



Minutes of the Annual Meeting of Rottingdean Parish Council

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

Public Gallery: Mr Nigel Smith, Mr John Bryant, Ms Rosemary Johnson (by phone), Ward Cllr Bridget Fishleigh.

Chris Hayes, Parish Clerk, (minutes)

Annual General Meeting

1. Apologies for absence

None

Elections

Election of Chair of Parish Council.

2. **Cllr Sheppard** took the Chair and thanked Cllr John for her leadership over the last 12 months. Nominations for the position of Council were sought. **Cllr Turnbull** proposed Cllr John. This was seconded by **Cllr Davies** and carried unanimously.
3. Cllr John took the Chair

Election of Vice Chair of Parish Council.

4. Before nominations were requested Cllr John (Chair) expressed, on behalf of the whole Council, her sadness at the loss of the Vice Chair who had brought a wealth of experience in business and human resources to the Council, who had helped develop a stronger sense of team and common purpose all with her much appreciated humour and pragmatism. The Chair remarked on Heather's commitment to tasks, her valuable contribution to many projects and schemes and praised, in particular, her contribution towards securing the preservation of half of St Aubyn's Field for future public use and for prompting early thinking about turning the Lower High Street into a shared space, as well as ensuring that the Parish Council

contributed considered views on local planning applications. All this was in addition to her other roles with St Margaret's Church, and in the management of the Village Hall. **Cllr John(Chair)** said that this huge contribution would be missed.

5. **Cllr John (Chair)** asked for nominations for the Vice Chair of the Council. **Cllr Fenwick** proposed Cllr Sheppard, this was seconded by **Cllr Arnold** and carried by unanimous vote.

Appointments

Responsible Finance Officer and Deputy Responsible Finance Officer

6. The Chair asked for nominations for the Responsible Finance Officer. **Cllr Turnbull** proposed the Clerk, this was seconded by **Cllr Fenwick** and agreed unanimously.
7. The Chair asked for nominations for the Deputy Responsible Finance Officer. **Cllr McKenzie** proposed Cllr Fenwick, this was seconded by **Cllr Sheppard** and carried by unanimous vote.

Advisory Group Membership and lead Councillors for 2020/21.

8. The lead Cllrs for the next 12 months were agreed as:

Strategy & Communications (SCAG) – Cllr John
Planning Consultative Panel – Cllr Arnold
Village Community (VCAG) – Cllr Fenwick
Natural Environment NEAG) - Cllr Davies
Built Environment (BEAG) – Cllr Sheppard
Finance & Standards - Cllr Fenwick
Governance Subgroup – Cllr Fenwick and Cllr McKenzie

Membership changes in RPC Advisory Groups for 2020/21 are: - Cllr Turnbull to join BEAG,

Chair and members of the Beacon Hill Local Nature Reserve working group

9. The Chair proposed that the current chair and membership continue with the members of the Natural Environment Advisory Group joining. This was approved.

Parish Council representatives Project Boards and Working Groups for 2020/21

10. The following was agreed:

Lower High Street Project Group – to continue as now with the addition of Cllr McKenzie.
St Aubyn's Working Group – to continue as now but consulting Cllr Turnbull on landscaping options for the Field.
Air Quality to remain as now with Cllr Fenwick to join.

Representatives on External Bodies

11. The following was agreed:

Visit Rottingdean – Cllr Fenwick and Cllr Arnold to continue.
Local Action Team – Cllr Fenwick and Cllr Arnold to continue with support from Cllr Sheppard.

Action: The Clerk to update the information on the website

Dates of Parish Council meetings for 2020/21

Action: Clerk to circulate the meeting dates as set out on the website

Declarations of Parish Councillor's interests on Agenda Items.

12. None .

Financial Regulations and 2019/20 Accounts

13. Following the review carried out earlier in the year **Cllr Turnbull** said he had considered the Financial Regulations and did not recommend any further changes until the Parish moved to online banking when the insurance would need to be considered against cyber crime. **Cllr Turnbull** reported that the Annual Governance and Accountability Return (AGAR) had been agreed with the external internal auditor. The AGAR submission is now with the external audit by P K F Littlejohn, the Government appointed auditor. The notice of public right to inspection had been placed on the village notice board and the website. This report of the review of financial regulations and the 2019/20 accounts was approved.

Parish Council Governance

Review of register of members' interests

14. Members were asked to review their registered interests and the Clerk would make any necessary changes and publish on the website.

Action: All to review declarations of interest and advise the Clerk of any changes.

Review of Assets Register

15. The Parish Council has no current assets apart from the telescope which was not considered an asset worthy of listing.

Annual review of standing orders and policies

16. **Cllr John (Chair)** asked for any comments on the policies and standing orders as amended in May 2020. The following points were made in discussion:

- **Cllr Fenwick** suggested perhaps a more generic approach to the members' code would be useful and drew the meetings' attention to a guide provided by the National Association of Local Councils that might provide useful advice.
- Some policies were still 2019 versions and would need to be checked.

Action: The Governance Subgroup will look at the Register of policies.

Standing Orders

17. The Following changes were approved:

- The Planning Sub Committee to be called the Planning Consultative Panel
- Beacon Hill Management Committee to called Beacon Hill Stewardship Group.

These changes have been agreed by BHCC

Ordinary Meeting

Public Session

1. John Bryant raised the issue of the Parish Council contribution to the costs of the replacement of railings given that this was properly the responsibility of the City Council and not something he would expect to be funded from the local precept. He was concerned about the precedent this might set. **Cllr Sheppard** explained that the Parish contribution was to provide the railings with a black powder coating to improve their resilience to the weather and make them more in keeping with their surroundings. The City Council had only been prepared to fund galvanised steel railings.
2. Nigel Smith asked for an update on the future of St Aubyn's Field, Chapel and pavilion, an update on the Air Quality Monitoring and the Parish Council's view on the planned extension to the bus lane on the A259. **Cllr John (Chair)** advised Mr Smith that research was underway on options for the Field and Legacy buildings prior to wider consultation which would include the War Memorial Society. On Air Quality management, the Parish were hoping for a report on the issue shortly and would place an update on the Parish website. On the bus lane extension **Cllr Sheppard** said that this was of concern to the Parish and something they were keeping abreast of.

3. **Ward Cllr Fishleigh** mentioned she had lobbied against the bus lane extension and intended to put down a question for the Transport Committee at the next meeting. She also drew the Parish Council's attention to the announcement of a consultation by the City Council on the Beach Chalet letting policy and advised that the 'Ting Ting' initiative to improve pedestrian safety on the Undercliff was to be re-launched.
4. Rosemary Johnson said she remain concerned that there had been no real change in the number of cyclists using the pavement in Falmer Road and a sign signalling the end of the shared pedestrian/cycle path had still not appeared. She also said that more electric scooters had appeared. She thanked Cllrs John and Sheppard for their support on the problem of ragwort around the village and advised that the ragwort on the east side of Falmer Road had now been mowed, presumably by the City Council. Ms Johnson also said that she had joined a national campaign that had been launched to combat ragwort and was developing a plan to send to BHCC. She said she would be happy for anyone interested to contact her. **Cllr John (Chair)** advised that the Parish had written to BHCC who had replied that they conformed with the national guidance. Cllr Sheppard had been assured by the City Council that the placement of a sign indicating the end of the shared path would be put in place shortly.

Apologies for absence

5. None

Declarations of interest

6. None

Agreement of the minutes of the RPC meeting on 3 August 2020

7. The Minutes of the August meeting were agreed with the following amendment:

Page 2 heading above paragraph 1 should read '....6 July'

Matters Arising

Action Log. The actions remaining open were updated as follows.

- 03085; The Clerk to ensure the website redesign would work on a mobile platform - see agenda item 10
- 03087; The Clerk to provide details on the RPC website of the management arrangements of Kipling Gardens ,
- 06074; Access to the pond path – see NEAG update below
- 11055; The Clerk to develop data protection operational procedures – Carry Forward,
- 2031; Reallocation of funds to unity trust bank – see finance report.

- 2038; Investigation of the cost of a water fountain – Carry Forward.

Future Meetings

8. The Clerk advised that instructions on the use of the Whiteway Centre for organised events and public gatherings had been updated and there was now requirement to wear face coverings at all times whilst in the centre. The following points were made in discussion:

- As only 16 desks were allowed in the Whiteway Centre attendance would need to be restricted and the wearing of masks would inhibit conversation.
- As Parish Councils were allowed to use vacant educational premises for meeting, Longhill School might be a possibility and have the advantage of easier access for residents in this area of the Parish.
- It remained very risky to hold meetings in person not only to the attendees but to those with whom they had contact.
- Remote meetings were working well
- A blend of face to face and audio visual/meetings could be tried

Action: Clerk to investing the possibilities of a blended approach and canvass views amongst Councillors

Finance Update

9. Payments for Authorisation

HMRC Aug		£ 325.74
C Hayes Aug Salary		£ 475.68
Football Club Grant		£1500.00
B Turnbull expenses	(Stationery)	£ 49.37
G Shepard expenses	(Defibrillator Pads)	£ 54.00
C Hayes expenses	(Stationery)	£ 69.38
Mad Group	(Newsletter Circulation)	£ 81.00
Peter Frost	(Audit)	£ 227.50
Faye Carre	NP design	£ 960.00
	Total	<u>£3742.67</u>

Authorisation of the above payments was proposed by **Cllr Fenwick**, seconded by **Cllr McKenzie** and agreed unanimously.

10. **Income and expenditure.** The Clerk advised the meeting that the figures below did not take into accounts an un-cleared cheque for HMRC for £167.48 dated 7th April.

A letter has been sent saying that if it is not cleared by 7th October the cheque will be cancelled. Interest has been estimated for the Cambridge and Counties Account. The bank balances at the end of August are;

Nat West Current	£	100.00
Nat West Reserve	£	81,724.10 (as at 29 August)
Cambridge and Counties	£	91,938.29 (estimated)

Cllr Turnbull advised the meeting that he had not had an opportunity to consider the August Income and Expenditure report presented at the meeting and would like the opportunity to review it. **Cllr John (Chair)** suggested Cllr Turnbull liaise with the RFO and Deputy RFO and that it be brought back to the next meeting to approve.

Action The Clerk to arrange a review of the August Income and Expenditure report with the Deputy RFO and Cllr Turnbull.

11. Banking arrangements

Nat West – The Clerk advised the meeting that the changes to the signatories had been made ,however previous advice about on-line banking was incorrect and additional forms need to be completed. This is underway.

Unity Bank. As described in the earlier reports, the proposal to transfer funds to Unity Bank to avoid any accounts holding above the limit protected by the Financial Conduct Authority required a number of documents and signatory forms including the last three bank statements. When they are available the Clerk will progress the new arrangement.

12. **AGAR**. The Annual Governance and Accountability Return has been completed to the timescale and agreed with the external auditor. The required internal audit has been completed and an auditors certificate issued without comment. The final stage is an external audit by P K F Littlejohn, the Government appointed auditor, and this is currently underway. A statutory notice informing the public of their right to inspect the AGAR return has been posted on the Parish Council website and on the Parish noticeboard. The full process will be completed when the auditor issues a certificate within a few weeks and that will be posted on the Council website.

Urgent Business

Kipling Gardens

13. **Cllr John (Chair)** advised the meeting that the Gardens were now open again but not locked in the evening. A team of volunteers had been working with the new gardener to help maintain the gardens. On the matter of locking and unlocking the gardens the list of previous volunteers was being obtained and a volunteer to coordinate the volunteers was being sought.

Parish Councillor Vacancy

14. **The Clerk** advised the meeting that a process would now need to be undertaken to fill the vacancy left by the departure of Heather Butler. This would include advertising the vacancy and ,if co-option was to go ahead, arrangement for a panel and interviews. **Cllr John (Chair)** reminded the meeting that prior to this a by-election could be triggered if more than 10 residents requested one and that because of the 2020 Regulations this could not be held until May 2021.

Action. The Clerk to circulate details of the process for filling the Councillor vacancy.

Website Redesign

15. **The Clerk** advised the meeting that the final changes to the redesigned RPC website were now being made and that it will be ready to be published during the next week. A link to the redesigned website would be circulated to enable Councillors to review the format and structure and offer any final comments.

Action: Clerk to gather final comments on the format and structure of the website redesign.

Neighbourhood Plan

16. **Cllr John (Chair)** said that there were still a few more steps to take to finalise the Plan. It was to be sent back to the City Council following redrafting to accommodate concerns expressed by Heritage England (HE) about sites identified for possible development bordering conservation areas. If HE were content and the City Council did not consider the draft needed any wider reconsultation, an executive summary would be drafted for public consultation.

Planning

17. The planning applications received during August were presented – see attached. None were considered controversial by the Planning Consultative Panel and no objections were planned.

Advisory Group Meeting Updates

SCAG

18. **Cllr John (Chair)** advised the meeting that SCAG had not met this month but were finalising a date for member workshop on communications. The Village Survey had been sent to BHCC to be put on one of their consultation platforms. The precise timing of the deployment of the survey was yet to be confirmed. In the meantime Cllr Arnold will circulate the final copy of the survey questions. The following points were made in discussion:

- There was a question of whether or not to delay the members workshop on the Parish Council's priorities until after the results of the survey so that they could inform the discussion
- It would be helpful to have a workshop to cover all the work of the Parish Council to make discussions that occurred outside the monthly meetings more transparent and therefore decisions at full Council better informed.
- It was important to bear in mind that where Councillors were leading on areas they needed some autonomy to progress work especially urgent items.

Action: The Clerk to arrange a workshop and seek views for agenda items

VCAG

19. **Cllr Fenwick** updated the meeting on recent discussions:
- The Clean Air event was to be the 1st to 8th October having been rearranged from June. The group had agreed the theme of 'Air Quality Throughout your Life'. Despite restrictions there would still be a presence in the High Street but with laminated material for people to photograph rather than handouts.
 - **Sue John (Chair)** mentioned the Parish representatives of AQMA had met and were continuing to press BHCC for a meeting, something Ward Councillor Joe Miller had written in support of. Sadly no dates for a meeting had yet been provided. **Cllr Sheppard** advised that he had written to BHCC requesting an update of Air Quality readings from sensors in the Village to take to the meeting. Councillors would be kept updated with any progress.

NEAG

20. **Cllr Davies** updated the meeting on key issues discussed by the group:
- The group were pleased to see the recently launched consultation on beach chalet letting policy and hoped Councillors would publicise it.
 - The impact of dredging of the Marina on water quality had been referred to the Environment Agency who had advised the water quality was good. However, further investigations were under way involving a marine biologist in order to gather evidence of any detrimental impact of the dredging on water quality before representations could be made.
 - Following an inspection, it had been concluded that the path around the southern end of the pond required paving to make it more accessible, that with the addition of an adjacent disabled parking space would ensure better access for people with mobility issues or prams. The cost of the work was to be assessed.
 - A resident had raised the issue of fishing in the pond which was being referred to Peter Birchall (the pond maintenance contractor). The group were not minded to grant permission to fish the pond as this may upset the ecological balance.

- The Beacon Hill Ranger had reported that the sheep would soon return to Beacon Hill. He is still unable to work with volunteers given BHCC policy on working with volunteers under current Covid 19 related restrictions.

BEAG

21. **Cllr Sheppard** provided the following update in addition to the paper presented:

- BHCC had been contacted about the possibility of double white lines along Falmer Road to improve traffic safety but Sussex Police had advised that this was not possible.
- The non-operational 30mph sign on Falmer Road was now working.
- The street light attached to Shane's Kitchen had now been repaired
- The quarterdeck railings had been repaired and painted
- The group had considered the next phase of the Street Lighting Project. A meeting would be arranged with the City Council Parks Manager to assess priorities prior to the issue being brought to the full Council.
- The City Council were not minded to fund the repair of the Jubilee sign at the bottom of Bazehill Road as this had been put up by a resident. A quote for the repair would be obtained for the Council to consider.
- A seat was missing from a dedicated bench on Beacon Hill. Repair options were being considered
- The group were to report the poor state of repair of the lower pavement on the south side of Marine Drive outside the Barber and Veterinary Surgery premises to BHCC.
- The Art Cafe would be asked to relocate their large red bin that had appeared at the bottom of Nevill Road.
- The closure of Whiteways Lane to traffic during school drop off and pick times did not seem to be causing problems.
- The Accident Investigation Officer for the traffic collision at the junction of Nevill Road and Marine Drive had been contacted to enquire if any action needed to be taken

22. Cllr McKenzie asked if the City Council planning enforcement team had reported on the decking construction. The Clerk agreed to follow this up.

Action: The Clerk to contact City Council Planning enforcement about the decking construction outside Erbe restaurant.

The meeting closed at 21:49. The next meeting will be on Monday 5 October.

Chris Hayes, Parish Clerk

September 2020

Planning Applications Received during August

Ref	Address	Type	Detail	Objection
BH2020/01980	St Margarets CE Primary School Whiteway Lane Rottingdean Brighton BN2 7HB	Glazing	Replacement of existing timber single glazed windows and doors to north west classroom with new PPC aluminium double glazed windows and doors	No
BH2020/01992	27 Eley Crescent Rottingdean Brighton BN2 7FE	Extension	Certificate of lawfulness for a proposed roof extension incorporating hip to gable extensions, two rear dormers and two front rooflights and single storey rear extension.	No
BH2020/02162	24 Eley Crescent Rottingdean Brighton BN2 7FE	Extension	Erection of a single storey side extension, erection of rear terrace with steps to rear garden and addition of rear patio doors.	No
BH2020/02247	27 Eley Crescent Rottingdean Brighton BN2 7FE		Erection of single storey rear extension with rooflights, revised fenestration and associated works.	No
BH2019/02394	55 High Street Rottingdean Brighton BN2 7HE	Change of Use	Change of Use of part ground floor from bank (A2) to create 1no two bedroom flat (C3), 1no one bedroom first floor flat (C3). Demolition of rear part of building and erection of 1no four bedroom dwelling. Revised fenestration to the existing building, car and cycle parking and other associated works. (amended drawings)	No
BH2020/02118	74 Dean Court Road Rottingdean Brighton BN2 7DJ	Extension	Erection of two storey pitched roof side extension with rooflights, single storey flat roof rear extension, installation of glass balustrade balcony to rear and revised fenestration.	No
BH2020/02323	12 St Aubyns Mead Rottingdean Brighton BN2 7HY	Roof lights	Certificate of lawfulness for the proposed insertion of 2 no rooflights to the rear roofslope	No
BH2020/02259	Lanterns The Green Rottingdean Brighton BN2 7DD	Driveway	Widening of existing driveway with associated alterations	No
BH2020/02305	Dental Surgery 4 New Barn Road Rottingdean Brighton BN2 7FN	Extension	Erection of first floor extension	No
BH2020/02344	4 Newlands Road Rottingdean Brighton BN2 7GD	Awning	Installation of retractable awning over existing front decking	No