

ICKLESHAM PARISH COUNCIL

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

Jenner Sands

Email: clerk@icklesham-pc.gov.uk

Telephone: 07714169901

www.ickleshampc-pc.gov.uk

To : **The Members of the Parish Council**

Cllr C Chappell
Cllr Ms. N Eldridge
Cllr S Haden
Cllr J Justice
Cllr D Kitteridge
Cllr Mrs. S Lyward
Cllr I Mann
Cllr I McConnochie
Cllr A Rixon
Cllr D Smedley
Cllr Mrs. J Stanford
Cllr Mrs. A Thomson
Cllr N Warren

Copies to: Councillor K. Glazier of East Sussex County Council and Rother District Councillors: E. Hacking, P. Osborne, C. Creaser, S. McGurk, T. Grohne and A. Mier.

Emailed on: 7th May 2024

Dear Councillors

ANNUAL PARISH COUNCIL MEETING – MONDAY 13th May 7.15 pm at Rye Harbour Village Hall

You are summoned to the annual meeting of Icklesham Parish Council on Monday 13th May at Rye Harbour Village Hall at 7.15 pm. The Agenda is displayed alongside this notice. Members of the public are most welcome to attend.

Yours sincerely

Jenner Sands
Clerk & RFO

AGENDA

**For the Annual Meeting of Icklesham Parish Council
Monday 13th May 2024 at Rye Harbour Village Hall
Commencing at 7:15 pm**

- 1. Election of Chair** for the Council year. Nominations will be taken from Councillors who will decide upon a show of hands chair for the year. The Councillor elected Chair will sign an acceptance of office in the presence of the Clerk.
- 2. Election of Vice Chair** for the Council year. Nominations will be taken from Councillors who will decide upon a show of hands vice chair for the year.
- 3. Public Questions.** The Chair will invite members of the public to comment or ask questions on any matters in respect of the business on the agenda. (15 minutes)
- 4.** To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors for Eastern Rother concerning County Council and Rother District Council matters. (10 minutes)

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5. To record any apologies for absence.

- a) To receive and record apologies for absence.
- b) To consider any requests for approval of reasons for absence, if any

6. 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.

7. To consider and approve the signing by the Chair of the attached minutes of the Full Council meeting of 11th March 2024.

Matters requiring a Decision by Council

8. Annual Governance and Accountability Return (AGAR)

- a) **Internal Audit Report**
To review and approve
- b) **Section 1 of the AGAR**
To review and approve
- c) **Section 2 of the AGAR**
To review and approve
- d) **Notice of Electors' rights**
To confirm dates (Monday 3rd June to Friday 12th July).

9. Financial Matters.

- a) Review bank mandate signatories. Current signatories: **Clerk, Cllr Mrs. Lyward, Cllr Smedley, Cllr Mrs. Stanford and Cllr Warren.**
- 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 Rixon.**
- c) To receive the list of items paid to date in April and May and items for payment to date.
- d) To receive Receipts and Payments report to 31st March 2024 (budget vs actual).
- e) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings.
- f) To consider grant application received from Icklesham Trust Committee in the sum of £1,725 for annual village hall grant
- g) To consider grant application received from Icklesham Trust Committee in the sum of £1,199 for installation of 2 x CCTV cameras on pavilion.
- h) Update concerning issues with Lloyds Bank.

10. Committees and Working Groups.

- a) 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):
 - i. Allotments Committee – five Councillors and four site representatives;
 - ii. Media Working Group - - minimum of three members plus Clerk.
 - iii. Open Spaces Committee – five Councillors plus Chair and Vice ex officio;
 - iv. Planning Committee – five Councillors and the Chair and Vice as ex-officio members;
 - v. Staffing Committee – five Councillors and Chair or Vice;

11. 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:

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Rye Partnership — Council is recommended to appoint the Chair and give them authority to nominate another councillor to attend in their absence, the Council's representative being able to vote as he or she considers proper at meetings;

Rother Association of Local Councils — Chair and Vice and in their absence the Clerk attends in a non-voting capacity and reports back. Council is recommended to maintain its representation and that they may vote as they consider proper at meetings of RALC; (Note. Under the RALC Constitution the Council only gets one vote, not one vote per delegate so Council should nominate the voting delegate with the non-voting delegate voting in the absence of the voting delegate. The Clerk is entitled to attend as an observer but is not permitted a vote even in the absence of the council's delegate.

Rye Harbour Nature Reserve — One councillor. Council is recommended to agree its representative is able to vote as he or she considers proper at meetings; current representative Cllr Mann.

Rye Harbour Village Hall Committee — One councillor; current representative Cllr Mrs. Stanford

Winchelsea Little Shop Association - Council is recommended to appoint the Chair or Vice and give him/her authority to nominate another councillor to attend in his/her absence, the Council's representative being able to vote as he or she considers proper at meetings;

Harbour of Rye Advisory Committee - one councillor. Council is recommended to agree its representative is able to vote as he or she considers proper at meetings although individual councillors cannot make decisions on behalf of the Council; current representative Cllr Mrs. Stanford.

ESALC — Two councillors. Council is recommended to agree the representatives can speak and vote as they consider proper at meetings. Current representatives Cllr McConnochie and Cllr Mrs. Thomson.

Sussex Police Focus Group – One Councillor. Normally Chairman is expected to attend. Next meeting is scheduled for 23rd May at 10.30 am at Rye Town Hall. Normally 2 x meetings per year. Current representative Cllr Mann.

12. 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 £623.56
- b) National Association of Local councils at an annual cost of £171.27
- c) Action in Rural Sussex at an annual cost of £50.00 approx.
- d) Rother Association of Local Councils at an annual cost of £159.00 per annum (incl. parish online)
- e) Society of Local Council Clerks (subscription for Clerk) at an annual cost of £249.
- f) National Allotment Society at an annual cost of £55 including VAT
- g) Rural Services Network annual cost of £100 (free trial has come to an end)

13. Review of Governance Documents. Standing orders number 5(ix, xiii, xiv, xvi to xix) specifies that at the annual meeting of the Council reviews are undertaken of the following unless they are conducted at an ordinary meeting

- a) Standing Orders
- b) Financial Regulations – recommended amendment to increase tender threshold from £25,000 to £30,000
- c) Asset Register
- d) Insurance Arrangements – to note policy increase to £1,890.22 (budgeted £1,800)
- e) Complaints Procedures
- f) Disciplinary and Grievance Procedures
- g) Requests under the Freedom of Information Act
- h) Communications Policy

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- i) Financial Risk Assessment
- j) Safeguarding Policy
- k) Equality Impact Assessment
- l) Dates and venues of ordinary meetings
- m) Data Protection Policy.

14. The Cheyney Almshouse Charity. To appoint a Councillor to act as a Trustee for the Cheyney Almshouse Charity. Current Trustee **Cllr Kitteridge**.

15. Confirmation of terms of use following trial period of Rye Bay FC's use of Harbour Field.

16. Public Works Loans.

£12,501.31 outstanding on Icklesham Memorial Hall Loan

£11,085.38 outstanding on Winchelsea Traffic Calming Loan.

Council is asked to consider whether to settle outstanding balances from reserve funds.

17. Update Regarding Devolution of Public Loos

Chair to give verbal update.

18. Update Regarding Winchelsea Beach Bus Shelter

Clerk to give verbal update.

19. Memorial Bench Application.

To consider the attached application from Rye Harbour Village Hall Committee.

20. Programme of Works. Consider and update where necessary.

21. Correspondence. (Any late received correspondence will be tabled.)

Matters for Information or Noting

22. Reports from Councillors on meetings attended. Councillors to update Council.

23. Draft Rother Local Plan 2020-2040 Public Consultation.

[Draft Local Plan 2020-2040 – Rother District Council](#)

Councillors are to raise any comments/ questions with the Clerk. Consultation closes on 23rd July 2024.

The Council will consider a Resolution to go into private session on the grounds that the following business would disclose exempt matters.

24. High Fords Allotments

25. Date and venue for next meetings.

Friday 31st May 7.00 pm at Icklesham Memorial Hall (Annual Parish Meeting)

Monday 8th July 7.15 pm at Winchelsea New Hall (Full Council)