspondence.
- Cllrs need to have a way to keep in touch between meetings but not routinely copying all email correspondence around everyone which had caused inbox overload.

- The IT support team at Toolkit may be able to offer advice.

**ACTION** The Clerk to investigate public remote attendance and liaise with Toolkit about managing email boxes.

ii. Lower High Street Project; paper circulated – Cllr John (Chair)

- There were no comments on the paper. Cllr Turnbull indicated his support for the appointment of Urban Movement (UM) given their greater emphasis on the need for consultation and their plan to provide draft plans for iteration. Cllr Turnbull added that the Project Board had agreed to add a contingency sum to Urban Movement's cost estimate of £10,950. The proposal was that £12,000 be allocated in 2020/21 for the development of the plans.
- This was supported by Cllrs John (Chair) and Butler. Cllr John (Chair) added that consultation would be aided by the formation of a reference panel of local traders and residents.
- Urban Movement had also indicated that they would consider the phasing of the proposed development in the development plan.
- It may be possible to consider undertaking more than one phase at a time.
- A fully worked up brief would be needed to enable Urban Movement to proceed.

The engagement of Urban Movement was proposed by the Cllr John (Chair) and seconded by Cllr Butler. **The proposal was unanimously agreed**

**ACTION** Cllr Turnbull to develop a brief for Urban Movement and circulate for approval.

iii. Changes to standing orders; paper circulated

Cllr John (Chair) proposed that the policy changes be agreed, which in essence meant bringing urgent matters to the monthly meetings with non-urgent business agreed outside the meeting. The following points were made in discussion:

- The Parish Council needed to move quickly to adapt procedures to the current social distancing measures to enable business to continue.
- Whilst it was accepted that some decisions would need to be made without engaging all Cllrs there needed to be a means to stay in touch with developments.
- It would still be possible to allow all Cllrs to be involved by setting short deadlines for comment
- Any decisions made would be brought back to the next meeting for ratification.

The proposal to accept the policy changes 2 to 4 in the paper circulated subject to BHCC agreement was proposed by Cllr John (Chair) and seconded by Cllr Butler. **This was unanimously agreed.**

**ACTION** All to send any revised wording re item 1 in the paper to the Clerk. The Clerk to seek agreement from BHCC to the proposed changes.

#### iv. The May AGM

Cllr John (Chair) reminded the meeting that the AGM, normally held on the second Monday in May, was the formal point at which policies were reviewed and the Chair and Vice Chair were elected. A decision was therefore needed on how to proceed given the current social distancing measures in place. The following points were made in the discussion:

- The Clerk advised the meeting that under new regulations<sup>1</sup> which came into force on 4 April the requirement to have an AGM set out in the Local Government Act 1972 Schedule 12 Part II had been disapplied for meetings due before 7<sup>th</sup> May 2021
- Policies had been reviewed and circulated for comment by 18<sup>th</sup> April.
- It would be sensible to defer the AGM and conduct normal business at the May meeting.

Cllr John (Chair) proposed that the AGM was deferred until September. This was seconded by Cllr Butler and **agreed unanimously**.

#### v. Grant Applications

##### 1. Community Support Phone line

The Clerk advised the meeting that this application had been made by a new Community Group set up with the support of RPC, the Churches and members of the community, most notably the owners of the Queen Victoria Public House. The grant was requested to fund costs incurred in setting up the micro website and material needed to publicise a Helpline to be launched shortly. The following points were made in discussion:

- It would be necessary to ensure spend was accounted for.
- The initiative could provide an invaluable means of support for elderly people who were unfamiliar with using the internet or social media platforms.
- A mail drop to all residents would be preferable to putting banners around the village as suggested in the application.
- It was intended that the Chair and the Clerk would have regular meetings with the Community Group representatives.

Cllr John (Chair) proposed that the application was granted. This was seconded by Cllr Levins and **unanimously agreed**.

**ACTION** The Clerk to write to the applicant setting out the conditions under which the grant had been agreed.

##### 2. Rottingdean in Bloom

This grant application was to support Rottingdean in Bloom 2020 who were requesting £800 towards the cost of a programme in total costing £4700. In discussion the following points were made:

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<sup>1</sup> Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Meetings) (England and Wales) Regulation 2020

- Some financial commitment would already have been made to secure plant deliveries.
- Some reassurance would be needed about the likelihood of Rottingdean in Bloom taking place
- If the planned programme was not possible the grant could usefully be spent on special brackets which were needed to accommodate hanging baskets on the new lampposts

**Cllr Fenwick proposed that the application be agreed. This was seconded by Cllr Davies and unanimously agreed, subject to reassurances**

**ACTION** The Clerk to write to the applicants setting out the conditions under which the grant had been agreed.

## 5. Finance Update

### i. Payments for authorisation;

C Hayes	Clerks salary March 2020		£625.52
HMRC	Tax and NI		£167.48
Clamp Boxall- PAYE Services Jan – Mar 20, P60 and end of year:-			
		Net	£151.33
		VAT	£ 30.27
			£181.60
Cllr John	Expenses; Printer ink		
		Net	£ 22.50
		VAT	£ 4.50
			£ 27.00
C Hayes	Clerk expenses – March 20		£349.98
		Laptop	£219.99
		I Phone	£129.99

### ii. Unity Bank

Cllr Turnbull reported that in order to open an account with Unity Bank (as agreed on 3 March), a number of documents and signatory forms were required. The main documents were ready for transmission other than the March bank statements. These would be included when available and the signatory forms will be completed. **Cllr Turnbull proposed that the signatories be Cllr John, Cllr Fenwick and the Clerk.** Cllr Turnbull also noted that, since the latest reduction in interest rates, Unity Bank no longer offer interest on the account

The proposal was seconded by Cllr Fenwick and **agreed unanimously.**

**ACTION** Cllr Turnbull and the Clerk to continue with the application when bank statements were available.

### iii. Clerks Salary

Cllr Turnbull informed the meeting that Clerk's salary was authorised at each Council meeting then paid by cheque, reaching the bank by the 8<sup>th</sup> or 9<sup>th</sup> day of the following month. **Cllr Turnbull proposed that the Clerk's annual salary be authorised at the beginning of the financial year and paid in equal monthly amounts on the last day of each month.** Any adjustments would be paid one month in arrears and included in the monthly finance report for authorisation by Council and the normal payment would be reported to Council.

The proposal was seconded by Cllr Fenwick and **agreed unanimously.**

### iv. Whiteway Centre

Cllr Turnbull advised the meeting that the payment for use of the Whiteway Centre during 2020 had been made in advance in January. **Cllr Turnbull proposed that bookings until July 2020 were cancelled and that monies be rolled over until 2021. The following points were made in discussion:**

- i. Although a financially sound proposal there was a concern about withdrawing payments at a time of financial stress and uncertainty.

The proposal **was not agreed.**

### ii. Annual Audit

Cllr Turnbull reported that annual audit (AGAR) would normally have been required by July, but the external auditor had informed Cllr Turnbull that a longer timetable would be notified soon.

### iii. Precept

Cllr Turnbull advised that the first tranche of the 2020/21 precept, 50% of the total, would be paid in the first week of the new financial year.

## 6. Sally Prince

The Parish Council were sad to hear of the passing of local resident Sally Prince. Sally was a Parish Councillor for many years and contributed enormously to village life both through her work on the council and also through her involvement in many community groups including the Horticultural Society, PARC, the Whiteway Centre, the Drama Society and Rottingdean Village News. Sally was a very kind, caring and humorous person and maintained an interest in all that was going on in the village right up until the end of her life.

## 7. Harold Williams

The meeting also wanted to record in the minutes that former Parish Councillor and local resident Harold Williams died on 19 March after a short illness. Harold lived in the village for many years and along with his wife Valerie, was very active in the community. He organised the Village Fair, chaired the Rottingdean Business and

Trade Association and co-ordinated Rottingdean in Bloom for a number of years, during which the group won numerous awards. He was one of the founder organisers of Rottingdean Village News, he raised funds through the 200 Club and campaigned tirelessly for access arrangements in the village. More recently he founded our local tourism initiative, Visit Rottingdean. Harold was a warm generous man brimming over with energy and ideas. He will be missed. Our thoughts are with, Valerie, his family at his friends.

8. Below the line papers for information

- i. Updated Action Log paper circulated

**The Meeting Closed at 21.17. The next meeting will take place by video link on 11 May 2020**