

# ICKLESHAM PARISH COUNCIL

**A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye Harbour**

**Minutes of the Annual Council Meeting held at 7:15 pm on Monday 15<sup>th</sup> May 2023 at Rye Harbour Village Hall**

**Present:** Councillors: C Chappell, Ms. N Eldridge, J Justice, D Kitteridge, Mrs. S Lyward, I Mann, I McConnochie, A Rixon, Mrs. A Thomson, D Smedley (Vice Chair), Mrs J. Stanford (Chair), H Sutton, and N. Warren

**In attendance:** Members of the public were present.

## **23/51 Item 1. Election of Chairman**

**RESOLVED:** Cllr Mrs. J Stanford was elected as Chair for the Council year.

## **23/52 Item 2. Election of Vice Chairman**

**RESOLVED:** Cllr D Smedley was elected Vice Chairman for the Council year.

## **23/53 Item 3. Welcome New Councillors.**

Cllrs Chris Chappell, Natalie Eldridge, Sue Lyward and Andy Rixon were welcomed on to the Parish Council.

## **23/54 Item 4. Thanks to Previous longstanding Councillors.**

The Chair proposed a vote of thanks to Cllr Peter Turner who had served as a Parish Councillor since 1968, Cllr Tony Moore who had served as a Parish Councillor since 1983 and Cllr Steve Tollett who had served as a Parish Councillor for 16 years. **RESOLVED:** The vote of thanks was unanimously agreed.

## **23/55 Item 5. The Chair invited comments or questions from members of the public on matters relating to the business of the Council.**

A resident spoke on behalf of the Winchelsea Residents Association. She thanked new Councillors and previous Councillors for giving their time to deal with these issues. She thanked the Clerk for putting traffic calming on item number 11 rather than item 38. She said that we have been dealing with the traffic calming for just under two years and we have now narrowed it down to two options. She confirmed that the Residents Association will do what they can to help with the consultation meeting. She reiterated that 12,000 vehicles a week travel through Winchelsea and we need to do something and soon.

A resident made an announcement in relation to the re-introduction of rail service at Winchelsea. He confirmed that after 17 years of campaigning there would be a train service from Winchelsea Station, East and West. He said that on Sunday at 1.30 pm a group of residents are meeting at Winchelsea Station car park. They are going to catch the 13:53 train to Three Oaks, have a drink and then come back as a minor celebration. He said that everyone is invited to come along. He confirmed that Michael Foster (previous MP) gave an enormous amount of support in the early days, and he is going to attend.

## **23/56 Item 6. To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors concerning County Council and Rother District Council matters. (10 minutes)**

Cllr Keith Glazier of East Sussex County Council confirmed that the main thing he has been engaged with since the last meeting is the handover of the Highways contract to Balfour Beatty which happened on 1<sup>st</sup> May. There are still major problems with potholes which they are getting on top of. There were some concerns over the handover. The main aim of the new contract is to get things right first time. There was also an issue regarding the outstanding works that had not been completed before handover, there is now a specific team dealing with the outstanding potholes and that should be finished by the end of June. Cllr Glazier had confirmation that Balfour Beatty had retained James Kelly who is the local Highways Steward which is good news. Cllr Glazier has invited James down to do a tour of as many of Cllr Glazier's parishes as he can. Once he has a date for this meeting, he will invite Parish Councillors to join him.

Cllr Osborne of Rother District Council confirmed that there have been no meetings at Rother yet. Cllr Osborne confirmed that the toilets at Dogs Hill Road has been discussed on a local Facebook page and a

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picture was put up of the disabled loo which is in a terrible state. He said that the Pett Level Independent Rescue Boat have offered to paint the toilets if the Council provide the paint. He said that Rother have some facilities staff that they employ, and they should be responsible for doing this. He urged the Parish Council to take on the toilets if they are able to. The Chair confirmed that the Parish Council have been in discussion with Rother for some time over the toilets in Winchelsea Beach and Winchelsea. She confirmed that the Parish Council were happy that Rother did open the disabled toilet as the other toilets are unusable. Cllr Osborne confirmed that if he can be of any assistance, he would be more than happy to help.

Cllr Creaser of Rother District Council introduced herself and her fellow Councillor Cllr McGurk as new District Councillors.

## **23/57 Item 7. To record any apologies for absence.**

*Apologies received from Rother District Councillor Lizzie Hacking.*

**23/58 Item 8. Disclosure of Interests** - to receive any disclosure by members of personal interest required under the Council's Code of Conduct and to consider any written requests made by members for dispensation to allow them to participate in, and vote on, an agenda item for which they have a disclosable pecuniary interest. Members are reminded a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests' form. **There were none.**

**23/59 Item 9.** To consider and approve the signing by the Chair of the attached minutes of the Full Council Meeting of 13<sup>th</sup> March 2023. **RESOLVED:** the Minutes were approved and signed.

## **Matters requiring a Decision by Council**

**23/60 Item 10. Co-option of two councillors to fill the vacancies in Icklesham Ward and Rye Harbour Ward. Valid applications will be circulated to all councillors before the meeting. Candidates will be offered the opportunity to speak in support of their application; this will be followed by a vote by way of a show of hands. A declaration of acceptance of office to be completed after co-option.**

Three valid applications were received. The Chair explained that Darren Kitteridge had handed his papers in to Rother District Council before the election, but these were misplaced by Rother. The Chair asked the Rother District Councillors to take this back to Rother. **RESOLVED:** Cllr Kitteridge was voted to fill the vacancy in Icklesham ward and Cllr Justice was voted to fill the vacancy in Rye Harbour Ward.

**23/61 Item 11. Winchelsea Traffic Calming - Public Consultation Meeting has been provisionally arranged for 22<sup>nd</sup> July at Winchelsea New Hall. Council is asked to consider GTA attending this meeting at a cost of £650 plus VAT. Council is also asked to consider who will Chair the meeting, how the meeting will be advertised and who will be allowed to vote.**

Cllr Smedley confirmed that the meeting on 22<sup>nd</sup> July is for the people of Winchelsea to vote on the schemes which are available. Cllr Smedley confirmed he did not feel it was necessary for GTA to attend the meeting as we are now in a position where residents can choose from one of two options that have already been discussed and considered on many occasions. Cllr Smedley confirmed he would be happy to chair the meeting as before. Cllr Chappell suggested that he and Cllr Smedley meet before the next open spaces meeting to discuss the finer details of the meeting. **RESOLVED:** GTA will not attend the public consultation. The item was referred to the next Open Spaces Committee meeting for further discussion.

## **23/62 Item 12. Annual Governance and Accountability Return (AGAR)**

### **a) Internal Audit Report - To review and approve.**

The Clerk confirmed that the main point raised by the internal auditor is that the guidance has changed regarding the use of Councillor email addresses and it is now strongly recommended that all Councillors use a separate email address for Council correspondence. **RESOLVED:** the internal audit report was accepted. A vote of thanks was given to the Clerk for carrying out the audit. The Clerk is to look into alternative email platforms such as Google Mail.

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- b) **Section 1 of the AGAR** - To review and approve **RESOLVED:** approved and signed.
- c) **Section 2 of the AGAR** - To review and approve **RESOLVED:** approved and signed.
- d) **Notice of Electors' rights** - To confirm dates **RESOLVED:** the dates as published on the Notice of Electors' Rights were approved.

### 23/63 Item 13. Staffing Committee

- a) Council is asked to adopt the attached amended Training and Development Policy. **RESOLVED:** the policy be adopted.
- b) Council is asked to consider the attached Scheme of Delegation. **RESOLVED:** the Scheme of Delegation be adopted.

### 23/64 Item 14. Financial Matters

- a) Review bank mandate signatories. Additional Councillor is needed to be added to the mandate. Current signatories: Clerk, Cllr Mrs. Stanford, Cllr Warren. **RESOLVED:** Cllr Sue Lyward is to be added to the mandate.
- b) **Bank Reconciliations** to the end of the financial year – Clerk seeks a Councillor who is not a signatory to conduct the final quarter end of year reconciliation and for Council to appoint a Councillor to verify these on a monthly basis. Currently Cllr Smedley. **RESOLVED:** the reconciliations were approved and Cllr Smedley will continue to conduct the reconciliations.
- c) To receive the list of items paid to date in April and May and items for payment to date. **RESOLVED:** the payments were approved.
- d) To receive Receipts and Payments report to 31<sup>st</sup> March 2023 (budget vs actual). **RESOLVED:** the report was noted.
- e) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings. **RESOLVED:** the regular payments were approved.
- f) Budget update
  - i. To note that insurance premium has increased to £1,742.15 – Council budgeted £1,400 for 2023/24. Council is in a 3-year LTA with Zurich. Clerk has queried why there is such an increase and has been informed it is because of the current rate of inflation which has to be applied to the Council's assets. **RESOLVED:** noted and approved.
  - ii. To note that dog waste collection charge has increased to £2,574 per annum – Council budgeted £2,000. **RESOLVED:** noted and approved.

### 23/65 Item 15. Committees and Working Groups

- a) The Council is asked to review the current Terms of Reference for Committees – Clerk's suggested amendments to Open Spaces Committee Terms of Reference and Allotments Committee Terms of reference are in ***bold italics*** for ease of reference. **RESOLVED:** the suggested amendments to the Open Spaces and Allotment Committee Terms of reference were adopted.
  - b) The Council is asked to make appointments or review/ confirm existing appointments to the following Committees and Working Groups (please see the attached expressions of interest):
    1. ***Planning Committee*** – five Councillors and the Chairman and Vice Chairman as ex-officio members; **RESOLVED:** Cllr Warren, Cllr Eldridge, Cllr Justice, Cllr McConnochie, Cllr Kitteridge, Cllr Rixon and Chair and Vice Chair ex-officio.
    2. ***Staffing Committee*** – five Councillors and Chairman or Vice Chairman; **RESOLVED:** Cllr Stanford, Cllr Lyward, Cllr McConnochie, Cllr Thomson and Cllr Kitteridge.
    3. ***Open Spaces Committee*** – five Councillors plus Chairman and Vice Chairman ex officio; **RESOLVED:** Cllr Thomson, Cllr McConnochie, Cllr Chappell, Cllr Sutton, Cllr Mann and Chair and Vice Chair Ex-Officio.
    4. ***Allotments Committee*** – five Councillors and four site representatives; **RESOLVED:** Cllr Thomson, Cllr Mann, Cllr Chappell, Cllr Rixon and Chair Ex-Officio.

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**23/66 Item 16. Appointment to External Bodies and Groups.** The Council is asked to make appointments or confirm existing appointments to the following external bodies by inviting nominations from Councillors and voting by a show of hands:

Rye Partnership — **RESOLVED:** Chairman to vote as she considers proper.

Rother Association of Local Councils — **RESOLVED:** Chair and Vice-Chair to vote as they consider proper. Clerk can attend in non-voting capacity.

Rye Harbour Nature Reserve — **RESOLVED:** Cllr Mann.

Rye Harbour Village Hall Committee — **RESOLVED:** Chair.

Winchelsea Little Shop Association – **RESOLVED:** Chair.

Harbour of Rye Advisory Committee – **RESOLVED:** Chair.

ESALC — **RESOLVED:** Cllr McConnochie and Cllr Mrs. Thomson.

Sussex Police Focus Group – **RESOLVED:** Cllr Mann.

**23/67 Item 17. Membership of External Bodies.** The Council is asked to review its membership of the following bodies and decide if it wishes this to continue this year: -

- a) East Sussex Association of Local Councils at an annual cost of £637.72. **RESOLVED:** approved.
- b) National Association of Local councils at an annual cost of £165.23 **RESOLVED:** approved.
- c) Action in Rural Sussex at an annual cost of £50.00 approx. **RESOLVED:** approved.
- d) Rother Association of Local Councils at an annual cost of £100.00 per annum (incl. parish online) **RESOLVED:** approved.
- e) Society of Local Council Clerks (subscription for Clerk) at an annual cost of £249. **RESOLVED:** approved.
- f) Southeast Employers at an annual cost of £248.40 including VAT. **RESOLVED:** Clerk is to remove this from the list as we do not subscribe to this any longer.
- g) National Allotment Society at an annual cost of £55 including VAT. **RESOLVED:** approved.

**23/68 Item 18. Review of Governance Documents.** It was **RESOLVED** to approve all as listed on the agenda as published on the website save for the Clerks suggested amendments to the Financial Regulations to increase her delegated authority to £1,000 as per the internal auditor's suggestion.

**23/69 Item 19. The Cheyney Almshouse Charity.** To appoint a Councillor to act as a Trustee for the Cheyney Almshouse Charity. **RESOLVED:** Cllr Kitteridge.

## **23/70 Item 20. Winchelsea Beach Bus Shelter**

To consider Clerk's report dated May 2023 and agree a way forward. **RESOLVED:** Clerk's recommendation to use East Sussex Highways' contractors was approved. The matter was referred to the next Open Spaces Committee meeting to discuss the details of the consultation.

## **23/71 Item 21. Adult Exercise Equipment**

Match funding has been secured from Rother District Council. The funding will be available to the Parish Council to claim back once the works have been completed. Clerk seeks permission to pay 50% deposit to Fresh Air Fitness in the sum of £4,281 plus VAT for the bikes for Icklesham Recreation Ground, Harbour Field and Coronation Field. The Clerk is in the process of applying for SAM consent for the bikes in Jubilee Field. **RESOLVED:** approved.

## **23/72 Item 22. Winchelsea Street Lights**

Streetlights have provided a quotation of £425 plus VAT per light to convert to LED trays (total cost £7,225 plus VAT) by switching to LED lights energy consumption will be reduced by 69%. Clerk seeks permission to use reserve funds. **RESOLVED:** approved.

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## **23/73 Item 23. Devolution of Public Conveniences**

- a) To note Rother District Council have agreed to undertake a full survey of the toilets in Winchelsea. Clerk will circulate the survey once this is available. **RESOLVED:** noted.
- b) Clerk seeks permission to contact Architect Dominic Manning, who is known to the Parish Council, regarding the toilets in Winchelsea Beach. **RESOLVED:** approved.

**23/74 Item 24. To consider passing a resolution to sign up to the NALC Civility and Respect Pledge. RESOLVED:** the pledge be adopted.

## **23/75 Item 25. Rye Harbour Car Park**

- a) To note the patching/ resurfacing took place on 2<sup>nd</sup> May. **RESOLVED:** noted.
- b) To note barrier repair due to be complete w/c 15<sup>th</sup> May. **RESOLVED:** noted.
- c) To note concrete post and chain link fencing was repaired on 4<sup>th</sup> May. **RESOLVED:** noted.
- d) To consider line marking the car park. Quote received from AJL Road Markings in the sum of £2,375 plus VAT to mark out 5 x disabled bays and 166 x parking spaces. The quote is for the work to be carried out overnight to minimise disruption. **RESOLVED:** approved.

## **23/76 Item 26. CCTV**

To note that CCTV is being installed at Icklesham Recreation Ground and Rye Harbour Village Hall on 18<sup>th</sup> May. Council is asked to consider and adopt the attached CCTV policy. **RESOLVED:** the policy be adopted.

## **23/77 Item 27. Smeatons Lane**

To consider the following quotes for works to Smeatons Lane:-

- a) To cut out and repair large pothole in tarmac at the junction of Smeatons Lane and Dogs Hill Road and to loosen unmade area where it meets the tarmac and recompact.
  - i. New Timber - £490 + VAT
  - ii. Hailsham Roadways - £937 + VAT**RESOLVED:** New Timber's quote was accepted.
- b) To grade out Southern end of Smeatons Lane using existing material only and make as level as possible.
  - i. New Timber - £280 + VAT *\*on the basis the work is carried out in conjunction with the works detailed above.* **RESOLVED:** the quote was accepted.

**23/78 Item 28. Programme of Works.** Consider and update where necessary. **RESOLVED:** the programme was noted. The Clerk is to remove unnecessary items.

## **23/79 Item 29. Correspondence.** (Any late received correspondence will be tabled.)

- a) Email response received from ESFRS regarding the Ridge Fire Station **RESOLVED:** Noted
- b) Email received regarding play equipment in Rye Harbour **RESOLVED:** Clerk is to look into 'MUGAS' and what funding options are available.
- c) Email received from resident requesting to paint mural in Rye Harbour bus shelter **RESOLVED:** this was approved.
- d) Email from Winchelsea New Hall requesting Parish Council to support RDC funding application. **RESOLVED:** this was approved.
- e) Letter received regarding Goldhurst Green Bus Shelter in Icklesham. **RESOLVED:** Clerk is to write to National Highways to ask them to cut the vegetation back and to Stagecoach to ask them to look out for residents waiting in the bus stop.
- f) Email received from resident regarding antisocial behaviour in Icklesham. **RESOLVED:** Cllr Warren is going to arrange for an article to be put into the Icklesham Magazine.
- g) Email received from Pett Level Independent Rescue Boat regarding the toilets on Dogs Hill Road **RESOLVED:** this had already been discussed.

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## **Matters for Information or Noting**

**23/80 Item 30. Clerk Report Following RALC meeting attended on 12<sup>th</sup> April. The report was noted.**

**23/81 Item 31. Reports from Councillors on meetings they have attended.** Cllr Stanford attended the HORAC meeting and confirmed that Long Rake Spar are no longer having aggregate delivered via ship from the harbour, currently it is all coming in via lorry. Harbour Master had confirmed there is a lot of improvement work taking place at Strand Quay for boat holders such as new ladders etc. James Bateman (Harbour Master) has offered to take Councillors on a boat ride in the summer so they can have a look at what is going on.

**23/82 Item 32. New Councillor Training Dates: 25<sup>th</sup> May 7<sup>th</sup> June or 13<sup>th</sup> June 7-9pm held via Zoom. RESOLVED:** New councillors urged to attend.

**The Council then RESOLVED to go into private session to discuss confidential items.**

**Agreed as a true record of the meeting**

**Signed .. \ ..... Dated: 10<sup>th</sup> July 2023**

**Cllr J Stanford (Chair)**