



## Minutes of the Annual General Meeting of Rottingdean Parish Council held on Tuesday 4 May 2021

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

Parish Clerk (Minutes)

Public Gallery: Ward Cllr Fishleigh, Tom & Cookie Cotcher, Peter Gotham, Suresh MacMillan, Col.

Apologies for absence.

Ward Cllr Joe Miller.

1. Business required for the Annual Parish Council meeting.
2. The Clerk asked Cllr Sheppard to take the chair to elect a Chair for 2021/22

### Elections

3. Election of Chair of Parish Council

- i. Cllr John was proposed by **Cllr Turnbull** seconded by **Cllr Lawrence** and agreed by unanimous vote.

4. Election of Vice Chair of Parish Council

- i. **The Chair** asked for nominations for Vice Chair. Cllr Sheppard was proposed by **Cllr Lawrence**, seconded by **Cllr Levins** and agreed by unanimous vote.

### Appointments

5. To appoint the Responsible Finance Officer and Deputy Responsible Finance Officer

- i. The Clerk was confirmed as the Responsible Finance Officer (RFO).

- ii. **The Chair** asked for nominations for the Deputy Responsible Finance Officer. **Cllr Turnbull** proposed Cllr Fenwick, this was seconded by **Cllr Sheppard** and carried by unanimous vote.

6. To appoint the Chair of the Beacon Hill Stewardship Group

- i. The Chair of the Council fulfils this role.

### **Advisory Group Membership and lead Councillors for 2021/22.**

7. The lead Councillors for the next 12 months were agreed by unanimous vote as;

- i. Strategy & Communications (SCAG) – Cllr John
- ii. Planning Consultative Panel – Cllr Sheppard
- iii. Village Community (VCAG) – Cllr Fenwick
- iv. Natural Environment (NEAG) - Cllr Turnbull
- v. Built Environment (BEAG) – Cllr Sheppard
- vi. Governance Subgroup – Cllr Fenwick
- vii. Finance Sub-Group – Cllr Turnbull and Cllr Fenwick

8. Membership changes in RPC Advisory Groups for 2021/22;

- i. No changes were agreed pending the co-option of Councillors to fill the current vacancies.

9. Parish Council representatives on Project Boards and Working Groups for 2021/22. The following changes were agreed:

- i Cllr Sheppard to join the Neighbourhood Plan Working Group
- ii Cllr Lawrence to join the Air Quality Management Group

10. The Dates of Parish Council meetings for 2021/22 were agreed.

11. Declarations of Parish Councillors interest in agenda items.

- i. The Clerk advised that all Cllr declarations had been updated within the last 6 months.

### **Financial Regulations**

12. The Clerk advised the meeting that the documents for the Annual Accountability and Governance Return were being completed ready to be issued to the internal auditor (Peter Frost). This will allow his report along with the final return and supporting

documents to be presented to the Council at the June meeting for approval prior to issue to the external auditor PKF Littlejohn by their deadline of **2 July 2021**.

13. **Cllr Turnbull** advised the meeting that the Financial Regulations had been reviewed by the Finance Subgroup to provide more latitude for the RFO to incur expenditure on the Parish Council's behalf and make payments of up to £350 in order to progress urgent council business. **Cllr Turnbull** drew attention to paragraphs 7 and 27 of the regulations where the relevant amendments had been made. **Cllr Sheppard** requested that the word 'disaggregated' in paragraph 9 was replaced by more commonly used language to simplify the wording. The revised regulations were proposed by **Cllr Turnbull**, seconded by **Cllr Fenwick** and agreed by unanimous vote.

### Parish Council Governance

#### 13. Review of register of members' interests

- i The Clerk advised that all members interests were up to date and posted on the website.

#### 14. Review of asset register and insurance arrangements

- i The Clerk advised the Parish Council had no assets. On the matter of insurance, the Clerk advised the meeting that he had been exploring insurance cover against Cyber Crime as the Parish Council now had on-line banking facilities. The best quote he had obtained required an annual premium of £299.99. This exceeded the premium for the general insurance of £261.50. The Clerk said that as the bank would cover losses incurred if the fault was theirs and that two signatory authorisation was required for all payments, the Councillors would need to consider whether the additional premium represented value for money. The Clerk added that the latest Microsoft security software was installed on the Parish laptop and that for an additional £89 per annum Norton security software could be added. The following points were made in discussion:

- Dual authentication meant the risk of anyone actually making unauthorised payments was very small.
- The fact that passwords were not stored on the laptop made the risk even smaller.
- Prevention by implementing the Norton software was better than relying on insurance after any losses were incurred.

It was agreed not to obtain Cyber Crime insurance cover but that the Finance Sub-group would consider the purchase of Norton security software,

## 15. Annual review of standing orders and policies

- i The Clerk advised that all standing orders and policies had been updated and approved last year apart from the Website policy. A revised draft of the Website policy was currently with the Governance Group to review

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## Ordinary Meeting Agenda (to follow the Annual Meeting)

*At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minutes, Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.*

Public Gallery;

**Tom Cotcher** expressed concern about the efficacy of the planter in the High Street and said in an informal poll of local people as drivers all favoured its removal. He suggested a yellow box would achieve the same effect without causing traffic tail backs. Mr Cotcher also suggested prohibiting a left turn into the High Street from the A259 from 8am to 9am and 4pm to 6pm would also help. **Cllr Sheppard** said it was important to let the Parish Council know about views on the measures which would be passed on to Brighton and Hove City Council. **Cllr Sheppard** also said that the focus of the Parish Council was to obtain accurate data on air pollution levels and make this available to the public so that informed judgements could be made about the future of the measures.

**Suresh McMillan** said the planter was causing unacceptable levels of pollution from standing vehicles outside his offices. He said his team had been forced to close the windows regularly because of invasive vehicle emissions and that as he was recovering from COVID 19 he was unable to work at the offices. In the longer term he was considering, with some regret, moving the business out of the village. **Cllr John (Chair)** said she was sorry he had been ill and very much appreciated the contribution Mr MacMillan's business made to the Village. **Cllr Sheppard** said the Parish continued to liaise with the scientific officer at BHCC to obtain air pollution data and he would contact Mr McMillan when this was available.

**Col.** asked if the idea put forward at the Village meeting to close the High Street for a day over the weekend was being considered. **Cllr John (Chair)** said that as the High Street was considered a main traffic link road that it would not be possible.

## Apologies for absence

Ward Councillor Joe Millar

### 1. Declarations of interest

- i. **Cllr Turnbull** said as a member of Rottingdean Arts Committee he would not take part in voting on the approval of the grant application.
- ii. **Cllr Sheppard** said he had distanced himself from consideration of a planning application in Wilkinson Close, where he lived, and that Cllr Lawrence would speak to the item.

### 2. Agreement of the minutes of the Parish Council meeting on 12 April

The minutes were agreed.

## Matters arising

### 3. Action Log

- i. The following updates were provided.
  - i. 1202: The Clerk said that despite numerous efforts a second quote from Edburton building had not been forthcoming. **Cllr Sheppard** agreed to make one more approach. If unsuccessful further quotes would be sought. Carried forward.
  - ii. 0203: Rottingdean Heritage are awaiting an estimate for the costs of the work for which a grant application had been applied for and would re-submit an application when this was to hand. Carried forward
  - iii. 0104: Cllr John (Chair) had written to Cllr Mears chair of the local action team to seek information about future meetings. At presents no meeting were taking place because of COVID 19 restrictions. Closed

### 4. Matters Arising

- i. None

## Finance Update

### 5. Payments and invoices

i. The Clerk sought authorisation for the following payment

HMRC April	£ 594.42
C Hayes April Salary	£ 673.72
C Hayes Expenses (zoom + software license)	£ 103.98 (+ £8.80VAT)
Rottingdean Arts Grant	£2000
Zurich Insurance	£ 261.50
	<b>Total <u>£ 3633.62</u></b>

**Cllr Fenwick** said that the Village Community group supported the grant applications for Rottingdean Arts. Authorisation of the payments was proposed by the Clerk, seconded by **Cllr Turnbull** and agreed unanimously.

ii The Clerk advised that the bank balances at the end of April were;

NatWest Current Account (cash	£	100.00
NatWest Reserve Account	£	89,409.67
Unity Bank Current Account	£	500.00
Unity Bank Instant Access	£	21,078.57
C&C savings account	£	91,333.83
<b>Cash in Hand</b>	<b>£</b>	<b>202,422.07</b>

The Clerk added that the reserve included £70,500 for the Lower High Street Project and £50,000 for the refurbishment of Park Road public toilets.

### 6. April 2021 Accounts

i. The April accounts were presented and approved.

## Urgent Business

7. Parish Councillor Vacancies. The Clerk advised the meeting that the period during which residents could call for an election as set out in the formal vacancy notice had expired on 10 May. He said if an election was not called the Council could co-opt into the vacancy. In discussion, it was agreed that interviews would be set up next week to fill this and the two existing vacancies from the six existing applicants. It was agreed that the panel would consist of the Chair, Vice Chair and Cllr Levins and the

information gathered in the recent experience audit would be used if there were more than three suitable candidates. It was agreed that the Panel would come back to the June Council with recommendations for co-option.

**Action:** Clerk to set up interviews.

8. Neighbourhood Plan. **Cllr John (Chair)** advised the meeting that there had been 52 responses to the plan including from statutory consultees. **Cllr John (Chair)** said that the responses would be considered and where appropriate the plan adapted. Following this, a consultation statement had to be drafted charting all stages of the consultation on the plan and the action taken on the responses. This and other supporting documents would then be submitted to BHCC by 9 July.

## Planning

9. Applications Received in April. **Cllr Sheppard** took the meeting through the following applications:

### **BH2021/00667      Timbers The Green Rottingdean Brighton BN2 7HA**

Rottingdean Planning panel took due note of the documentation including that a similar application was submitted in 2015. We visited the property itself and also visited a neighbouring property which is in close proximity to the proposed extension. We recognise that the property is an historical barn in a conservation area but we also note that a large conservatory to the rear of the building was granted planning permission and constructed in the early 1980's. After due consideration we have decided that because of the complex heritage issues surrounding this application that we do not have a definitive view but that we would like this statement to be registered.

### **BH2016/05530 amended by BH2020/02836 - MEADOW VALE**

Rottingdean Parish Council planning panel considered the design and appearance relating to the construction of the 45 dwellings for the previously agreed development relating to the land south of Ovingdean Road known as 'Meadow Vale'. We also contacted Mr Julian Walker, Planning & Development Manager at Brookworth Homes and had an informal meeting with him where he gave us an overview of the development in general and of the proposed design and appearance of the houses in particular. We have no objections to this application since we consider that the proposed designs have an attractive and well thought out appearance using a variety of natural looking materials which we consider would fit appropriately and attractively with the surrounding landscape and other properties in the vicinity.

**BH2021/01118      15 Dean Court Road Rottingdean Brighton BN2 7DH**

Comments: Rottingdean Parish Council Planning Panel considered this application which proposes the removal of the existing side pitched roof and rear pitched roof conservatory, with the erection of a single storey dummy pitched roof side/rear extension. The proposals make good use of the space occupied by the existing side pitched roof and the rear pitched roof conservatory. The new footprint appears to be in proportion to the total garden space and the rear building line would be similar to other properties in the near vicinity. Additionally, the extension is of a similar appearance and style to the present building and the proposed design would be in keeping with other homes in the street. Our only reservation is that the new side boundary would appear to be slightly closer to the north westerly corner of the neighbouring property. We did not object to this planning application.

**BH2021/01300      5 Newick Place 105 Marine Drive Rottingdean Brighton BN2 7GE**

Comments: Rottingdean Parish Council's planning panel considered the documentation related to this application and at the invitation of the owners made a site visit. The proposed side and rear extension is located along a narrow walkway at the North West corner of the property which is currently occupied by a relatively small steep piece of land. The building line of this proposal would not extend beyond the current roof line or either the back or side walls of the property and the footprint would remain proportionate to the surrounding land. The materials used would be in keeping with the existing building. The proposed extension would not have any noticeable effect on surrounding properties and the owners assured us that they had spoken to the neighbour whose property sits on the boundary of the proposed extension and that indeed they were supportive of the plans. Rottingdean Parish Council planning panel did not object to this application.

**BH2021/01265      115 Marine Drive Rottingdean Brighton BN2 7GE**

Comments. Rottingdean Parish Council's planning panel considered the documentation related to this application and members have also spoken briefly to the owner/applicant and had the opportunity to look at the site from the driveway of the property.

The proposed development would be a significant change from what is at present a double garage serving the existing house into a building with an extended footprint with a second storey which resembles a separate dwelling. This extended footprint, albeit comparatively modest, would only leave a small garden space and the proposal would appear to be an overdevelopment of the site. Furthermore, the second storey would overlook the rear garden of a neighbouring property, there having been no reference to use of privacy glass or similar. The implied purpose of the proposed development appears at odds with the internal layout, as the inclusion of two shower rooms with toilets, a kitchen, an undefined workspace and a garage, paves the way for this building, having potentially independent highway access being, split from the existing house as a separate dwelling. Rottingdean Parish Council planning panel objected to this application.



**BH2020/03819 20 Grand Crescent** BHCC approved this application which was not objected to by RPC planning panel.

**Cllr Lawrence** took the meeting through the following application.

**BH2021/01298 18 Wilkinson Close Brighton BN2 7EG**

Comments: This latest application doesn't address the concerns raised in the officer's report on the previous application BH2020/01006 specifically. Given that the proposed structure would also be entirely detached from the main property, it is considered that the annexe would have limited physical dependency on the main property and creates a real risk of the current residential plot being subdivided and occupied independently. It was noted that point 12.2 of the current planning statement suggests that temporary access to Wilkinson be retained to provide additional off street parking giving rise to concerns that the intention was to turn the annexe into a separate dwelling. Rottingdean Parish Council planning panel object to this application.

**Cllr Sheppard** added that Cllrs Lawrence and Sheppard visited a resident in Ely Drive who had concerns over permitted development currently being carried out on a neighbours property. After the visit, as agreed, the planning officer responsible was contacted by RPC to ask her if she could please liaise with the resident.

**Norton House**, the Green Cllr Lawrence clarified with the owners that the windows of the property were being refurbished.

## Advisory Group Meeting Updates

- i. Strategy and Communications. **Cllr John (Chair)** said the group had not met but would be meeting shortly to consider the next Workshop for Councillors when the current vacancies had been filled. **Cllr Sheppard** added that the Parish Council are continuing to collect information about the future management of the tennis courts and have met with the Head of City Parks.
- ii. Village Community. In addition to the note circulated the following updates were provided:
  - **Cllr Fenwick** advised the meeting that the group were considering the installation of a flagpole in the village and thought it would be best placed in Lower High Street.
  - **Cllr Turnbull** said he was putting together a specification for the installation of the new noticeboards to seek quotes for the work.
  - **Cllr Lawrence** said she had spoken to the gardener at Kipling Gardens who was concerned about the continuing litter and vandalism in the Gardens. He had asked if the Gardens could be locked in the evenings at the weekend. **Cllr Lawrence** said she would speak to ex-Councillor Heather Butler about previous

locking up arrangements. In the interim it was agreed that Cllr Sheppard would contact Caroline Vitta , Youth Work Manager, to see if she would be willing to visit the site and talk to the young people who were thought to be responsible.

**Cllr John (Chair)** said the long-term aim remained to set up a 'Friends of Kipling Gardens' group that could take on the locking and unlocking responsibilities.

10. Natural Environment

- i. **Cllr Sheppard** reported that a letter had been written to a resident in Meadow Close to ask them to refrain from lighting bonfires in the Recreation Ground. They had responded positively and the Parish Clerk had put them in touch with the BHCC arboriculturist.

11. Built Environment. In addition to the note provided, **Cllr Sheppard** provided the following update:

- i. Dedicated Bench: The dedicated bench in memory of Sally and Gerry Prince is now in place at the west side of the Recreation Ground.
- ii. Road markings: At RPC's request, road marking repainting had been carried out: a 'left turn only' at the bottom of West Street, double yellow lines, yellow hatchings, speed bump markers and the zebra crossings and adjacent markings. This completes all road markings in the High Street and The Green.
- iii. Non-operational crossing indicator: Cllr Levins reported that at RPCs request, BHCC had repaired the alert on the pedestrian crossing which assists people with a visual impairment.
- iv. Traffic bollard: RPC reported that a traffic bollard on the island at the High Street / A259 junction had fallen into disrepair. It was subsequently replaced but very soon after was damaged by a vehicle and after reporting this it was repaired on the same day.
- v. Benches: A bench on the cliff top which has fallen into significant disrepair has been removed by BHCC. A new dedicated bench has been installed in Rottingdean Rec (see separate article).
- vi. Water leaks: Two water leaks in the High Street were reported by RPC to Southern Water.
- vii. Commercial bin in Nevill Road: This has been moved off the footpath.
- viii. Hanging basket fixings: Rottingdean in Bloom approached RPC about fixing additional hanging baskets to lamp posts this year. However following enquiries, BHCC have informed RPC that they require lampposts to be structurally tested to ensure that they can take the additional weight of hanging baskets. The decision was taken by Rottingdean in Bloom to retain the same number of baskets for this year.
- ix. Hedges: A letter had been written to residents in Court Ord Road requesting that they trim their rear hedge back as it was significantly overhanging the pavement in Meadow Close. This was carried out.

- x. Drop down kerb: A resident highlighted the need for drop-down kerbs in Rowan Way. Cllr Sheppard made a request to Highway Projects and they have agreed to carry out the work at the earliest opportunity.
- xi. Flint wall in Whiteway Lane: RPC raised their concerns with St. Margaret's School about the condition of the flint wall adjoining the pavement in Whiteway Lane. The Governors have replied that it is on their list of works to complete.
- xii. Abandoned bikes: The West Street bike rack is overwhelmed with abandoned bikes. These have been reported to BHCC for their removal.
- xiii. Street lighting: BEAG Councillors carried out a walkaround to clarify the works and improvements that need to be carried out on street lights within the Conservation Area. It was agreed that BEAG will now meet with the Head of Streetlighting to prioritise works and bring it back to full Council.
- xiv. Building Quotes: RPC is still awaiting quotations for works relating to the path around the pond and stones for The Green. Cllr Sheppard to follow up with Edburtons.

**The Meeting closed at 21.28**

**The next meeting of the Parish Council is on Monday 7 June at 7.30 pm.**

***Chris Hayes, Parish Clerk***

***May 2021***