**DRAFT Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 6th December 2022 at 7.30pm.**

**Present:** Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Emilia Simmons, Cllr Isobel Sharkey, Cllr Ron White, Cllr Claude Cheta, Cllr Sue Griffiths.

**Officers**: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

Ines Bacha, Youth Mayor was also present.

Two members of the public were in attendance.

1. **C963 MAYORS/CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, asked that mobile phones be put onto silent, and went through the building fire procedures, and asked that everyone speak loudly when speaking.

The Chair notified the Council of the following:

**Mayor’s Highlights – in date order:**

8th October – Supported at the PTC Wrestling event which raised funds for the Mayors charities.

14th October – Attended the third Support the Supporters Breakfast at Burger and Bird, hosted by Havens Community Hub.

19th October – Called the Bingo at the monthly Community House Bingo.

25th October – Attended the SERFCA (South East Reserve Forces' & Cadets' Association) presentation awards ceremony at Christs Hospital.

29th October – Supported and participated in the PTC Barn Dance – and many thanks to the other Councillors and Officers that supported this – it was a brilliant night and received glowing feedback.

30th October – Attended the Peacehaven Evangelical Free Church 100th Anniversary.

7th November – Attended the PCS library grand opening.

10th November – Participated in the SCDA Bright Sparks Community Event – an amazing presentation of local causes and charities.

11th November– Joined other Councillors, Officers, residents, and School children at the War Memorial to mark Armistice Day with a service led by Revd. Tim Mills and the Royal British Legion.

13th November - Attended the Remembrance Day parade, service, including laying the first wreath and making the closing remarks, and refreshments afterwards at Community House.

20th November – Attended the Lions Club Charter Celebration at Seaford Golf Club.

26th November – Ran an area at the Peacehaven Christmas Market in the Meridian Centre, providing some fun, free activities for children waiting to go into Santa’s Grotto.

**Planning:**

Planned events in the future, include:

Mayor’s Civic Reception (22nd April 2023)

Also, after much demand from members of the community, we are investigating restarting regular Quiz Nights in support of the Mayor’s charities.

**Meetings:**

27th October – Met with Dan & Mike from Engage Sussex to discuss their plans to put on some workshops targeted at local youth.

15th November – Met with the Youth Mayor (Ines), to discuss her role and the plans she has as Youth Mayor.

21st November – Attended the Community Safety Focus group meeting.

5th December – Met with SCDA for a funding review meeting for the Barn Dance.

**Deputy Mayor’s Highlights:**

17th October – Presented the trophies at the Horticultural Society’s Annual Show trophy presentation night.

27th October – Attended the LDC Cost of Living summit.

11th November - Joined other Councillors, Officers, residents, and School children at the War Memorial to mark Armistice Day with a service led by Revd. Tim Mills and the Royal British Legion.

13th November – Attended the Remembrance Day parade, service, and refreshments afterwards at Community House.

4th December – Attended the Homelink Christmas Concert at St. Thomas More Church in Seaford.

*Councillor Simmons was initially noted as absent, however, arrived at 19:32.*

1. **C964 PUBLIC QUESTIONS**

Mike Gatti raised that he has asked questions at Full Council meetings and Planning & Highways Committee Meetings but has not received any responses from the Council.

The Deputy Clerk informed Mr Gatti that as he understood it, the Town Clerk had given answers to Mr Gatti’s questions verbally at the previous Full Council meeting, although was unaware as to whether these had been followed up with written responses too.

Vivian Carrick informed the Council that the first question he asked at the last Full Council meeting has not yet had an accurate response.

The Deputy Clerk advised Mr Carrick that the information that the Council has been able to ascertain about the matter has been shared with him, and that Peacehaven Town Council do still have outstanding enquiries with Lewes District Council and East Sussex County Council on the matter, and also confirmed that he will update Mr Carrick as soon as any further information becomes available.

Cllr Gallagher advised Mr Carrick that this matter had been discussed at Planning & Highways recently and that the current Task & Finish Group looking into Sustainable Transport (Buses) will be stopping, and a new group with a wider remit looking at Chalkers Rise has been suggested.

*Ines Bacha, Peacehaven Youth Mayor, arrived at 19:40*

Vivian Carrick then advised that he also has not received a response regarding the third question he asked at the previous Full Council meeting, which was regarding the SUDS as part of Chalkers Rise.

The Deputy Clerk informed Mr Carrick that there is currently a Reserved Matters Application regarding the attenuation pond with the Planning Authority, and that the Town Council are awaiting the decision of the application before being able to discuss further.

Finally, Vivian Carrick advised the Council that he has also not yet received a response to his fourth question from the previous Council meeting concerning the Parklet.

The Deputy Clerk advised Mr Carrick that this has been raised with Lewes District Council who own the Parklet, including providing the District Council with the list of suggested alternative locations for the Parklet provided by Mr Gatti, it is the Town Council’s understanding that Lewes will not commit to moving the Parklet at this time due to budgetary restrictions.

Cllr Gallagher suggested to Mr Carrick that the location could be a good place, and the Community Volunteers could be utilised to maintain the Parklet.

The Chair at this point extended a welcome to Ines, Youth Mayor, who had entered during the Public Session.

1. **C965 TO APPROVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Symonds, Cllr Collier, Cllr Duhigg, Cllr Veck, Cllr Harris, Cllr Paul, Cllr Hill, Cllr Sanderson, and Tony Allen (Town Clerk).

These apologies were **noted** by the Council.

Cllr Milliner and Cllr Goble were also absent.

These absences were **noted** by the Council.

1. **C966 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

1. **C967 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 27TH SEPTEMBER 2022**.

**Proposed By:** Cllr White  **Seconded By:** Cllr Cheta

The minutes were **agreed** and **adopted** by a majority of 6 with one abstention.

*The Chair presented Ines Bacha with the Youth Mayor Badge and congratulated her on the appointment, The Youth Mayor then left at 19:49.*

1. **C968 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN’S REPORTS AND REFERRALS FROM COMMITTEES & TFG’s: -**

**a. Planning & Highways Committee:-**

**i. To receive the public meeting minutes of the 30th August 2022.**

**ii. To receive the public meeting minutes of the 4th October 2022.**

**iii. To receive the public meeting minutes of the 1st November 2022.**

**Proposed By:** Cllr Sharkey **Seconded By:** Cllr Gallagher

The minutes were **agreed** and **adopted**.

**iv. To note the draft public meeting minutes of the 29th November 2022.**

The minutes were **noted**.

**b. Policy & Finance Committee:-**

 **i. To receive the financial reports, authorise payments and signing of Bank Statements & Reconciliation.**

 **Proposed By:** Cllr Cheta **Seconded By:** Cllr Gallagher

 The financial reports, authorising payments and signing of Bank Reconciliation were **agreed** and **adopted**.

 **ii. To approve the 2023/24 Budget & Precept requirement request to LDC.**

There was a brief discussion on the Precept requirement and the Finance Officer answered some questions from Councillors.

It was proposed that the Council agree to request a 5% increase to Precept requirement.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Simmons

The Council **resolved** to **agree** to this proposal by a majority of 5 with 1 abstention.

**iii. To receive the 2022/23 Internal Auditor’s interim report.**

The Finance Officer gave a brief overview of the report.

The Chair thanked the Finance Officer for her hard work in getting the good report.

The Council **noted** the Internal Auditors interim report.

**iv. To receive the public meeting minutes of the 26th July 2022.**

**v. To receive the public meeting minutes of the 11th October 2022.**

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Gallagher

The minutes were **agreed** and **adopted**.

**vi. To note the draft public meeting minutes of the 22nd November 2022.**

The minutes were **noted.**

**vii. To receive the public Grants Sub-Committee meeting minutes of the 21st April 2022.**

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Sharkey

The minutes were **agreed** and **adopted**.

**viii. To note the draft public Grants Sub-Committee meeting minutes of the 15th November 2022.**

The minutes were **noted.**

**ix. To note the approved grants for Round 2 2022/23.**

The approved grants were **noted.**

**x. To adopt a revised Grants Policy.**

It was proposed that this item be referred to the Grants Sub Committee, with a meeting date TBC.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

**xi. To adopt a revised Allotments Policy & Tenancy Agreement.**

Cllr Gallagher gave a brief introduction to the item and some of the background to it.

It was proposed that the revised Allotments Policy & Tenancy Agreement be adopted.

**Proposed by:** Cllr Sharkey **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** to this proposal.

**xii. Disposal of assets – Ground Team redundant equipment.**

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** that the equipment be disposed of.

**c. Personnel Committee:-**

* + 1. **To receive the public meeting minutes of the 7th July 2022.**
		2. **To receive the public meeting minutes of the 18th October 2022.**

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr White

The minutes were **agreed** and **adopted**.

* + 1. **To note the draft public meeting minutes of the 1st December 2022.**

The minutes were **noted.**

* + 1. **To sign up to the ‘Civility and Respect Pledge’ & develop and ‘Dignity at Work Policy’.**

There was a brief discussion on the Civility and respect pledge, and the importance of making sure that the pledge is put into practice.

It was proposed that we sign up to the ‘Civility and Respect Pledge’ & develop and ‘Dignity at Work Policy’.

**Proposed by:** Cllr White **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

* + 1. **To approve the use of the Employee Assistance Programme.**

**Proposed by:** Cllr White **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** to this proposal.

**d. Leisure, Amenities & Environment Committee:-**

**i. To receive the public meeting minutes of the 16th August 2022.**

**Proposed by:** Cllr Sharkey **Seconded by:** Cllr Gallagher

The minutes were **agreed** and **adopted**.

**ii. To note the draft meeting minutes of the 8th November 2022.**

The minutes were **noted.**

**e. Civic & Community Events Committee:-**

**i. To receive the public meeting minutes of the 6th September 2022.**

**ii. To receive the public meeting minutes of the 25th October 2022.**

**Proposed by:** Cllr Simmons **Seconded by:** Cllr Cheta

The minutes were **agreed** and **adopted**.

**iii. To note the draft meeting minutes of the 21st November 2022.**

The minutes were **noted.**

**f. Task & Finish Groups:-**

**i. CCTV**

It was reported that the cameras in the park are working and just waiting on the SLA with Sussex Police, which should be happening in January.

**ii. The Hub**

The Parks Officer gave a brief overview of the report and the recommendations made.

There was a lengthy discussion about the Hub.

It was proposed that the Council accept option 2 of the report and set up a Task & Finish Group to agree the specification, speak to 3 architects and make a recommendation to Council as well as continuing to consult with residents and potential users.

**Proposed by:** Cllr White **Seconded by:** Cllr Sharkey

The Council **resolved** to **accept** this proposal by a majority of 4 with 1 abstention and 1 against.

The TFG is to consist of the following members: Parks Officer, Events Amenities and Projects Officer, Cllr White, Cllr Gallagher, and one other Councillor (TBC).

1. **C969 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

Cllr Gallagher reported that she has been regularly speaking with the Chair of Peacehaven and Telscombe Football Club who are working hard on upgrading their clubhouse and looking at sustainable energy.

Cllr Gallagher reported that the House Project are now getting going again and that she will continue to liaise with them.

Cllr Gallagher reported that she regularly sees the secretary of the Chamber of Commerce who have recently been dealing with enquiries regarding the Lewes District Local Plan about business commerce.

*Cllr Simmons left at this point (20:51)*

Cllr Gallagher reported that there has recently been a meeting with representatives from the SDNPA which was very promising looking at potential projects in the area, but that we likely won’t be ready to put in a CIL bid this year.

Cllr Griffiths reported that the Access group have done a survey of problems along the South Coast Road, that the group has a new secretary, and that Cllr Griffiths is back as Chair, with Paula Woolven as Vice-Chair.

Cllr Griffiths reported that the Orchard has been successful with CIL bids and the Ouse Valley Cares project.

*Cllr Simmons returned at this point (20:55)*

Cllr White reported that that Friends of Peacehaven and Telscombe Libraries national organisation have put in an FOI request to ESCC, that the Friends of the Library have about 12 people, and that there is a need to publicise some of the things that the library do.

Cllr White reported that he recently attended the ESALC AGM, reminded the Council some of the services offered by ESALC, and gave some information about the changes to elections as a result of the Elections Act 2022.

Cllr Sharkey reported that Citizens Advice Bureau had their AGM a few weeks ago and have a new CEO who seems very enthusiastic. She reported that the feedback from CAB is that fuel debt is now the main issue people in the area are going to CAB for advice on.

Cllr Seabrook reported that the Community Garden are looking at a more structured, organised footing going forward.

1. **C970 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN SG**

Cllr Gallagher reported that the Steering Group papers represent what is probably the final steering group meeting in this format.

*The Finance Officer left at this point (21:06)*

The Town Clerks of both Peacehaven and Telscombe were present at the meeting.

Nancy Astley provided 3 key documents – the Consultations Document, Condition Statement, and the latest Draft Plan.

Moving forward the Neighbourhood Plan will report into the Planning Committees of both Councils.

The Neighbourhood Development Plan is now with Lewes, who Nancy is in discussion with, and will be aiming for a referendum towards the end of summer.

*The Finance Officer returned at this point (21:08)*

1. **C971 TO ADOPT A NEW LEASE FOR THE GATEWAY CAFÉ TENANCY.**

There was a discussion about the lease and the Council felt that there was quite a bit missing from the document.

It was proposed to not approve the document, and to refer the matter back to the Policy & Finance Committee.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

1. **C972 TO RESOLVE THAT THE TOWN CLERK (AS PROPER OFFICER) IS AUTHORISED TO SIGN THE CHANGING PLACES GRANT AGREEMENT (TO BE WITNESSED BY TWO APPOINTED COUNCILLORS) THUS AUTHORISING PTC TO EXECUTE THIS AGREEMENT.**

It was proposed that the Deputy Town Clerk be authorised to sign in the absence of the Town Clerk.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr White

The Council **resolved** to **agree** to this proposal.

*The Chair called a 5 minute recess at this point (21:17)*

*The Parks Officer, Finance Officer, and Events, Amenities, and Projects Officer left at this point*

*The Chair reopened the meeting at 21:23*

**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 are excluded from the discussion of the following items:-***

1. **C973 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 27th SEPTEMBER 2022.**

Some amendments to the confidential minutes of the Council meeting held on 27th September 2022 were requested.

It was proposed, that the minutes be adopted subject to these changes.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr White

The minutes were **agreed** and **adopted** subject to the changes.

1. **C974 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT.**

The Council **noted** this report.

1. **C975 PERSONNEL COMMITTEE**
	* 1. **To receive updates on confidential staffing matters and agree any actions required.**

Confidential staffing matters were discussed.

* + 1. **To receive the confidential meeting minutes of the 7th July 2022.**
		2. **To receive the confidential meeting minutes of the 18th October 2022.**

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Cheta

The minutes were **agreed** and **adopted**.

* + 1. **To note the draft confidential meeting minutes of the 1st December 2022.**

The minutes were **noted.**

*The Chair moved agenda item C976 to the end of the meeting.*

1. **C977 TO RECEIVE A CONFIDENTIAL REPORT FROM THE TASK & FINISH GROUP SET UP TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT & DRAFT AN ACTION PLAN.**

It was proposed to defer this item to the next Full Council meeting.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Sharkey

The Council **resolved** to **defer** this item to the next Council meeting.

It was proposed to set up a Task and Finish Group to look at the complaints policy to report to the next Full Council meeting.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Sharkey

The Council **resolved** to **agree** to this proposal.

The members of the Task and Finish Group to include Cllr Sharkey, Cllr Gallagher, and that Cllr Sanderson also be invited to join.

1. **C978 POLICY & FINANCE COMMITTEE:-**
	* 1. **To receive the confidential Committee meeting minutes of the 26th July 2022.**

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Gallagher

The minutes were **agreed** and **adopted.**

* + 1. **To note the draft confidential Grants Sub-Committee meeting minutes of the 15th November 2022.**

The minutes were **noted.**

1. **C979 DATE OF NEXT MEETING – TUESDAY 7th FEBRUARY 2023 at 7.30PM.**

The next meeting was confirmed for Tuesday 7th February 2023 at 7.30pm.

*The Deputy Town Clerk left at this point (21:47) and the remaining minutes were completed by the Chair.*

1. **C976 TO RECEIVE A CONFIDENTIAL REPORT FROM THE ALLOTMENTS COMPLAINT FACT-FINDING PANEL.**

The report of the fact finding panel was discussed and the recommendations were accepted.

*There being no further business the meeting ended at 22:30.*