



**Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> April 2019 in the Small Hall of the Village Hall, Gilberts Drive, East Dean, commencing at 6.30 pm**

**Councillors present:** Cllr M Keller (Chair), Cllr T Bryant, Cllr N Day, Cllr L d'Urso, Cllr K Godden, Cllr P Hill and Cllr P Seeley

**In attendance:** County Cllr S Shing (Item C.737); District Cllr J Wilton (Items C.728-C.732); K Larkin (Parish Clerk)

*There was one member of the public present.*

**C.728 ACCEPTANCE OF APOLOGIES FOR ABSENCE:** - P Williamson (Tree Warden); S Mills (Administrative Assistant)

**C.729 DECLARATIONS OF INTERESTS:** - None

**C.730 APPROVAL OF THE MINUTES**

The minutes of the parish council meeting held on 7<sup>th</sup> March 2019 were confirmed as a correct record and signed by the Chair.

**C.731 REPORT OF THE DISTRICT COUNCILLOR**

The council considered Report 7 on the possibility of low level lighting being installed in the village car park by Wealden District Council, following an accident suffered by a resident in the dark. There were clear health and safety implications. The emerging Local Plan included a Dark Skies policy, but the advice from WDC was that this need not preclude the provision of low level lighting. The Gilbert Estate had the benefit of a restrictive covenant over the car park which would require their permission to be given before any new structure was erected, though it was argued that this might not apply to lighting. Low level lighting had been installed by the Estate on the back wall of The Tiger, no doubt on safety grounds. Members concluded that it would be an improvement to have lighting in the rest of the village car park, on the basis that Wealden District Council would negotiate with the Estate and would pay for it.

**ACTION: JW**

RESOLVED: That the council would not object in principle to the provision of lighting in the village car park provided that the lighting was appropriate to the setting and compliant with the Dark Skies policy

**C.732 BUSINESS IN PROGRESS**

The council noted Report 4 on progress since the March meeting, and the following points were discussed:

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- a) Friston Build-out – the parish council still awaited information as to who would be dealing with the design stage on behalf of East Sussex County Council. Cllr Godden would check whether the project was included in the ESCC capital programme for the coming year. **ACTION: KG**
- b) Verge in Downsview Lane – no contractor had been found with both the necessary equipment (tractor with side-arm flail) and appropriate insurance. However, if the considerable overgrowth could be cleared, the council's mowing contractor might be able to maintain it thereafter. It was agreed to ask Eastbourne Borough Council if they could organise a one-off clearance (for which the parish might need to pay), on the basis that the parish would then take over. The work would need to be deferred until July when the nesting season was over. **ACTION: KL**
- c) Council website Finance page – this had now been expanded and updated
- d) Report of the Tree Warden – (i) the Tree Warden had obtained quotes for work to the trees in Micheldene Road, as requested, for work to be carried out in July; (ii) the Warden also recommended that a digital map of the parish be prepared both as a resource for the Neighbourhood Plan Steering Group and for general management. This proposal was referred to the NPSG for consideration. It was agreed that in the meantime the Warden should have access to the council's Parish Online mapping service. **ACTION: KL/SM**
- e) Downlands Way Notices – the notices had been delayed by the supplier apparently having difficulties with the council's logo in the production process
- f) Pavilion – the builders should do the outstanding repair works on 9<sup>th</sup> April. The building was water-tight, the water meter had been checked, and there were no leaks. However, a very high water bill had been received, based on the first actual meter reading since October 2017. The usage would be analysed, and in future monthly checks would be made on the meter, and any usage in excess of the amount covered by the main Hire Agreement should be charged to the hirer, where appropriate. The Cricket Club's preparations for digitisation were ongoing. Insulation of the main roof was included in the capital programme but would be deferred until after the cricket season.
- g) Parish council grant scheme – village clubs and societies had been contacted with details of the 2019/20 scheme and a notice published on the website.
- h) Asset of Community Value: Village Car Park – Wealden District Council had asked the parish to amend the site map accompanying the application for re-registration, to exclude a small piece of land cutting across the visibility splay south of the car park entrance, which was apparently in different ownership to the main car park. Members agreed that the whole site should be included in the application. The visibility splay was essential to the use of the site as a car park. The anomaly should be taken up by Wealden with the Land Registry. **ACTION: KL**
- i) Litter bin – the displaced bin which should be located by the East Dean bus stop (south side) would be moved back. **ACTION: PH/PS**
- j) Play area fence – quotes should be obtained for the replacement of the fence. **ACTION: ND**

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

**C.733 MEDIA POLICY UPDATE**

The council considered Report 5 concerning the need for an updated media policy to cover the recording of meetings. It was noted that members of the public attending meetings had a right to make their own recordings and were not obliged to give notice. However, the content of a recording could constitute a breach of the privacy of a member of the public speaking in the Public Session, if that person was not aware of the recording taking place, and therefore gave information not intended for a wider audience. It was agreed that a brief standardised warning should be added to agenda headings in future. **ACTION: KL to draft.** It was further agreed that a new Media Policy should be adopted following the example recommended by the National Association of Local Councils.

RESOLVED - That a new Media Policy following the NALC model be adopted with immediate effect

**C.734 ANNUAL VILLAGE MEETING 2019**

The council considered Report 6 containing a progress report on preparations for the AVM 2019. Minor amendments were made to the draft agenda, which should include a finance overview. The Village Market should be invited to take a table (**ACTION: LD.**) The Annual Report should include an introduction to the members of the new council, once elected, and the Chair and Clerk should continue with arrangements for the meeting during the council election period (**ACTION: MK/KL.**) There was a budget of approx. £100 for refreshments.

RESOLVED - That the report be noted and preparations for the AVM 2019 continue as discussed.

**C.735 VILLAGE FETE 2019**

The council approved a donation of £250 to the Residents' Association for running the Village Fete 2019. This was within budget (**ACTION: KL.**) It was further agreed that the council should request two stall pitches at the Fete, one for Neighbourhood Planning, and the other for general council purposes, including entertainments.

RESOLVED - That a donation of £250 be paid to the Residents' Association

**C.736 INSURANCE2019/20**

The council considered Report 9 and agreed to renew its Council Guard Scheme Insurance Policy from Royal Sun Alliance from 01 June 2019 at a cost of £1,076.60pa to include a 3 year long term agreement. The council also considered the policy wording and quotation for a Crime & Cyber policy at a cost of £305.00 including a £25 fee. This type of cover had been recommended by the Internal Auditor, as had key worker cover. It was agreed to accept the Crime & Cyber policy quotation with immediate effect. Key worker cover was no longer an issue now that the council had two officers.

RESOLVED – That the current RSA Council Guard insurance policy be renewed for a further 3 years from 01 June 2019 at a cost of £1,076.60pa.

RESOLVED – That a new Crime & Cyber policy be taken out at an additional cost of £305 (including fees), with immediate effect.

### **C.737 REPORT OF THE COUNTY COUNCILLOR**

County Cllr Shing reported on the following matters:

- a) Seven Sisters Country Park - the county council was negotiating with a potential bidder/contractor whose identity had not yet been made public. However, Cllr Shing did know and had objected to the proposal.
- b) Traffic management for Airbourne 2019 - Cllr Shing gave assurance that temporary lights would be placed at Exceat Bridge for the 2019 event and for any subsequent years until the new Exceat Bridge was in use.
- c) Speeding in Gilberts Drive/Birling Gap Road – following complaints from residents, the parish council had advised that Cllr Shing should be contacted direct with further information. The matter would also be on the agenda for the next parish/county liaison meeting on 16 April 2019. **ACTION: KL**

RESOLVED - That the report of the county Councillor be noted

### **C.738 FINAL ACCOUNTS 2018/19**

The council took note that the accounts would be presented at the May meeting, following the visit by the Internal Auditor on 13 May. The bank balance at the end of the financial year was £57,168.23.

### **C.739 PAYMENTS AND RECEIPTS**

The council considered Report 11 the Schedule of Payments for April 2019 and receipts for March 2019. *[Note: the complete Schedule is published on the council website]*. It was noted that an unexpectedly large sum of £485 had been taken by direct debit for water supply and waste water at the recreation ground. [See also Item C.732f above].

Receipts included a grant of £425 obtained by Cllr d’Urso from Wealden District Council as part of their community cleaning drive. [See also Item C.741e below].

RESOLVED – That the payments totalling £3,381.11 be approved and the clerk be authorised to make the payments

### **C.740 URGENT ITEMS**

The Chair reported that a resident had queried whether the landscaping work taking place at The Fridays was compliant with the planning conditions for the new development. It appeared that all was well, but the Planning Committee was requested to check whether there had been any variations to the conditions originally agreed. **ACTION: SM.**

### **C.741 REPORTS**

The following items were discussed:

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- a) Chair of the Council: (i) Charity of the Year 2019/20 – members were reminded that nominations should be brought to the Annual Parish Council Meeting for consideration (the Air Ambulance and Wildlife Rescue had already been nominated); (ii) the term of office of the present council was coming to an end, and the Chair thanked all members for their input and support. Cllr Bryant on behalf of the members thanked the Chair for his leadership.
- b) Planning Committee – the council took note of the draft minutes of the committee meeting held on 19 March 2019.
- c) Neighbourhood Plan Steering Group – the council took note of the draft minutes of the meeting held on 21 March.
- d) Finance – the council considered Report 13f. This set out the budget monitoring structure proposed for 2019/20 (incorporating the budget approved on 22 January 2019), but recommended that all non-capital project expenditure be approved prior to it being incurred (a change from the recommendation made on 22 January). The amount of net expenditure in the year was £21,739.29 which compared to the revised projected outturn of £20,502 although this was subject to audit and any final adjustments. A detailed report would be submitted to Members once the audit had been completed. The bank balance at the end of the year had increased to £57,168.23, but this high balance had been taken into account in projections for the next three years. The council had been underspent on capital projects. The council must identify who would be leading on each capital project in the coming year.
- e) Fund Raising – (i) Members thanked Cllr d’Urso for securing a grant of £425 from Wealden District Council for community cleaning, and agreed that priority should be given to cleaning the shopping precinct as part of the Great British Spring Clean 2019 (launched by Keep Britain Tidy, ends 23 April). The grant should primarily cover the purchase of equipment including a pressure washer. A short report should be sent to Wealden afterwards. **ACTION: All members.** Members noted with appreciation that the Residents’ Association had recently done its own litter clearance and disposed of 14 sacks of rubbish. (ii) A grant of £13,000 had been applied for from Community Infrastructure funds towards the relocation of the cricket square, and a decision should be made by the SDNPA by the end of April. (iii) Cllr d’Urso had attended a bid-writing course on behalf of the council, and would report to a future meeting on a proposal for a stream of bids to support local activities.
- f) Rights of Way/Highways – the next county liaison meeting would be held on 16 April 2019
- g) Recreation Ground – it had been agreed that Cllr Day should obtain quotes for putting up a new fence around the play area. Metal posts should be used for durability. It was suggested that the Community Payback team should be asked to provide labour. **ACTION: ND**

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

**C.742 CORRESPONDENCE**

The council considered Report 14 on Correspondence received since the last meeting, and the following were discussed:

- a) Phone mast on the A259 – the implementation of this planning permission might be held up by a wider delay to the roll-out of 4G in rural areas
- b) Endurance Life Event – this event had not caused local problems except that parking (apparently by officials) had been inconsiderate.
- c) Clearance work at Friston Pond – work ordered by the parish council had been carried out in March and visibility for vehicles at the Crowlink Lane/A259 junction had been greatly improved. Care had been taken not to disturb nesting birds nearer the water line.
- d) Speeding on the Birling Gap Road – members reverted to the idea that a footway should be provided for the safety of pedestrians, and/or the verge should be protected, particularly in the section between Birling Manor and the Shepherd’s Cottage. **ACTION: KL to add to SLR agenda for 16 April**
- e) Trimming of hedge on west side of Gilberts Drive – members agreed that no action should be taken, as there was a safe public footway on the east side.

RESOLVED - That the Correspondence report be noted and action taken as discussed.

**C.743 Date of next meeting: Annual Parish Council Meeting** and ordinary May meeting, **Thursday 16<sup>th</sup> May2019** at 6.30 pm in the Village Hall.

*There being no further business, the meeting closed at 8.25 pm.*

Signed..... (Chair)

Date.....