



East Dean & Friston P a r i s h C o u n c i l

Minutes of an Extraordinary Meeting of the Parish Council held on Tuesday 16th October 2018 in the Small Hall of the Village Hall, Gilberts Drive, East Dean, commencing at 7.10 pm

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

In attendance: K Larkin (Parish Clerk)

There were no members of the public present.

Public session: - None

C.642 Acceptance of apologies for absence: - Cllr K Godden, Cllr B Greenwell

C.643 Declarations of Interests: - None

C.644 BUDGET WORKING GROUP 2019/20

Members approved the constitution of a Budget Working Group to draft the 2019/20 budget and to report to full council on a monthly basis. The Group would be chaired by Cllr Godden with Cllr Day as Vice Chair, and all councillors would be members. The Clerk should attend, contribute where necessary and keep a record. Meetings would be held monthly on the third Tuesday in the month, immediately after Planning Committee meetings, until the Budget was finalised in January 2019.

RESOLVED - That a Budget Working Group 2019/20 be constituted as discussed

C.645 NEIGHBOURHOOD PLAN

Members approved the constitution of a Neighbourhood Plan Steering Group, to be chaired by the Chair of the Planning Committee, to prepare a scoping report for submission to full council and budget proposals for submission to the Budget Working Group 2019/20 [Minute C.639b of the Council meeting held on 4th October 2018 refers]. The Group should have a minimum of 10-12 members with relevant expertise, the majority of whom would not be councillors. A first report would be brought to the December council meeting. This would:

- Analyse the headline aims of a Neighbourhood Plan, indicating what areas would need to be supported by consultancy, and what sub-committees would be needed
- Propose the area to be covered by the Plan. Advance notice had been sent to the parish's representative SDNPA member, Cllr Jo Carr, to ask whether Jevington might welcome an invitation to take part. Jevington had shown some interest in a previous proposal.

Subject to the approval of the parish council, the proposal would be submitted to the SDNPA for confirmation of the area to be included in the Plan. Thereafter, the formulation of the Plan should take approx. 18-24 months.

RESOLVED - That a Neighbourhood Plan Steering Group be constituted to take the project forward as discussed

C.646 BUDGET PRIORITIES 2019/20

Members considered the prioritisation of the following items in the Budget 2019/20:

- a) **Appointment of an Administrative Assistant** as discussed in Minute C.617 of the council meeting held on 2 August 2018, to work 5-10 hours per week on Planning matters, including the preparation of a Neighbourhood Plan. This would increase the number of staff hours to be budgeted for, but be partially offset by a reduction in the clerk's hours from 20 to 15 per week, and fully offset when the Neighbourhood Plan was completed.

Cllr Bryant proposed and Cllr Hill seconded a motion that a Job Description for an Administrative Assistant be drawn up for approval at the November council meeting, and the post be advertised immediately thereafter.

RESOLVED - The motion was put to the meeting and declared carried unanimously.

- b) **Approval of additional resources to support the Parish Clerk** – members were requested to agree in principle to pay the clerk for additional hours worked prior to the appointment of an assistant, to be determined on a month by month basis on presentation of detailed invoices

RESOLVED - That the clerk should be paid for any additional hours worked prior to the appointment of an Assistant

- c) **Verge cutting** – members considered Report 5b asking whether the parish council's verge cutting operations should continue at the present level of frequency in 2019, despite the predicted fall in contributions from East Sussex County Council from £1,499 in 2018 to £341 in 2019 and future years. Members agreed not to cut back on this public service but to notify the contractor of the changed circumstances. The contract was due to run for another 2 years of the original three.

RESOLVED - That the parish council's verge cutting service should continue at the present level in 2019

- d) **Hall hire** – the Village Hall Trustees had indicated that the parish council should expect to pay for the hire of meeting rooms, with effect from 1st April 2019, on the principle that all users of the Hall should contribute to its running

costs. The council's free use of the hall facilities dated from the period when the council was bearing the cost of servicing a loan taken out for the construction of the Hall. That loan had now been paid off. Members accepted that hall hire costs should be included in the Budget 2019/20, but requested the Chair to consult the Hall Trustees on the possibility of a discount for council meetings and/or for events sponsored by the council, such as consultations or other public meetings relating to Neighbourhood Planning.

RESOLVED – That a sum for hall hire charges be included in the Budget2 019/20

C.647 Date of next ordinary meeting – Thursday 1st November 2018 at 6.30 pm in the Village Hall.

There being no further business, the meeting closed at 7.31 pm.

Signed..... (Chair)

Date.....