



**Minutes of the Parish Council Meeting held on Thursday 9 June 2022 in the Small Hall of the Village Hall, Gilberts Drive, East Dean, commencing at 6.30 pm**

**Councillors present:** Cllr P Seeley (Chair), Cllr T Bryant, Cllr G Fowler, Cllr P Hill, and Cllr M Keller

**In attendance:** District Cllr Lunn (Item C.592)  
K Larkin (Parish Clerk), and D Picknell (Admin Officer)

*There was one member of the public present*

### **Public Session**

Mr S Worsfold stated that the Downlands Way shopping precinct was looking unkempt due to the accumulation of weeds and litter and should be tidied up for the benefit of the businesses using the precinct, and of residents. The council was requested to see to this, and ideally to provide somewhere for cigarettes to be stubbed out rather than thrown on the ground. The Chair replied that the council would add this request to the Highways report for consideration later in the meeting.

**C.588 Acceptance of apologies for absence:** Cllr M Bustard, Cllr C Lees, Cllr H Milligan

**C.589 Declarations of Interests:** - None

### **C.590 Minutes**

- a) The minutes of the Annual Parish Council Meeting held on 5 May 2022 were confirmed as a correct record and signed by the Chair.
- b) The minutes of the ordinary parish council meeting held on 5 May 2022 were confirmed as a correct record and signed by the Chair.

### **C.591 Report of Maria Caulfield MP**

The council took note of a written report from Maria Caulfield MP on general constituency matters. The possibility of trialling noise cameras on roads in the parish was welcomed, and had been raised with East Sussex Highways at the recent county liaison meeting.

### **C.592 Report of the District Councillor**

District Cllr M Lunn reported on the following matters:

- Bin strike – the contractor, Biffa, had offered the union a 17% pay rise plus a £600 bonus and some other benefits, but the union was holding out for 20% which had been offered in some other districts locally, and the strike continued.

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- Local Plan – there were no White Paper policy updates, but the refusal by Wealden to grant planning permission for the Morningsmill housing development near Polegate (which was opposed by residents) was expected to be taken to appeal by the developer. This would be a costly process and the District would need to weigh the prospects of success or failure against the financial implications.
  - Cuckmere Estuary – the Water Management Board continued in positive dialogue with the Environment Agency, but the budget for de-shingling remained unspent. The last flood had made immediate dredging unnecessary, but the work should not be left until there was too large a build-up. Consultants had been commissioned to study flood mitigation modelling the effects of any future housing developments in the upper reaches of the Pevensey watercourses, and would report in late summer. The prognosis was not good.
  - Seven Sisters office for the South Downs National Park Authority – the new development was under way and looking good.

RESOLVED - That the report of the District Councillor be noted.

#### **C.593 Business in Progress**

The council received and took note of Report 7 on progress made since the meeting on 5 May 2022. The following matters were discussed:

- a) Cricket Club Youth Festival - members considered whether an additional pavilion hire charge should be made for this festival, proposed to take place over a 6 day period in April 2023.

RESOLVED - That there should be no hire charge over and above the regular hire charge for the season

- b) Hourly rate for cleaning the pavilion – a request had been made for the hourly rate to increase from £10 to £12 with effect from 01 April 2022.

RESOLVED - That the hourly rate for cleaning the pavilion be raised to £12 per hour with effect from 01 April 2022

- c) Monthly rate for cleaning bus shelters – it was noted that the current monthly rate of £50 had remained unchanged for over a decade, and it was proposed that it be increased to £60 per month. This proposal would be put on the agenda for the July council meeting for ratification **ACTION: KL**

RESOLVED – That the Progress report be noted and action taken as discussed

#### **C.594 Standing Orders**

The council considered Report 8 recommending that Standing Order 18 Financial Controls and Procurement be updated in line with the amended National Association of Local Councils model issued in April 2022. The changes would raise the

thresholds that would trigger a full tendering process for a council contract. In addition, a reference to EU procurement rules had been stripped out, leaving only references to the UK's own Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016.

RESOLVED – That Standing Order 18 Financial Controls and Procurement be amended to follow the NALC model issued in April 2022

#### **C.595 Annual Governance and Accountability Return 2022**

The council considered Report 9. Members reviewed the draft Final Accounts for 2021/22 which had previously been circulated and published with the Annual Village Report 2022 and had been noted by the council at its meeting on 7 April 2022 (Report 17c). The draft had now been audited by the Internal Auditor with no issues raised, and was approved. Members noted the points covered by the Internal Audit regime for the year 2021/22 and agreed that the regime was satisfactory. They also noted the report of the Internal Auditor in which no issues were raised.

The council then considered and approved the Annual Governance Statement 2022, followed by the Annual Accounting Statements 2022 with supporting end of year bank reconciliation and Explanation of Variances. Finally, the council approved the period from Monday 13 June to Friday 22 July for the exercise of electors' rights in relation to the Unaudited Annual Return.

RESOLVED:

- a) To approve the draft Final Accounts 2021/22
- b) To confirm the effectiveness of the council's Internal Audit regime for the year 2021/22
- c) To take note of the report of the Internal Auditor 2022
- d) To approve the Annual Governance Statement 2022
- e) To approve the Annual Accounting Statements 2022, with supporting end of year bank reconciliation and Explanation of Variances
- f) To approve the suggested period from Monday 13 June to Friday 22 July 2022 for the exercise of electors' rights in relation to the Unaudited Annual Return

#### **C.596 Internal Auditor**

The council considered Report 10 regarding the appointment of an Internal Auditor for the year 2022/23. The Chair proposed that the current auditor, Peter J Consultants, be appointed for one more year. In May 2023 a new council would be elected and could then make a fresh appointment. Members agreed.

RESOLVED - That Peter J Consultants be invited to continue as the council's Internal Auditors for the year 2022/23

#### **C.597 Neighbourhood Plan**

The Chair of Planning reported that Cllr Bustard would be willing to Chair the proposed Steering Group. Cllr Bryant proposed and Cllr Fowler seconded the motion

that Cllr Bustard be appointed Chair of the Steering Group. The motion was put to the meeting and declared carried unanimously.

RESOLVED – That Cllr M Bustard be appointed Chair of the Neighbourhood Plan Steering Group

#### **C.598 Annual Village Meeting**

The council took note of the draft minutes of the Annual Village Meeting held on 20 May 2022. The draft would be published on the council website and would be subject to final approval at the next Annual Village Meeting in May 2023. A report on issues arising would be brought to the July council meeting. In addition the council took note of a proposal for the Action Plan raised by a resident who could not attend the meeting, namely that the council should try to secure visits on a regular basis from the Post Office van which had been provided to serve some other parishes. **ACTION:**  
**KL**

#### **C.599 Information and Data Protection**

Members reviewed the council's current policy document, following the Chair's proposal at the Annual Parish Council Meeting that one policy be reviewed each month until all were done. No changes were proposed and it was agreed that the document be re-adopted

RESOLVED - That the council's Information and Data Protection policy be re-adopted without amendment

#### **C.600 Waste and Minerals Policy**

The council took note that East Sussex County Council, Brighton & Hove City Council and the South Downs National Park Authority had drafted a revised Plan for the management of waste and production of minerals in East Sussex and Brighton & Hove, which would be subject to public Examination by a Planning Inspector. No issues of immediate local concern were identified.

#### **C.601 Payments and Receipts**

The council took note of Report 15 containing the schedule of payments for June 2022 and receipts in May 2022. *[Note: the complete Payments Schedule is appended to these Minutes]*. Additional payments were approved relating to four Jubilee items, namely the planting in the shopping precinct (£150), for which the work had kindly been carried out by the Residents' Association; music provided by the Eastbourne Scottish Pipe Band; the installation of the beacon post; and the storage facility at the pavilion for the marquees. A sum of £262.73 had been received from sales of BBQ food at the Jubilee and would be subject to VAT. A separate bucket collection of donations had been made for the council's Charity of the Year (the Air Ambulance), and Sheppards Café had kindly agreed to make a separate donation to the Air Ambulance.

RESOLVED – That the payments totalling £9,415.66 be approved

**C.602 Reports:**

- a) Planning Committee – the council took note the draft minutes of the committee meeting held on 17 May 2022. A group of three councillors (Cllr Keller, Cllr Fowler and Cllr Bryant) had been appointed to update the Village Design Statement and would aim to complete it within two months.
- b) Finance – the council took note that the bank balance at the end of May was £87,504.65. The Budget Monitoring report had been delayed and would be replaced by a quarterly report at the July council meeting.
- c) Traffic Management Working Group – Cllr Seeley and Cllr Lees would meet representatives of the East Sussex Highways and licensing teams on 29 June to identify suitable sites on the A259 for the next installation of speed signs. They would recommend that fixed poles be used, as the moveable signs were in practice very difficult to move.
- d) Rights of Way and Highways – (i) Downlands Way precinct - the Chair drew attention to the request made in the Public Session for a clean-up in the shopping precinct, and it was agreed that if necessary a contractor should be employed to do any work over and above the work included in the council's mowing contract **ACTION: CL**. A further problem in the precinct was that the Biffa bin lorry routinely discharged bin juice onto the ground with nowhere for it to go. This would be monitored and if necessary the council should write to Biffa; (ii) Keeping rights of way open – side growth had surged after the recent rains and members were requested to report any problems to the Lead Member (though hedge trimming should be held over until birds were no longer nesting); (iii) Bollards on Gilberts Drive – in response to the council's request to have bollards installed on the verge near the Gilberts Drive/A259 junction to deter obstructive parking, the County Councillor had suggested that the parish council apply for match funding to do the installation in partnership with the county council. It was agreed that Cllr Hill could research this option and report back **ACTION: PH**; (iv) Hanging baskets – the baskets were ready to be reinstated, one at Friston and three in East Dean. Cllr Hill would circulate a watering schedule with all members invited to help **ACTION: all councillors**
- e) Recreation Ground – (i) the Pavilion Electrical Installation Condition Report had been updated prior to the Jubilee event, with no issues found; (ii) a recent accident with the Cricket Club's heavy roller had demonstrated the need to have an access ramp installed for the pavilion. This would have the additional benefit of providing proper disabled access to the pavilion for the first time. In discussion members agreed that this should be done and requested the Lead Member to bring forward a proposal with input from the Cricket Club **ACTION: GF**; (iii) a large amount of rubbish had been left behind after the Jubilee event, and it was agreed that a skip should be hired to tackle this and to clear away any redundant items stored in the pavilion (including the loft); (iv) Storage cupboard for marquees – it was noted that some costs had been incurred by Mr Pankhurst in assisting with this project and it was agreed that he should be requested to invoice the council accordingly **ACTION: KL**. The Residents' Association should also be requested to confirm that the marquees were covered by their insurance whilst in storage **ACTION: KL**; (v)

Future of the Jubilee beacon – it was agreed a long term plan for the future of the beacon should be discussed at the July meeting **ACTION: KL to add it to the agenda.**

- f) Chair of the Council – the Chair formally recorded his thanks to all councillors and to Debbie Picknell for their hard work over the Jubilee events, under the leadership of Councillor Keller.
- g) Cuckmere Buses – the council took note of the minutes of the AGM held on 13 April 2022; the Finance Report – March 2022; the Managing Director’s report; and the minutes of the Stakeholders’ Committee meeting – 13<sup>th</sup> April 2022. It was also noted that Stewart Fuller was stepping down from his Finance role with CCB but was still willing to liaise with the company for the parish council, and this was much appreciated.

RESOLVED - That the above reports a) – g) be noted and action taken as discussed.

**C.603 Correspondence**

The council took note of Report 16 on Correspondence received since the May meeting.

RESOLVED - That the Correspondence report be noted

**C.604 Date of next meeting: - parish council meeting, Thursday 7<sup>th</sup> July 2022 at 6.30 pm in the Small Hall**

*There being no further business, the meeting closed at 7.54 pm.*

Signed..... (Chair)

Date.....

## APPENDIX

PAYEE	DETAILS	SUB TOTAL	VAT	TOTAL	REF.NO	DATE	NOTES
EDF Energy	Pavilion supply 26Jan-26April 2022	36.69	1.83	38.52	1825	05/05/2022	Paid
Dynamic Fireworks Ltd	Jubilee fireworks	120.79	24.16	144.95	1826	05/05/2022	Paid
Air Ambulance Charity	Charity of the Year donation	500.00	-	500.00	1827	09/05/2022	Paid
Tansleys printers	Annual Report 2022	104.00	20.80	124.80	1828	18/05/2022	Paid
James Hallam Ltd	Ansvar Insurance premium 2022/23	2,061.47	-	2,061.47	1829	31/05/2022	Paid
M Keller	Unity event insurance -2 June 2022	226.08	-	226.08	1830	31/05/2022	Paid
R Franklin	Cleaning bus shelters - April 2022	50.00	-	50.00	1831	09/06/2022	
HMRC	RAYE/NICS - May 2022	257.40	-	257.40	1832	09/06/2022	
P Seeley	Refund 4 x defibrillator pads	164.00	32.80	196.80	1833	09/06/2022	
J H Smith	Pavilion cleaning/supplies - April 2022	102.60	-	102.60	1834	09/06/2022	£121.60 if hourly rate for 9.5 hours raised from £10 to £12 w.e.f. 1 April 2022
P Seeley	AVM catering refund	115.00	-	115.00	1835	09/06/2022	
M Keller	Lighting hire for Jubilee refund	95.84	19.17	115.01	1836	09/06/2022	
P Seeley	Refund drill bit for fixing metal beacon	11.54	1.92	11.54	1837	09/06/2022	
EDF Village Hall Trust	Hall hires - May 2022	157.00	-	157.00	1838	09/06/2022	
Grants (Eastbourne) Ltd	Grounds mtce - May 2022	923.00	184.60	1,107.60	1839	09/06/2022	
Grants (Eastbourne) Ltd	Additional outfield cuts - May 2022	80.00	16.00	96.00	1840	09/06/2022	
K Larkin	Office costs /mileage - May 2022	51.56	-	51.56	1841	09/06/2022	
D Picknell	Office costs/stationery - May 2022	31.21	1.04	32.25	1842	09/06/2022	
Wealden DC	Village Hall rent 2022/23	375.00	-	375.00	D/D	28/05/2022	
Peter Frost	Internal Audit 2022	172.25	-	172.25	1843	09/06/2022	
M Keller	B&Q refund - Jubilee misc items	40.74	-	40.74	1844	09/06/2022	
M S Hayes	Highway 24 Jubilee music	250.00	-	250.00	1845	06/06/2022	Paid
Hamptions Electrical	Pavilion electrical condition report	250.00	50.00	300.00	1846	09/06/2022	
WDC	Dog/litter bins emptying - Q.1 2022/23	260.00	52.00	312.00	DD	28/06/2022	
Lesley d'Urso	Jubilee planting	150.00	-	150.00	1847	09/06/2022	
M Keller	Refund Jubilee publicity stationery etc.	20.23	-	20.23	1848	09/06/2022	
G Fowler	Refund timber post for Jubilee beacon	261.30	-	261.30	1849	09/06/2022	
Eastbourne Scottish Pipe Band	Jubilee Beacon lighting event	250.00	-	250.00	1850	09/06/2022	
G Fowler	Creating space for marquee storage	242.89	-	242.89	1851	09/06/2022	
K Larkin/D Picknell	Net Salaries (aggregated) - June 2022	1,652.67	-	1,652.67	1852/1853	28/06/2022	
<b>TOTALS</b>		<b>9,013.26</b>	<b>404.32</b>	<b>9,415.66</b>			
<b>RECEIPTS</b>							
East Sussex CC	Grass cutting contribution 2022	348.00	-	348.00	BGC	10/05/2022	
<b>TOTALS</b>		<b>348.00</b>	<b>-</b>	<b>348.00</b>			