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| **Agenda for the meeting of Rottingdean Parish Council** |

**Parish Councillors are summoned to a meeting of the Parish Council on**

**Monday 2 March 2020 at 7.30pm - Rottingdean Whiteway Centre**

**All are welcome to attend this public meeting.**

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| *At the start of the meeting any member of the public is welcome 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 response in writing within the month.* |

**AGENDA**

1. Apologies for absence.
2. Declarations of interests in agenda items.
3. Agreement of minutes of the RPC meeting on 3 February.
4. Matters and actions arising from last meeting.

**Parish Council finance and grants**

1. To receive the RFO monthly report (see paper circulated at meeting)
2. To agree outstanding payments/invoices (see agenda item 6)
3. To agree applications for RPC grants/donations

**Governance**

1. Annual review of standing orders and policies

**Major projects**

1. To receive updates and progress reports on all major projects.
2. Street lighting update
3. Neighbourhood Plan update
4. Lower High Street update
5. Park Road toilets
6. Rottingdean High Street – Experimental Traffic Order

**Planning Sub Committee**

1. To receive report from the **Planning** Sub Committee (see attached)

**Advisory groups**

1. To receive report from the **Built Environment** advisory group
2. To receive report from the **Natural Environment** advisory group
3. To receive report from the **Strategy & Communications** advisory group. (see attached)
4. To receive report from the **Village Community** advisory group.

**Date of next meeting: Monday 6 April 2020 @ 7.30pm**

**AGENDA ITEM 6**

**Payments & Invoices**

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| Supplier | Purpose | £Cost | £VAT | Notes |
| St Margaret’s Church | Room Hire 24/2 £21 6/3 £42 | £63 | - | C/N 1644 |
| **TOTAL** |  | **£63** |  |  |

**Finance Report**

February income and expenditure plus bank reconciliation as at 29 February to be tabled.

Management of Funds

In January the Council agreed an investigation into opening a third account to reduce our exposure on deposits over £85,000. At 31st January we had £91790 on instant access deposit at NatWest earning about 0.7% pa. We also have £89890 on 60 day deposit at Cambridge and Counties earning 1.7% interest p.a. This will fall to 1.5% pa in March.

I have reviewed 10 banks that are FCS protected offering savings accounts. The results are;

* None of the banks offering attractive ‘headline’ interest rates will accept deposits from local authorities. This includes Charter Bank, Paragon, Investec and Redwood
* The clearing banks are offering up to 0.1% for instant access accounts and are not offering 60 day notice accounts. I reviewed Lloyds and Santander
* Only Charter and Secure Bank had been offering 60 day notice accounts but Charter is only for personal accounts and Secure have withdrawn their offer. ICICI do offer a 45 day notice at 1.25% from 1 May but the conditions of holding the account are complicated and involve charges to a parallel current account
* I investigated lending money to other local authorities including BHCC but could find no mechanism to do so.

There are long term attractive rates but I am not recommending that we tie up funds for a year or more. In the absence of feasible 30/45/60 notice day rates I am recommending instant access accounts.

There are 2 instant access accounts that could be considered;

* Unity Trust Bank is linked to the trade union movement and funds socially valuable projects It has an instant access account that pays 0.4% interest. There are no fees or charges and up to £85,000 is covered by the FCS scheme.
* Virgin Money offers 1.01% interest and again, there are no fees or charges and up to £85,000

Neither of these banks have links to existing accounts. There are differences that could affect a decision. Unity Trust does not have to be an on-line account and can be transacted using two signatures through branches of NatWest. Virgin Money has to be on-line and monies can be moved with one on-line password. Although Section 23 of our Financial Regulations refers to cheques, two signatures are required to make payments from the bank.

I recommend that we switch £40,000 from Nat West and £10,000 from Cambridge and Counties to one of the accounts. That would leave room in NatWest for the possible precept being received in March.

A further recommendation is that, if we select Virgin Money, we move a further £30,000 from NatWest since that earns 0.07% interest compared with Virgin Money earning 1%.

Precept

Following the decision at January Council meeting to set the precept for 2.5% all actions with BHCC to implement the decision have been taken

**Bernard Turnbull**

**AGENDA ITEM 10**

**Planning Report**

**Applications reviewed by Parish Council**

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| APPLICATION NUMBER BH2020/00094 ADDRESS Ye Olde Black Horse At 65 And Rear Of 63 High Street Rottingdean Brighton BN2 7HEDEVELOPMENT DESCRIPTION Conversion of ancillary rear storage area to form part of the ground floor dining area of public house. Conversion of existing office building (B1) to form one bedroom dwelling (C3) with associated alterations. |

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| APPLICATION NUMBER BH2020/00444ADDRESS Land to The Rear Of 2 Chailey Avenue Rottingdean Brighton BN2 7GHDEVELOPMENT DESCRIPTION Erection of 1no two storey dwelling house with vehicular crossover access onto Romney Road and associated works. |

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| APPLICATION NUMBER BH2020/00337ADDRESS Greenway Court Little Crescent Rottingdean Brighton BN2 7GSDEVELOPMENT DESCRIPTION Installation of render to all external elevations. |

**AGENDA ITEM 11**

**AGENDA ITEM 13**

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| **Name of Advisory Group: Strategy & Communications 20.02.20** |

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| **Discussion Items/Briefing notes**  |
| 1 | Recruitment of new Parish Clerk |
| 2 | Website – preparation for migration |
| 3 | Annual Village Meeting & Newsletter |
| 4 | Undercroft Project – Just So Stories & Heritage Trail |
| 5 | Major Projects |
| 6 | Neighbourhood Plan |
| 7 | S106/CIL |
| 8 | Annual Policy Review – o/s policies |
| 9 | Calendar of annual RPC tasks inc Audit/AGAR |
| 10 | Public questions |
| 11 | Undercroft Project |

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| **Actions**  | **Responsibility** |
| 1 | Four good applicants had been shortlisted with interviews scheduled for 24 February with a view to appoint from 1 March 2020. | SJ/GS/VF |
| 2 | Agreed to review web content and remove outdated items to support migration.  | SJ/GS/ new clerk |
| 3 | Chair, Vice Chair (Planning) Deputy Finance Officer and Advisory Group Leads to prepare content over following week ready for design and print. Discussed wish to include visuals and more modern branding. | Chair/V-C DFO/Leads |
| 4 | Discussed recent presentation of project by PARC. Feedback to be collated and sent to PARC. | Chair et al |
| 5 | Discussed updates on street-lighting, Experimental Traffic Order, Park Road toilets and Lower High St. Awaiting fresh quotation re toilet refurbishment. Presentation from potential design consultants for LHs to take place early March. Start date on site for St Aubyns awaited. The Twitten had been closed temporarily for health and safety reasons after we reported dislodged tiles. | SCAG/Project Leads |
| 6 | Discussed remaining consultation and legislative requirements. BHCC had advised Referendum some months away. Graphic designer working on document and executive summary being prepared. Meeting set up with NP Officer to plan next steps. | NPWGSJ/HB |
| 7 | To liaise with s106 officer on consultation pathway for s106 spend. Current allocations to be reviewed by all. | GS |
| 8 | Outstanding policy drafts to come to next SCAG meeting. Amendments to Standing Orders to be agreed with BHCC and come to AGM | HB/SJ |
| 9 | Content for Annual Village Newsletter to be generated over following week ready for collation and graphic design in order to be printed and distributed ahead of Annual Village Meeting 16 April 2020. Diary of events to be updated. | SJ/Clerk |
| 10 | Governance sub-group to review policy and process for public questions  | HB/BT |
| 11 | Feedback from the recent presentation by PARC was being collated. Agreed grant process would be appropriate for any contribution from RPC. Concerns re duplication of roles to be explored with RPS. | SJ |

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| **Completed by: Cllr Sue John** |