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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of Peacehaven Town Council, held in the Anzac Room, Community House, Meridian Centre, at 7.30pm on Tuesday 14th January 2020

Present – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Alan Milliner, Cllr Wendy Veck, Cllr Ron White.

Officers; Town Clerk, Tony Allen; Finance Officer, Andy Beams; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis.

Public; Two members of the public were present.

1 C558 MAYOR'S REPORT & ANNOUNCEMENTS

Cllr Cheta welcomed everyone to the meeting and read out the housekeeping and safety notices.

It was noted that the New Year's resolution fun-run produced £264 for the Mayor's charities. Cllr Cheta also highlighted forthcoming events at the Community Centre.

2 C559 YOUTH MAYOR REPORT

No report; the Youth Mayor was unable to be present.

3 C560 MAYOR ELECTION FOR 2020/21

It was resolved to postpone this item for discussion at the next meeting of Council.

4 C561 PUBLIC QUESTION TIME

A member of the public referred to a letter that had been forwarded in advance of the meeting, regarding three HGV road sweeper vehicles being parked in Collingwood Close. Councillors were able to give an update on this matter and will assist with its resolution.

A member of the public questioned the use of ring-fenced Council reserve funds for Centenary Park being used for maintenance purposes, as they thought its purpose is for capital projects only. It was noted that this funding has been used for maintenance purposes in the past; Finance Officer to refer to the original terms for the use of this funding.

It was noted that the draft budget included a drawdown of £10K from this reserve.

5 C562 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr Emilia Simmons,

6 C563 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Duhigg with reference to her duties as a District Councillor.

7 C564 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 26th NOVEMBER 2019

It was resolved to adopt the minutes as a true record.

8 C565 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES

8.1 Policy & Finance Committee:-

8.1.1 To note and receive the minutes of the 10th December 2019

The minutes were noted and received.

8.1.2 Employment of a Senior Projects Officer

Cllr Seabrook presented his paper which was noted and discussed.

The impact and options of the proposed salary and related costs on the draft budget were discussed.

Cllr Seabrook and Cllr Gallagher outlined the need and benefits for employing a qualified person in planning and project management; including the need to support the Clerk, to drive the production of the Neighbourhood Plan, to maximize opportunities during the development of the Meridian Centre and to create additional income streams for the Council.

It was noted that there would be some crossover with Telscombe Town on some matters; Telscombe Town Council may wish to fund the employment of this person for an additional day.

It was resolved to employ a Senior Projects Officer.

8.1.3 To agree the Budget and Precept requirement for 2020/21

Cllr Collier presented the draft budget options, noting the need to bolster the Council's general reserves, that there would be no Council Tax Support Grant from LDC and that the Town Council is not 'capped' on the level of precept it requests from LDC..

The Clerk and the Finance Officer stated that Option A was the most practical budget to provide the best solutions for the Council in all areas. It was noted that this Option would mean an increase in the Town Council's precept of 18% over last year; £1.71 per household, per month, in monetary terms.

It was agreed that the Council must effectively communicate with its residents to justify the reasons behind such an increase.

It was resolved by majority to adopt Option A; i.e. a budget of £830,640 for 2020/21 and that the Clerk is authorised to request a Council Tax Requirement (Precept) of £644,160 from LDC.

[All Councillors voted in favour, except for Cllr Mills who voted against]

8.1.4 To note & receive the CIL report

The CIL report was received.

8.1.5 To note & receive the Bank Reconciliation

The Chairman signed the Bank Reconciliation.

[Andy Beams left the meeting]

8.2 Planning & Highways Committee:-

8.2.1 To note and receive the minutes of the 3rd December 2019 & 7th January 2020

The minutes were noted and received.

8.3 Personnel Committee:-

8.3.1 Recruitment of a Grounds operative following the resignation of Mr A Baines

It was resolved that Cllr Seabrook, the Senior Groundsman and the Clerk should proceed with the recruitment of a replacement Groundsman; to be progressed and monitored by the Personnel Committee.

8.4 Leisure, Amenities & Environment Committee

Noted that there had not been a meeting of the Committee since the last Council meeting.

8.5 Civic & Events Committee:-

8.5.1 Town Twinning update

The Civic Officer's report was noted.

A meeting with Lewes Town Council has been arranged for advice on this matter.

8.6 Business Plan & E-Comm's Committee

Cllr Milliner noted that the next meeting of this Committee will take place on the 28th January 2020.

8.7 Climate Change Working Party:-

8.7.1 Action Plan update

The Action Plan was noted and received.

Cllr Seabrook noted that the first meeting of this Working Party will take place on the 15th January 2020.

8.7.2 To sign the Covenant of Mayors for Climate and Energy

The Mayor signed the Covenant.

8.8 CIL Working Party

The Clerk noted that the first meeting of this Working Party is being arranged.

9 C566 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP:-

9.1 Notes from the Workshop held on the 14th November 2019

The notes were received.

9.2 Notes of the Steering Group meeting held on the 16th December 2019

The notes were received.

Cllr Gallagher gave an update on the progress of the Neighbourhood Development Plan and recent meetings.

It was noted that public participation and consultation is a key requirement for the Plan's development and must include all age groups.

Cllr Gallagher noted that grant funding for Technical Support and Master Planning had been secured.

10 C567 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

Cllr Collier reported that there was no detailed news regarding the development of the Meridian Centre; all that is known is that the Co-Op estates group is seeking bids to buy its assets on this site and that an initial bid by Lewes District Council had been rejected. Cllr Collier explained that this lack of feedback was due to the commercial confidentiality required for such matters.

Councillors expressed some frustration at not being able to tell the public any details about what is happening regarding the development of the Meridian Centre, as this has a large impact on businesses and residents. It was resolved that the Clerk writes to the Co-Op to express the need for the Town Council to be fully engaged in this project as it develops and to be kept fully informed in order to keep residents fully in the picture.

11 C568 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

Cllr Mills reported on the recent meeting of the JAG.

Cllr Hill reported on meetings and activities she had attended at Kempton House, noting that Age Concern will no longer be renting a room there.

Cllr Paul reported on CTLA matters.

Cllr Veck noted that there was a meeting on the 15th January 2020 of hirers of facilities at the PTC Community Centre, which she will be attending along with Cllr Mills and Cllr Griffiths

12 C569 TO AUTHORISE THE CLERK & CIVIC OFFICER TO MAKE LOTTERY RETURNS TO LDC

This was resolved.

13 C570 TREE CHARTER – Council to resolve to support the Ten Principles & to be a Tree Charter Branch

Cllr Griffiths introduced this item, noting that it formed part of the Climate Change Plan. It was resolved that Council would support these Principles.

14 C571 TO AUTHORISE A CHANGE OF DESIGNATED PREMISES SUPERVISOR

The Clerk related the background to this item. It was resolved that Cllr Veck be appointed as the new Designated Premises Supervisor.

[Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Admin. Officer, Vicky Onis and the members of the public left the meeting]

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following items:-

15 C572 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

Cllr Seabrook presented the Committee's current Action Plan, which was noted and received.

The Action Plan was discussed and the Clerk reported on matters in the following areas:-

- Appraisals.
- Training.
- Ongoing staffing matters.
- Procedural issues.
- Documentation of processes.

16 C573 DATE OF THE NEXT MEETING – Tuesday 10th March 2020

There being no further business the meeting closed at 21:11 .