

ICKLESHAM PARISH COUNCIL

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

Jenner Sands

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To : The Members of the Parish Council

Cllr C Chappell
Cllr Ms. N Eldridge
Cllr Mrs. S Lyward
Cllr I Mann
Cllr I McConnochie
Cllr A Rixon
Cllr D Smedley (Vice Chair)
Cllr Mrs. J Stanford (Chair)
Cllr H Sutton
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: 9th May 2023

Dear Councillors

ANNUAL PARISH COUNCIL MEETING – MONDAY 15th May 7.15 pm at Rye Harbour Village Hall

You are summoned to the annual meeting of Icklesham Parish Council on Monday 15th 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 15th May 2023 at Rye Harbour Village Hall
Commencing at 7:15 pm**

1. **Election of Chairman** for the Council year. Nominations will be taken from Councillors who will decide upon a show of hands chairmanship for the year. The Councillor elected Chairman will sign an acceptance of office in the presence of the Clerk.
2. **Election of Vice Chairman** for the Council year. Nominations will be taken from Councillors who will decide upon a show of hands vice chairmanship for the year.
3. **Welcome New Councillors: Cllr Chappell, Cllr Ms. Eldridge, Cllr Mrs. Lyward and Cllr Rixon.**
4. **Thanks to previous longstanding Councillors**
5. **Public Questions.** The Chairman will invite members of the public to comment or ask questions on any matters in respect of the business on the agenda. (15 minutes)
6. 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

ICKLESHAM PARISH COUNCIL

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Council matters. (10 minutes)

7. 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

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.

9. To consider and approve the signing by the Chairman of the attached minutes of the Full Council meeting of 13th March 2023.

Matters requiring a Decision by Council

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.

11. Winchelsea Traffic Calming

Public Consultation Meeting has been provisionally arranged for 22nd 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.

12. 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

13. Staffing Committee

- a) Council is asked to adopt the attached amended Training and Development Policy.
- b) Council is asked to consider the attached Scheme of Delegation.

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.**
- 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.**
- 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 2023 (budget vs actual).
- e) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings.
- f) Budget update
 - a. To note that insurance premium has increased to £1,742.15 – Council budgeted £1,400 for 2023/24. Council are 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.

ICKLESHAM PARISH COUNCIL

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

- b. To note that dog waste collection charge has increased to £2,574 per annum – Council budgeted £2,000.

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.
- 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):
- Planning Committee** – five Councillors and the Chairman and Vice Chairman as ex-officio members;
 - Staffing Committee** – five Councillors and Chairman or Vice Chairman;
 - Open Spaces Committee** – five Councillors plus Chairman and Vice Chairman ex officio;
 - Allotments Committee** – five Councillors and four site representatives;

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 – Council is recommended to appoint the **Chairman** and give him authority to nominate another councillor to attend in his 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-Chair** 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 the absence of the councils delegates.

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 Mrs. Stanford**

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

Winchelsea Little Shop Association - Council is recommended to appoint the **Chairman** 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**.

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:-

ICKLESHAM PARISH COUNCIL

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

- a) East Sussex Association of Local Councils at an annual cost of £637.72.
- b) National Association of Local councils at an annual cost of £165.23
- c) Action in Rural Sussex at an annual cost of £50.00 approx.
- d) Rother Association of Local Councils at an annual cost of £100.00 per annum (incl. parish online)
- e) Society of Local Council Clerks (subscription for Clerk) at an annual cost of £249.
- f) South East Employers at an annual costs of £248.40 including VAT.
- g) National Allotment Society at an annual cost of £55 including VAT.

18. 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 – please see Clerk’s recommended amendments as per internal auditor’s suggestion.
- c) inventory or land and assets including asset policy – Committees should review these at their next meeting.
- d) insurance arrangements
- e) complaints procedures
- f) disciplinary and grievance procedures
- g) requests under the Freedom of Information Act
- h) press/media policy
- i) email policy
- j) financial risk assessment
- k) safeguarding policy
- l) equality impact assessment
- m) dates and venues of ordinary meetings
- n) data protection policy.

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

20. Winchelsea Beach Bus Shelter

To consider Clerk’s report dated May 2023 and agree a way forward.

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.

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.

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.
- b) Clerk seeks permission to contact Architect Dominic Manning, who is known to the Parish Council, regarding the toilets in Winchelsea Beach.

24. To consider passing a resolution to sign up to the NALC Civility and Respect Pledge.

25. Rye Harbour Car Park

- a) To note the patching/ resurfacing took place on 2nd May.
- b) To note barrier repair due to be complete w/c 15th May.
- c) To note concrete post and chain link fencing was repaired on 4th May.

ICKLESHAM PARISH COUNCIL

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

- d) To consider line marking the car park. Quote received from AJL Roadmarkings 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.

26. CCTV

To note that CCTV is being installed at Icklesham Recreation Ground and Rye Harbour Village Hall on 18th May. Council is asked to consider and adopt the attached CCTV policy.

27. Smeatons Lane

To consider the following quotes for works to Smeatons Lane (quotes will be tabled at the meeting):-

- a) To cut out and repair large pothole in tarmac at the junction of Smeatons Lane and Dogs Hill Road and to loose unmade area where it meets the tarmac and recompact.
 - i. New Timber
 - ii. Hailsham Roadways
- b) To grade out Southern end of Smeatons Lane using existing material only and make as level as possible.
 - i. New Timber

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

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

- a) Email response received from ESFRS regarding the Ridge Fire Station
- b) Email received regarding play equipment in Rye Harbour
- c) Email received from resident requesting to paint mural in Rye Harbour bus shelter
- d) Email from Winchelsea New Hall requesting Parish Council to support RDC funding application.
- e) Letter received regarding Goldhurst Green Bus Shelter in Icklesham.

Matters for Information or Noting

30. Clerk Report Following RALC meeting attended on 12th April.

31. Reports from Councillors on meetings they have attended. Councillors to update Council.

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

32. Correspondence.

33. Confidential Staffing Matter.

34. Rye Harbour Allotments Site Access.

35. Date and venue for next meeting.

Friday 26th May 7.00 pm at Icklesham Memorial Hall (Annual Parish Meeting)

Monday 10th July 7.15 pm at Winchelsea Beach Village Hall (Full Council)