



**Minutes of the Parish Council Meeting held on Thursday 03 August 2023 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 (Vice Chair), Cllr M Bustard, Cllr G Fowler, Cllr C Lees, Cllr D White, Cllr G Street and Cllr P Hill

**In attendance:** County Cllr S Shing (item C.803 - 807); S Adeniji (Parish Clerk)

*There was one member of the public present*

### **Public Session**

Broadband and Mobile Phone Coverage: Mr Jonathan Greenway spoke about the poor broadband and mobile phone coverage in the village. He stated that there is a £5 billion funding as well as a £7 billion fund to help with rural hotspots and broadbands.

The Chair explained that a mobile broadband operator erected a mask in the dip opposite the telecom box but this has not been delivered. The Chair thanks Mr Greenway for his contribution and assured him that this will be looked at again by the parish council. Mr Greenway was asked to pass any information he has to the council.

*The Chair closed the Public Session and opened the meeting*

**C.803 Acceptance of apologies for absence:** Cllr H Milligan

**C.804 Declarations of Interests:** - None

**C.805 Minutes** – the minutes of the parish council meeting held on 6 July 2023 were confirmed as a correct record and signed by the Chair.

### **C.806 Report of the Member of Parliament**

The council took note of a written report from Maria Caulfield MP on general constituency matters. The report stated that our MP is currently undertaking a piece of work with Beachy Head Chaplaincy on traffic issues and that she is willing to meet with the parish council to discuss this further. The Chair suggested writing back to take up the offer of a meeting and that the District Councillor David Greaves should be invited along as well. **ACTION: SA to arrange a meeting with MC**

### **C.807 Report of the County Councillor**

County Cllr Shing reported on the following matters:

- a) ESCC Cabinet has approved the Compulsory Purchase Order (CPO) of a piece of land near the bridge to enable the building of the new Exceat bridge.

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- b) ESCC has also published its medium-term financial situation.
  - c) Cllr Shing confirmed that he missed the meeting of the MRM A259 Coast Road corridor study group but that he did raise the issues of traffic problems within the parish.
  - d) Cllr Shing stated that he has received an email response from highways concerning the drainage overflow on the A259/C40 but the email did not specify any action or when this will be addressed.

RESOLVED - That the report of the County Councillor be noted

#### **C.808 Report of the District Councillor**

No report from the District Councillor.

The Chair advised that Cllr Greaves stated that somebody wrote to him about a fatality at Birling Gap over the weekend of the 31<sup>st</sup> of July due to the severe weather. There were no reports on Social Media. The Chair requested that the parish council write to the National Trust to ask them what life-saving equipment they have got at the Beach. **ACTION: SA to write to the National Trust**

#### **C.809 Code of Conduct Officers**

Members considered the revised draft of the code of conduct for officers.

RESOLVED – That the code of conduct for officers be approved and adopted.

#### **C.810 Use of Zoom at Council Meetings**

The council took note of Report 8. It was further noted that there has little or no use of Zoom. Cllr Bryant drew members' attention to the technical difficulties in using both Zoom and the Officer's laptop to share documents on the overhead projector screen. The Chair explained that the Council has renewed the license for another 12 months and Zoom is available if needed on an ad-hoc basis. Members noted the license can be used by the parish council for conferencing.

RESOLVED – That the Council ceases the use of Zoom for all Council meetings.

#### **C.811 Parish Emergency Plan**

The council considered the revised draft of the Parish Emergency Plan Report 9. The Chair suggested adopting the revised version as amended subject to him working with Officers to review and simplify the list of contacts in the appendix. A hard copy of the plan will be circulated to all members.

RESOLVED – That the Parish Emergency Plan be adopted as amended subject to The Chair making some revisions to the list of contacts. **ACTION: PS: Tidy up contact list.**

#### **C.812 Workplace Pension for Parish Clerk**

The council took note of Report 10

RESOLVED – To pay a pension to the Deputy Clerk through the ESCC/Local Government Pension Scheme, with effect from 1 June 2023.

#### **C.813 Installation of bollards on the corner of the A259/Gilberts Drive**

The council took note of Report 11 containing a revised estimate totalling £1250 for the installation of 4 bollards. Cllr Hill explained that the grass verge on the junction of Gilberts Drive and the A259 has been ruined by irresponsible parking on the verge hence the bollards are needed to protect the verge. The bollards will be funded with CIL monies received by the Council. After a discussion with SDNPA, it has been determined that this is a suitable project for the use of CIL monies. The SDNPA however has suggested that sustainable timber bollards be used.

RESOLVED – To approve the expenditure of four new bollards on the corner of the A259/Gilberts Drive to the tune of £1250 plus VAT.

#### **C.814 Proposal to create a Facebook page for the Parish Council**

The council took note of Report 12 outlining a proposal to create a Facebook page for the parish council.

RESOLVED – That a Facebook page be created for the parish council.

#### **C.815 Business in Progress**

The council took note of Report 13 providing an update from the parish office on work done in July 2023.

- a) Cuckmere Buses Proposal – Members agreed to support the proposal by Cuckmere Buses to create a members/shareholder register.
- b) Replacement of notice Boards – Cllr Lees explained that one of the notice boards in Downlands Way is damaged and needs replacing, in addition, a new board is needed south of the A259 near the village hall. The proposal, therefore, is to move the green board in Downlands Way and place it next to the parish hall notice board (near the village hall) and to install two new notice boards in Downlands Way. Each board will cost approx. £470.

RESOLVED – To purchase two new boards for Downlands Way and to move the existing board from Downlands Way to near the Village Hall.

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- c) South Downs National Park Authority (SDNPA) Parish Priorities Statement (PPS) – Cllr Bustard explained that the Neighbourhood Plan Steering Group is working on the parish priorities statement.
- d) The council noted the report by the Clerk on progress made since the July meeting.

#### **C.816 Assist the Parish Clerk in acquiring the CILCA qualification**

The council considered Report 14 which explains the benefits to the council of a qualified Clerk. The Chair explained that a CiLCA-qualified clerk helps the council gain the general power of competence.

RESOLVED – That the parish council will fund the Clerk’s CiLCA qualifications approximated at £850.00

#### **C.817 Payments and Receipts**

The council took note of Report 15 listing the payments for August 2023 and receipts in Jun 2023. *[Note: the complete Payments Schedule is appended to these Minutes].*

RESOLVED – That the payments totalling £8,560.84 be approved.

#### **C.818 Reports:**

- a) Chair of the Council – No report from the Chair. The Chair urged new Councillors to attend the training sessions organised by ESALC.  
The Chair explained that the budget-setting process will start in October, he therefore urged Councillors to give thought to what they would like to see archived in the next few years. This will enable the parish council to develop its long-term vision plan.
- b) Planning Committee – the council took note of the draft minutes of the committee meeting held on the 18<sup>th</sup> of July 2023
- c) Finance – the council took note that the bank balance at the end of June 2023 was £90150.48. The Council noted the Budget Monitoring Report for July 2023
- d) Neighbourhood Plan Steering Group – the Chair of the Steering Group reported that the next meeting of the group will be on the 12<sup>th</sup> of September.
- e) Rights of Way and Highways: Cllr Bryant gave feedback on the rights of ways issues regarding the proposed use of the pavement in the Shopping prescient by Sheppard’s Village Stores (minute C.795 of the 3<sup>rd</sup> of July meeting). He explained that he has been in contact with the Land Registry office, it is clear that some residents have rights of way over the pavement and he is in the process of identifying who they are. Cllr Bryant further explained that the land registry address held by the land registry was that of the parish clerk in 1998. **ACTION: SA to amend the inland registry address for all the titles owed by the parish council to either the village hall or a Post Office Box.**  
Cllr Lees reported that Footpath 28 is overgrown and leads onto the busy A259. This footpath is not fit for purpose. This needs to be brought to the

SLR meeting in October. **ACTION: SA to put on SLR agenda, PH to explore signage.**

A resident has raised the issue of dog bins by the Deli. The Chair suggested erecting the spare dog bin at the end of Went Way (subject to land ownership). **ACTION: TM to look at the issue of land ownership.**

- f) Tree Warden: Cllr Hill said an email was received stating that there were two dead Elm trees in the Parish. The trees are not dead, they have suffered from drought, but they will come back to life.  
Cllr Hill has been in contact with Mr Graham Warner regarding clearing out the pond. A meeting will be arranged to discuss the extent of work that is needed. **Action: Cllr Hill to follow up with Climpson's.**
- g) Recreation Ground: - Cllr Fowler confirmed the successful unveiling of the new village sign. In addition, the Neil Gamble memorial bench has been delivered and has been installed by the Cricket Club.
- h) Defibrillators: - Cllr Hill confirmed that they have all been checked and registered. The defibrillators are all up and running, new pads are not due until January 2024. Cllr Hill stated it is feasible to install a defibrillator at Friston, powered by a street light just south of the bus shelter. **ACTION: Cllr Hill to raise this at the SLR meeting.**
- i) Downlands Estate Management Group:- The Chair reported that he attended that last management group meeting together with Cllr Lees. Mr Stewart Fuller has now joined the Road's Company as the Company Secretary. The group has been reinvigorated. The expectation is that all the potholes on the Estate will be repaired within the next few months. The Cllr explained that the council previously had two members in the group. Cllr White volunteered to join the group as he is currently attending as a representative of the Resident Association.
- j) Verbal update on the A259 Coast Road study – The Chair gave feedback on the 2-hour meeting on proposed improvements on the A259 Coast Road from Brighton to Eastbourne. He explained that East Dean was left out as there were no suggested proposals between Seaford and Eastbourne.
- k) Verbal update of the meeting between Climate Friends, the Resident Association (RA) and the Parish Council – Cllr Bustard gave a verbal update and stated that a further meeting will be held on the 15<sup>th</sup> of August.

### **C.819 Correspondence**

The council took note of Report 18 on correspondence received since the July meeting.

**Dog Bins on the Village Green** - A resident has raised the issue of dog bins by the Deli, this has been addressed and discussed in paragraph C818(e) above.

**Upper Street:** - A vehicle reversed into the Flint wall in Upper Street and ESCC Highways have been contacted regarding having bollards to protect the wall. The thoughts of the parish council on how best to protect the wall have now been sought. It was suggested that this is a matter for ESCC highways.

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RESOLVED – That the Correspondence Report be noted

**C.820 Date of next meeting: - Thursday 5<sup>th</sup> of October 2023** at 6.30 pm in the Village Hall

*There being no further business, the meeting closed at 8.18 pm.*

Signed..... (Chair)

Date.....

## ANNEX

Payments - August 2023 Receipts - July 2023							
PAYEE	DETAILS	SUB TOTAL	VAT	TOTAL	REF.NO	DATE APPROVED	NOTES
Sovereign Alarms	Fire extinguisher mtce - pavilion 2023/24	31.25	6.25	37.50	2055	11/07/2023	Paid
S Adeniji	Refund payment to Memorial Benches UK	845.71	169.14	1,014.85	2056	12/07/2023	Paid
Norton Antivirus	360 Deluxe protection renewal 2023/24	74.99	15.00	89.99	2057	11/07/2023	Paid - auto renewal
Vision ICT	2 new hosted email accounts May 2023	36.00	7.20	43.20	2058	18/07/2023	Paid
J Zelinko	Spreading wood chips on ROWs	280.00	56.00	336.00	2059	18/07/2023	Paid
Village Hall Trust	Hall hires - June 2023	40.00	-	40.00	2060	18/07/2023	Paid
Cuckmere Buses	Support grant - April to June 2023	492.90	-	492.90	2061	18/07/2023	Paid
G Fowler	Maintenance of Friston Benches	847.50	-	847.50	2062	20/07/2023	Paid
One Stop Promotions Ltd	Ukrainian flag	34.95	6.99	41.94	2063	20/07/2023	Paid
Zoom	Annual Subscription	119.90	-	119.90	2064	21/07/2023	Paid
Tansleys	NPSG Questionnaire	35.00	7.00	42.00	2065	24/07/2023	Paid
					2066/67		Paid - net salaries for July 2023 - see July Payments schedule
Business Stream	Pavilion water services 29Mar-29June	87.62	-	87.62	D/D	02/08/2023	
S Adeniji	Office costs - June 2023	26.00	-	26.00	2068	03/08/2023	
S Adeniji	Office costs - July 2023	30.75	-	30.75	2069	03/08/2023	
R Franklin	Clening bus shelters - July 2023	60.00	-	60.00	2070	03/08/2023	
Grants (Eastbourne) Ltd	Ground mtce - July 2023; cutbak of FP 25	1,178.00	235.60	1,413.60	2071	03/08/2023	
EDF Energy	Pavilion supply 04Jun-25July	91.32	4.57	95.89	2072	03/08/2023	
Balfour Beatty	Feasibility study for 20 mph zones	500.00	100.00	600.00	2073	03/08/2023	
K Larkin	Office costs - July 2023	94.44	-	94.44	2074	03/08/2023	
HMRC	PAYE/NICS - July 2023	291.12	-	291.12	2075	07/08/2023	
ESCC	Pension contributions - July 2023	568.44	-	568.44	2076	07/08/2023	
Sadeniji/K Larkin	Net salaries (aggregated) - August 2023	1,891.44	-	1,891.44	2077/2078	28/08/2023	
Vision ICT Ltd	Website hosting/support Oct23 to Sept24	188.13	37.63	225.76	2079	03/08/2023	
Village Hall Trust	Hall hires - July 2023	40.00	-	40.00	2080	03/08/2023	
Rialtas Business Solutions Lt	Move software to New Computer	25.00	5.00	30.00	2081	03/08/2023	
<b>TOTAL</b>		<b>7,910.46</b>	<b>650.38</b>	<b>8,560.84</b>			
<b>RECEIPTS</b>							
HMRC	VAT refund Q.1 2023-24	536.22	-	536.22	BGC	28/07/2023	