**Minutes of the meeting of Peacehaven Town Council, held at 7.30pm on Tuesday 9th November 2021, Main Hall, Community House**

**Present** – Cllr Gloria Hill (Chairman), Cllr Catherine Gallagher, Cllr Chris Collier, Cllr Ron White,

Cllr Wendy Veck, Cllr Alan Milliner, Cllr Alan Goble, Cllr David Seabrook, Cllr Sue Griffiths,

Cllr Claude Cheta, Cllr D Paul, Cllr K Sanderson.

**Officers** - Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan.

**Public** – Five members of the public were present.

**Guest Presenters** – Stef Lake & Vicki Ashley, SCDA.

**C835 Mayor’s/Chairman’s announcements.**

In the absence of the Chairman, the Vice-Chairman, Cllr Hill, took the Chair.

Cllr Hill welcomed everyone to the meeting and covered the housekeeping items and forthcoming events, including Armistice Day and Remembrance Sunday.

Cllr Gallagher stated that she would be recording the meeting.

**C836 Public session:-**

1. **Presentation by SCDA.**

Stef Lake gave an informative presentation on the Community Supermarket, covering the background to this project and giving an update on current plans.

Details of this year’s Christmas Appeal and plans were also related.

Hannah Sherman informed the meeting about the ‘Making it Happen’ event on the 24th November 2021in Community House, the ‘Sparks’ event for community projects and forthcoming community food projects.

1. **Public questions.**

Mr Gatti read out three questions regarding ESCC’s plans to move the library to the Joff. The Clerk undertook to refer them, as stated, to ESCC.

[The SCDA members left the meeting]

Tracey Collier spoke in support of the Agenda item concerning the ‘Plastic Free Peacehaven’ initiative.

**C837 To approve apologies for absence.**

It was resolved to accept apologies from Cllr Lynda Duhigg, Cllr Lucy Symonds, Cllr Emilia Simmons & Cllr Isobel Sharkey.

**C838 To receive declarations of interests.**

Cllr Collier, re. Item 840.g.i.2, as the Father of Tracey Collier.

**C839 To adopt the public minutes of the Council meeting held on the 28th September 2021.**

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

**C840 To ratify actions, receive minutes, Chairmen’s reports and referrals from**

**Committees & Working Parties.**

* 1. **Policy & Finance Committee:-**
     1. **To receive the financial report, authorise payments and signing of Bank Reconciliation.**

The financial reports were received and noted. It was resolved to sign the Bank Reconciliations and to approve the September 2021 payments totalling £124,558.98.

* + 1. **To receive the public meeting minutes of the 14th September 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 26th October 2021.**

These draft minutes were noted.

* + 1. **Receive & review the 2021/22 Interim Internal Audit report.**

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been addressed.

* + 1. **To discuss the SDNPA Opening of ‘Call for CIL Projects’ window.**

Cllr Griffiths noted that PTC has no areas in the SDNPA. Clerk to find out if bordering areas can have access to this funding.

* 1. **Planning & Highways Committee:-**
     1. **To receive the public meeting minutes of the 21st September 2021.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 12th October 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 2nd November 2021.**

These draft minutes were noted.

* 1. **Personnel Committee:-**
     1. **To receive the public meeting minutes of the 23rd September 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 4th November 2021.**

These draft minutes were noted.

* 1. **Leisure, Amenities & Environment Committee;-**
     1. **To receive the meeting minutes of the 7th September 2021.**

It was resolved to receive these minutes.

* + 1. **To note the draft meeting minutes of the 19th October 2021.**

These draft minutes were noted.

* 1. **Civic & Community Events Committee:-**
     1. **To note the draft meeting minutes of the 5th October 2021.**

These draft minutes were noted.

* 1. **Business Development & Communications Committee:-**
     1. **To give direction regarding the future operation of this Committee.**

The Clerk’s paper was received and discussed, and the Clerk related the background to this item.

Cllr Gallagher related the history for establishing this Committee and for the development of its Terms-of-Reference and Business Plan output.

The matter was discussed in detail and many views were put forward.

Cllr Hill stated that this matter needed to be thrashed out by those concerned, the Draft Plan revisited and adjusted if necessary.

It was resolved, by majority 9-2, that the Clerk meets with members of the Committee and concerned Councillors and relevant Officers regarding the current draft Internal Business Plan and the workings of this Committee, prior to putting a report to the next meeting of Council.

It was resolved, by majority 8-3, not to enact the recommendations contained in the Clerk’s paper.

* + 1. **To receive a report on the Welcome Back Fund allocation.**

Cllr Gallagher’s paper was received and discussed.

Cllr Gallagher related the background to this item and outlined the requirements for spending the funding received.

It was resolved to set up a Working Party to deliver suitable projects; all to advise Cllr Gallagher if they wish to volunteer for this.

* 1. **Working Party reports:-**
     1. **PTC Climate Change Working Party:-**
        1. **To receive WP Action Plan and report.**

The Action Plan was received, and Cllr Seabrook reported on the planned 2022 Climate Emergency event.

* + - 1. **To support the ‘Plastic Free Peacehaven’ initiative.**

The Seabrook’s paper was received and discussed.

It was noted that Peacehaven is well on the way to achieving the accolade of being a ‘plastic free Town’.

It was resolved to adopt the recommendations from Cllr Seabrook’s report, as follows:-

1. That Council agrees to put a member on the Plastic Free steering committee.
2. That Council agrees to support all Plastic Free Communities initiatives in the area.
3. That Council pledges to act by example and remove single-use items from its premises.
   * 1. **PTC Libraries Working Party.**

Cllr Goble noted that ESCC had essentially ignored the Town Councils proposals for enhanced library services and it had now unilaterally announced the move of the library to the Joff without any consultation.

The unsuitability of the current premises was discussed, along with the modern additional requirements for a community facility such as this.

It was noted that there was no obvious need for the library to move at the moment, and that the proposal to move it into a tiny area in the Joff was not acceptable on many fronts.

The Clerk noted the letter that was approved by Council at its last meeting and the ESCC response received.

It was noted that the MP was on-board with this matter and was planning a public meeting.

It was resolved that the Clerk writes again to ESCC, capturing Councillors views, and Mr Gatti’s questions.

* + 1. **Youth Working Party.**

The Clerk noted that the WP was meeting on the 15th November 2021 and that a full report will be presented at the next meeting of Council.

* + 1. **CCTV Working Party.**

The Clerk reported that the WP was waiting for costings for upgrading the Council’s existing CCTV equipment and for linking it to Sussex Police monitoring, as part of the developing partnership between the two organisations.

* + 1. **History Working Party.**

The WP’s Action Plan and meeting notes of the 3rd November 2021 were received and noted.

**C841To receive a report from the Neighbourhood Development Plan Steering Group:-**

Cllr Gallagher reported on the recent work of the Steering Group and the forthcoming statutory process for the Draft ND Plan.

Cllr Gallagher noted the additional funding required for the current financial year, that had been approved by the Policy & Finance Committee, as a virement from the salaries budget of £5,100.

Cllr Gallagher noted that the Steering Group had largely fulfilled its purpose and that the ongoing work for delivering the ND Plan should move more into the Council’s remit. The Clerk noted a potential legal concern as this relates to a joint ND Area and two Town Councils. Clerk to seek legal advice.

1. **To receive the minutes of the Steering Group meeting held on the 14th October 2021.**

It was resolved to receive these minutes.

**C842 To receive reports from representatives to outside bodies.**

No reports submitted.

*[The remaining members of the public left the meeting]*

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| **CONFIDENTIAL** |

***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:-***

**C843 To adopt the confidential minutes of the Council meeting held on the 28th September 2021.**

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

**C844 Policy & Finance Committee:-**

1. **To receive the confidential meeting minutes of the 14th September 2021.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 26th October 2021.**

These draft minutes were noted.

**C845 Personnel Committee:-**

1. **To receive the confidential meeting minutes of the 23rd September 2021.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 4th November 2021.**

These draft minutes were noted.

1. **To discuss confidential staffing matters and agree actions required.**

The Clerk on items from the Committee’s confidential minutes.

**C846 To approve the Draft Neighbourhood Development Plan.**

After discussion, it was resolved, by majority, that the Draft ND Plan is formally taken forward for consultation on the proposals it contains based on evidence gathering.

**C847 To authorise the Clerk to sign the new PTFC Lease and associated documents,**

The Draft Lease and associated documents were received and noted.

The Clerk reported that these were the product of extensive discussion by both parties and were agreed by their respective solicitors.

It was resolved that the Clerk can sign and enact these documents on behalf of Council.

**C848 Leisure, Amenities & Environment Committee;-**

1. **To note the confidential meeting minutes of the 19th October 2021.**

These draft minutes were noted.

**C849 Date of next meeting - Tuesday 25th January 2022 at 7.30pm.**

*There being no further business, the meeting closed at 21:41.*