**DRAFT PUBLIC Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 7th February 2023 at 7.30pm.**

**Present:** Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Ron White, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Lynda Duhigg, Cllr Alan Milliner, Cllr Dawn Paul, Cllr Gloria Hill, Cllr Katie Sanderson.

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

Four members of the public were in attendance.

1. **C980 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.

The Chair notified the Council of the following:

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

**7th December** – Attended the Sussex Mayor’s Association Luncheon which was held in Peacehaven for which I gave a short speech.

**14th December –** Represented Peacehaven at the ESCC Chairman’s Christmas reception.

**17th December** – Attended the ABC Fund Winter Solstice Event.

**23rd January –** Hosted a ‘Hot Chocolate’ networking evening, where local organisations and charities came together for a valuable networking opportunity.

**25th January –** Alongside the Deputy Mayor, Youth Mayor, Councillors, and students from PCS, planted a memorial tree for Her Late Majesty The Queen.

1. **Deputy Mayor’s Highlights:**

**Every Monday & Wednesday –** Has been supporting the Warm Havens Scheme in the Community House Foyer, with support from other Councillors too.

**8th December** – Supported at the memorial tree planting for Her Late Majesty The Queen.

The Chair then invited up Johan Janse van Vuuren, from the Royal British Legion, to present a certificate to the Deputy Town Clerk in thanks for the work organising the event for Remembrance Day.

The Chair informed the Council of the recent passing of Seaford Town Councillor Jean Cash, read out a brief obituary and held a one minute silence.

*One member of the public left at this point*

1. **C981 PUBLIC QUESTIONS**

Alec Horner asked whether PTC have any CIL funds left to spend on projects – particularly improvements to buses in the area, and also informed the Council that he has asked Lewes District Council whether the Meridian Centre Redevelopment is likely to carry any CIL.

Cllr Gallagher informed Mr Horner that the Council had a Sustainable Transport (Buses) TFG, which looked into the buses in the area, and that Council are now waiting to see outcomes from the Bus Service Improvement Plan, and the Bus Back Better scheme, before deciding any further actions.

Cllr Seabrook added that the Meridian Centre redevelopment would be likely to only carry minimum CIL, as it is not a residential development.

Bronwen Eastwood from New Priory Vets on Heathy Brow asked whether dog poo bins could be installed along the road as a lot of dog poo has been left outside the vets, and also informed Council that 2 parked staff/customer cars have been written off outside the Vets due to the speed that people drive along Heathy Brow at.

The Chair suggested that Ms Eastwood report the cars to the police as part of Operation Crackdown, and that the Council has a Public Safety Group that regularly meets, and we will add this to their next agenda.

Cllr Griffiths responded regarding the bins, that Lewes District Council provide the bins in the area, and that all bins are dual purpose.

Cllr Seabrook added that we know speeding is a problem along Heathy Brow, and that the site has been approved for Community Speedwatch, however, we are struggling to get volunteers for this.

*2 members of the public left at this point*

1. **C982 TO APPROVE APOLOGIES FOR ABSENCE**
	* 1. **To note and approve apologies**

Apologies were received from Cllr Veck, Cllr Harris, and Tony Allen (Town Clerk).

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

Cllr Goble was also absent.

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

* + 1. To note the resignation of Cllr Emilia Simmons and agree any action required.

The Council noted Mrs Simmons resignation and the Chair expressed her thanks to Mrs Simmons for all she has done in her hard work and commitment to residents and members of the community.

It was proposed to accept the report recommendation to not co-opt to fill the vacant position.

Proposed by: Cllr Sharkey Seconded by: Cllr Sanderson

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

1. **C983 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

1. **C984 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 6TH DECEMBER 2022**.

**Proposed By:** Cllr Seabrook  **Seconded By:** Cllr Griffiths

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

1. **C985 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 29th November 2022.**

**ii. To receive the public meeting minutes of the 10th January 2023.**

**Proposed By:** Cllr Milliner **Seconded By:** Cllr Sharkey

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

**iii. To note the draft public meeting minutes of the 31st January 2023.**

The minutes were **noted**.

**iv. To receive a report on the infiltration pond at the Chalkers Rise development.**

Cllr Collier reported that he has had a response from the Deputy Chief Executive and Director of Regeneration and Planning at Lewes District Council, who has said that he will raise the issue of the fence around the infiltration pond with the lead planner and reopen the discussion about the site.

Cllr Seabrook added that all we’re asking for is a vertical pale fence, rather than a post and rail fence which is something for children to climb on, and that the proposed height is not a problem.

*The Chair suspended standing orders to allow Mr Gatti to join the discussion.*

Mr Gatti informed the Committee that the infiltration pond is very deep, and being close to a school, children’s play area, and homes, the proposed post and rail fence is not appropriate.

Cllr Seabrook will send Cllr Collier more information about the type of fence that would preferred to avoid any confusion in further conversations.

Cllr White added that it would be good to have a site meeting so that those making the decisions could see the problems first hand.

*The Chair reinstated standing orders*

The verbal report was **noted**.

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

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

 **Proposed By:** Cllr Collier **Seconded By:** Cllr Gallagher

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

**ii. To receive the public meeting minutes of the 22nd November 2022.**

**Proposed by:** Cllr Collier **Seconded by:** Cllr Milliner

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

**iii. To note the draft public meeting minutes of the 24th January 2023.**

**iv. To note the draft public minutes of the Grants Sub-Committee 11th January 2023.**

The minutes were **noted.**

*1 Member of the public left at this point*

**v. To note the return of Emcor to the Fields & Robson rooms, approve the outline agreement for the Clerk to finalise.**

Cllr Griffiths highlighted that the outline agreement should specify that smoking and vaping is prohibited, rather than just smoking is prohibited.

It was proposed that subject to the above amendment, Council approve the outline agreement.

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

The Council **resolved** to **agree** to this proposal by majority, with 2 abstentions.

**c. Personnel Committee:-**

* + 1. **To appoint a new Chairman and additional members for the Committee.**

It was proposed that Cllr Sanderson Chair the Personnel Committee.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Griffiths.

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

Cllr Milliner, Cllr Griffiths, and Cllr Sharkey will also join the Personnel Committee.

Cllr Sanderson expressed her thanks to Cllr Seabrook for the work he has put in during his time as Personnel Chair.

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

**Proposed by:** Cllr Sanderson **Seconded by:** Cllr Collier

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

* + 1. **To note the draft public meeting minutes of the 19th December 2022.**

The minutes were **noted.**

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

**i. To receive the public meeting minutes of the 8th November 2022.**

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

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

**ii. To note the draft meeting minutes of the 20th December 2022.**

The minutes were **noted.**

**iii. To change the previous decision of the Committee to approve the installation of a kiosk at the Gateway Café.**

Cllr Griffiths gave a brief background to the item and proposed that Council agree to change the decision made by Committee on 16th August 2022 about the kiosk, and allow the trailer to remain.

**Proposed by**: Cllr Griffiths **Seconded by:** Cllr Sharkey

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

It was also proposed that Officers be tasked with putting a system in place to record decisions of Committees and Council with the name of the Officer responsible so that decisions do not get lost in minutes.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Sanderson

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

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

**i. To receive the public meeting minutes of the 21st November 2022.**

**Proposed by:** Cllr Duhigg **Seconded by:** Cllr Sanderson

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

**ii. To note the draft meeting minutes of the 13th December 2022.**

The minutes were **noted.**

**iii. To approve the purchase of a portable speaker system.**

The Deputy Clerk gave a brief background on the item, and that the quote included in the papers was the maximum amount that would need to be spent, and expected it to be around £200 less.

It was proposed to approve the purchase.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Collier

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

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

**i. Complaints Policy TFG**

Cllr Gallagher reported that a TFG has now been set up, and asked whether any other Councillors would like to join the group, and that the task should be fairly straightforward and not take too long to complete.

**ii. The Hub**

Cllr Gallagher reported that the notes are in the papers from the TFG meeting and that Nancy Astley has been giving advice to the group. The Parks Officer is chasing up some information relating to obtaining quotes for a feasibility study, and the group hopes to have a recommendation to come to the next Full Council meeting.

1. **C986 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES**

There were no reports from outside body representatives.

1. **C987 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Gallagher informed the Council that the report is in the papers, and that at this point it’s important that Councillors take any opportunities to speak with residents about the plan. The Planning & Highways Committee will continue to receive reports on the Neighbourhood Plan.

The Planning & Highways Committee recently had a presentation from Kaner Olette which now needs to be seen through with the recommendations that have come from that.

1. **C988 MOTION BY CLLR WHITE THAT PTC ENDORSES THE MOTION BY TTC IN RELATION TO THE EXISTING ESCC LIBRARY AND ITS DEVELOPMENT.**

Cllr White gave an introduction to this item and their was a brief discussion in support of the library.

It was proposed that Council delegate responsibility to the Town Clerk to write to, and continue dialogue, in support of the library to ESCC, ESALC, and any other relevant bodies.

**Proposed by:** Cllr White **Seconded by:** Cllr Duhigg

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

*The Parks Officer left at this point*

**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. **C989 TO ADOPT A NEW LEASE FOR THE GATEWAY CAFÉ TENANCY.**

Cllr White asked for some clarification on an element of the lease which the Finance Officer responded to.

It was proposed that Council accept the lease.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Griffiths

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

Cllr Griffiths made a comment about part of the lease.

*The Finance Officer left at this point*

1. **C990 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 6TH DECEMBER 2022.**

Cllr Gallagher requested an amendment to the accuracy of the minutes on one of the items.

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

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

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

1. **C991 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT.**

The Council **noted** this report.

1. **C992 PERSONNEL COMMITTEE**
	* 1. **To receive updates on confidential staffing matters and agree any actions required.**

**a. To note & ratify the revised Job Description for Mr G Dyson.**

**b. To note & ratify the revised Job Description for Mrs S Moscatelli.**

It was proposed that these items be referred back to the Personnel Committee.

**Proposed** **by**: Cllr Sanderson **Seconded by:** Cllr Gallagher

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

**c. To approve the immediate recruitment of a Marketing & Events Officer.**

**Proposed by:** Cllr Sanderson **Seconded by:** Cllr Collier

Council **resolved** to **agree** to approve the immediate recruitment of a Marketing & Events Officer.

**d. To note and ratify the revised staffing structure.**

It was proposed that this item be referred back to the Personnel Committee.

**Proposed** **by**: Cllr Sanderson **Seconded by:** Cllr Collier

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

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

**Proposed by:** Cllr Sanderson **Seconded by:** Cllr Seabrook

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

* + 1. **To note the draft confidential meeting minutes of the 19th December 2022.**

The minutes were **noted.**

* + 1. **To confirm the appointment of Mr G Dyson as Deputy Clerk.**

**Proposed by:** Cllr Sanderson **Seconded by:** Cllr Duhigg

Council **resolved** to **agree** to the confirmation of Mr G Dyson as Deputy Clerk.

The Chair added her thanks to the Deputy Clerk for his perseverance and hard work.

1. **C993 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.**

The report was discussed.

It was proposed that the implementation of the reports recommendations be referred to the Personnel Committee.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Collier

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

1. **C994 DATE OF NEXT MEETING –**
	* 1. **Thursday 16th February 2023 from 6pm – Extraordinary meeting to review the Morrisons Meridian Centre planning application.**
		2. **Tuesday 21st March 2023 at 7:30pm – Next full Council.**

The dates of the above meetings were **agreed**.

*There being no further business the meeting ended at 21:24.*