

ICKLESHAM PARISH COUNCIL

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

Minutes of the Annual Meeting of Icklesham Parish Council held at 7:15 pm on

Monday 13th May 2024 at Rye Harbour Village Hall

Present: Councillors: S Haden, J Justice, Mrs. S Lyward, I Mann, I McConnochie, A Rixon, D Smedley (Vice Chair), Mrs J. Stanford (Chair), Mrs. A Thomson and N Warren.

In attendance: Jenner Sands, Clerk & RFO, Cllr Keith Glazier (ESCC) and one member of the public was present.

24/46 Item 1. Election of Chair for the Council year.

Cllr Warren nominated Cllr Stanford. **This was unanimously agreed.** Cllr Stanford signed an acceptance of office form in the presence of the Clerk.

24/47 Item 2. Election of Vice Chair for the Council year.

Cllr Stanford nominated Cllr Smedley. **This was unanimously agreed.** Cllr Smedley signed an acceptance of office form in the presence of the Clerk.

24/48 Item 3. Public Questions.

A resident representing the football club spoke in relation to item 15 she said they know that there has been a complaint made against the club as one of the football training sessions had overrun. She said that the Chair of the club could not be here tonight and so she was here to represent the club. The Chair confirmed that this could be discussed under item 15.

24/49 Item 4. Reports from County Councillor Keith Glazier and Rother District Councillors.

Cllr Glazier confirmed that he had some compliments about the road surface at Harbour Road. He said that it was a worry taking the tarmac off, but the result does not seem unreasonable. Cllr Glazier reminded the Council that the intervention levels on potholes is 40 mm depth and if it is over 100 mm they need to be dealt with urgently. Cllr Glazier said that he met with the Highways Steward again recently and they have a clear measure stick that they must stick to, and they do take before and after pictures. Cllr Glazier confirmed that the Highways Contractor have changed sub-contractors, and the performance of the sub-contractors will return to when Balfour Beatty first started. Cllr Glazier said that he has a meeting with the local area manager a week on Wednesday to remind her that we are spending a lot of money on the roads and their motto is the same as ours which is right first time.

Cllr Glazier attended the Full Council meeting last week and he was again elected as leader so he will be leader for the final year of this term. He said that the Council will continue to do the best they can with the roads. He said that he has not heard anything recently about other issues.

The Chair thanked Cllr Glazier for attending our meetings.

Cllr Smedley raised a question regarding the dropped kerbs and the yew tree in Winchelsea. He said that he met with Highways a few weeks ago to discuss an alternative option of widening the kerb which they seemed to prefer as it would have to be opposite an existing kerb however he has not heard anything since. Cllr Glazier confirmed that the last he heard on the matter was that Highways were going to do the kerbs in the agreed position. Cllr Glazier said that he would follow this up.

Cllr Lyward raised the walkway between Rye and Winchelsea which has become overgrown. Cllr Glazier confirmed this was down to National Highways, not East Sussex.

Cllr Warren raised a question regarding ESCC's budget. He said that he noted that £14,300,000 had been taken from reserves to balance the budget. Cllr Warren asked how much was left in the reserves. Cllr Glazier confirmed that the overall budget is on the website but there is around £20,000,000 left in reserves.

Cllr Justice raised the pavement works in Winchelsea Beach and said that the tarmac does not seem to be sticking to the pavement. Cllr Glazier said that he would investigate this and also the grips.

24/50 Item 5. To record any apologies for absence.

- a) To receive and record apologies for absence. *Apologies received from Cllr Chappell, Cllr Kitteridge and Cllr Mier (RDC).*
- b) To consider any requests for approval of reasons for absence, if any. *There were none.*

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24/51 Item 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 interest's form.

Cllr Thomson declared an interest in items 9 f and g as she is a member of the Trust Committee.

Cllr Warren also declared an interest in items 9 f and g as he is the secretary of the Trust Committee.

The Chair declared an interest in relation to item 19 of the agenda as she is on the Village Hall Committee.

24/53 Item 7. To consider and approve the signing by the Chair of the attached minutes of the Full Council meeting of 11th March 2024. **RESOLVED:** The Minutes were approved and signed.

Matters requiring a Decision by Council

24/54 Item 8. Annual Governance and Accountability Return (AGAR)

a) Internal Audit Report

To review and approve **RESOLVED:** approved.

b) Section 1 of the AGAR

To review and approve **RESOLVED:** approved and the Clerk and Chair signed.

c) Section 2 of the AGAR

To review and approve **RESOLVED:** approved and the Clerk and Chair signed.

d) Notice of Electors' rights

To confirm dates (Monday 3rd June to Friday 12th July). **RESOLVED:** approved.

24/55 Item 9. Financial Matters.

a) Review bank mandate signatories. Current signatories: **Clerk, Cllr Mrs. Lyward, Cllr Smedley, Cllr Mrs. Stanford and Cllr Warren.** **RESOLVED:** the current signatories were approved.

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.** **RESOLVED:** the reconciliations were approved, and Cllr Rixon signed. Cllr Rixon was appointed to sign going forward.

c) To receive the list of items paid to date in April and May and items for payment to date. **RESOLVED:** noted.

d) To receive Receipts and Payments report to 31st March 2024 (budget vs actual). **RESOLVED:** noted.

e) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings. **RESOLVED:** approved.

f) To consider grant application received from Icklesham Trust Committee in the sum of £1,725 for annual village hall grant **RESOLVED:** approved.

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. **RESOLVED:** Parish Council are to grant a new CCTV system to the Trust. System will be separate to the Parish Council's.

h) Update concerning issues with Lloyds Bank.

Clerk confirmed that Lloyds are still maintaining that the mistake with the duplicate payments was the Parish Council's fault. The Clerk confirmed that the next step would be to raise a complaint with the Financial Ombudsman. **RESOLVED:** it was agreed to raise a formal complaint with the Financial Ombudsman.

24/56 Item 10. Committees and Working Groups.

The following Committees were agreed:

a) Allotments Committee – five Councillors and four site representatives; **RESOLVED:** Cllrs Chappell, Eldridge, Mann and Rixon were appointed.

b) Media Working Group - - minimum of three members plus Clerk. **RESOLVED:** Cllrs Chappell,

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Justice and Stanford were appointed, along with the Clerk.

- c) **Open Spaces Committee** – five Councillors plus Chair ex officio; **RESOLVED:** Cllrs Haden, Mann, McConnochie, Rixon and Smedley were appointed.
- d) **Planning Committee** – five Councillors and the Chair and Vice as ex-officio members; **RESOLVED:** Cllrs Eldridge, Justice, Kitteridge, Lyward, McConnochie, Rixon and Warren were appointed.
- e) **Staffing Committee** – five Councillors and Chair or Vice; **RESOLVED:** Cllrs Kitteridge, Mrs. Lyward, McConnochie, Stanford and Thomson were appointed.

24/57 Item 11. Appointment to External Bodies and Groups.

- a) **Rye Partnership** — **RESOLVED:** the Chair was appointed and given 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.
- b) **Rother Association of Local Councils** — **RESOLVED:** Chair and Vice and in their absence the Clerk attends in a non-voting capacity and reports back.
- c) **Rye Harbour Nature Reserve** — **RESOLVED:** Cllr Mann was appointed.
- d) **Rye Harbour Village Hall Committee** — **RESOLVED:** The Chair was appointed,
- e) **Winchelsea Little Shop Association** – **RESOLVED:** Chair and Vice Chair were appointed.
- f) **Harbour of Rye Advisory Committee** – **RESOLVED:** The Chair was appointed.
- g) **ESALC** — **RESOLVED:** Cllr McConnochie and Cllr Mrs. Thomson were appointed.
- h) **Sussex Police Focus Group** – **RESOLVED:** Cllr Mann was appointed.

24/58 Item 12. Membership of External Bodies.

- a) East Sussex Association of Local Councils at an annual cost of £623.56 **RESOLVED:** approved.
- b) National Association of Local councils at an annual cost of £171.27 **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 £159.00 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) National Allotment Society at an annual cost of £55 including VAT **RESOLVED:** approved.
- g) Rural Services Network annual cost of £100 **RESOLVED:** approved.

24/59 Item 13. Review of Governance Documents.

- a) Standing Orders **RESOLVED:** approved.
- b) Financial Regulations – recommended amendment to increase tender threshold from £25,000 to £30,000 **RESOLVED:** approved.
- c) Asset Register **RESOLVED:** approved.
- d) Insurance Arrangements – to note policy increase to £1,890.22 (budgeted £1,800) **RESOLVED:** approved.
- e) Complaints Procedures **RESOLVED:** approved.
- f) Disciplinary and Grievance Procedures **RESOLVED:** approved.
- g) Requests under the Freedom of Information Act **RESOLVED:** approved.
- h) Communications Policy **RESOLVED:** approved.
- i) Financial Risk Assessment **RESOLVED:** approved.
- j) Safeguarding Policy **RESOLVED:** approved.
- k) Equality Impact Assessment **RESOLVED:** approved.
- l) Dates and venues of ordinary meetings **RESOLVED:** approved.
- m) Data Protection Policy. **RESOLVED:** approved.

24/60 Item 14. The Cheyney Almshouse Charity. To appoint a Councillor to act as a Trustee for the Cheyney Almshouse Charity. **RESOLVED:** Cllr Kitteridge with Cllr Warren in reserve.

24/61 Item 15. Confirmation of terms of use following trial period of Rye Bay FC's use of Harbour Field. There had been one complaint regarding some of the training sessions running past 7.00 pm. *Standing*

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orders were suspended to allow the representative of Rye Bay FC to speak. She explained that there all of the trainers have been spoken to about this and that actually what they find at this time of the year is that families tend to stay behind and play on the field together and she understands that this is okay. There was also a time when Rye Runners were using the area around the club house which of course did generate extra traffic. She said that she was sad to hear that a complaint was made because the football club have been trying really hard.

RESOLVED: it was agreed to amend the terms of use to allow up to three matches on a Saturday morning and the COLTS team play on a Sunday morning. The Clerk is also to give the secretary the code to the gate so the football club can park behind the pavilion in the summer months.

24/62 Item 16. Public Works Loans.

There is currently £12,501.31 outstanding on the Icklesham Memorial Hall Loan and £11,085.38 outstanding on the Winchelsea Traffic Calming Loan. **RESOLVED:** Clerk is to get the final redemption figures from PWLB to circulate to Councillors and repay the loans in full out of reserve funds.

24/63 Item 17. Update Regarding Devolution of Public Loos

The Chair explained that at present, there is not very much to report. The Chair and the Clerk have attended two meetings with other Parish and Town Councils and they are all in a similar position to us. The Chair confirmed that we are still waiting to hear from Rother on whether or not they are prepared to transfer the freehold as obviously if we are going to demolish and rebuild the toilets, we would want the freehold, not leasehold. District Councillors are involved and are completely on our side. **RESOLVED:** the update was noted. The Clerk is also to ask if Cllr Eldridge's partner could have a look at what needs doing in the disabled loo in Winchelsea Beach for the time being.

24/64 Item 18. Update Regarding Winchelsea Beach Bus Shelter

Clerk confirmed that the Highways contractor will complete a design brief which will then be reviewed and sign off by East Sussex Highways officers to ensure the design brief is reasonable and value for money. Design brief is expected to be complete by summer 2024. A construction start date is unlikely to be in 2024 but they are hopeful for an early date in 2025. **RESOLVED:** the update was noted, Clerk is to try and pressure for an earlier start date.

24/65 Item 19. Memorial Bench Application. Application received from Rye Harbour Village Hall Committee for a memorial bench in playground behind Rye Harbour Village Hall. The bench of is in memory of three ladies that lived in Rye Harbour before they died who were very involved in the village hall. **RESOLVED:** approved. The bench is to be one approved by the Council and the Village Hall are to pay for installation and maintenance costs.

24/66 Item 20. Programme of Works.

The programme of works was noted. The Chair spoke about an issue we have had recently with the Mary Stanford Lifeboat House fingerpost. The post had been replaced but it was done badly and incorrectly (the post installed said Mary Fordham Lifeboat House) in future Clerk will ask for proofs before installation. Cllr McConnochie also said that he cut the playground behind the village hall at the weekend, and he noticed that someone has cut the corner off of one of the baby seats. **RESOLVED:** the programme of works was noted. Clerk is to check the CCTV and report the damage to the baby swing to the police.

24/67 Item 21. Correspondence.

The Clerk confirmed that she had received an email from a resident in Winchelsea thanking the Parish Council for organising for the bus shelter to be cleaned. **This was noted.**

The Clerk also raised an email that the Five Villages had received purporting to be from Icklesham Parish asking for payment. The Clerk believes this is a scam email and has reported this to Action Fraud. The Clerk has also put a post on Facebook to warn other local businesses.

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Matters for Information or Noting

24/68 Item 22. Reports from Councillors on meetings attended.

The Chair confirmed that she had attended a Rye Partnership meeting. She said that it was really good to see what excellent work Rye Partnership do. She said that the Tilling Green Centre was in a real state when they took it on and it has been completely transformed.

The Chair also confirmed that she had attended HORAC and that was interesting. She said that the fishing in Rye Bay has changed as fish seem to be further out due to increased temperatures.

Cllr Mann raised whether the Parish Council should have a stall at the Icklesham Village and Rye Harbour Fete. Cllr Warren confirmed that he is sure that the Trust Committee would waive the normal stall fee.

RESOLVED: the Clerk would investigate this.

24/69 Item 23. Draft Rother Local Plan 2020-2040 Public Consultation.

[Draft Local Plan 2020-2040 – Rother District Council](#) **RESOLVED:** noted. Cllr Warren emphasised the importance of the document and urged all Councillors to have a look through if they get chance. Clerk confirmed that Jeff Pyrah, Rother's Planning Policy Manager is attending the Annual Parish Meeting on 31st and will be able to answer any questions that Councillors or residents have. Clerk also confirmed that this will also be on the agenda for the Full Council meeting in July.

The Council then resolved to go into private session on the grounds that the following business would disclose exempt matters.

24/70 Item 24. High Fords Allotments

24/71 Item 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)

Agreed as a true record of the meeting

Signed
Cllr Mrs. S Stanford
Chair

Dated: 8th July 2024