

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 11th November 2019** in Telscombe Civic Centre at 7.30 pm.

Present: Cllrs C Cheta, C Clarkson *Chairman*, C Gallagher, D Judd, L Mills,
L O'Connor, B Page, C Robinson & I Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
4 members of the public

1314. PUBLIC QUESTION TIME

A member of the public had a query regarding agenda item 13, Tye track surface works, and advised that the public right of way used to go north past the cattle grid and joined the East Sussex County Council highway. He therefore queried if Telscombe Town Council were responsible for the area in question to be re-surfaced. His comments were noted and will be discussed under agenda item 13.

Another member of the public asked if any decisions had been made about Tye fencing and Cllr Clarkson advised no formal decision had been made. The same person also queried if anything had been done regarding the unregistered sections of the Tye and Cllr Robinson advised that the Amenities Officer is dealing with this. Finally the member of the public advised that Stud Farm vehicles are driving across the Tye to access '100 acre field' and Cllr O'Connor advised he will speak to Stud Farm regarding this.

1315. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley due to a prior engagement and Cllr Harris who was attending another meeting. These reasons for absence were **agreed** by the Committee.

1316. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Judd declared an interest in agenda item number 14 as he has undertaken HR work for the company in question.

1317. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON MONDAY 9th SEPTEMBER 2019

The minutes of the meeting were proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1318. TO APPROVE & SIGN MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 9th SEPTEMBER 2019

The minutes of the meeting were proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Sub-Committee Chairman, Cllr Page.

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1319. TO NOTE ACTION LIST

The actions were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25 th March 2019	Min 1259, p 2950 – Second draft service level agreement for community flock upkeep	SN	Community flock has now been sold so no need to pursue this item.	Complete
22.7.19	Min 1288, p 3012 – To consider draft Co-option policy	SN	Agreed draft taken to full Council in September and adopted.	Complete
22.7.19	Min 1289, p 3012 – To consider draft media & Communications Policy	SN	Agreed draft taken to full Council in September and adopted.	Complete
22.7.19	Min 1290, p 3012 – To consider draft Equal Opportunities Statement	SN	Agreed draft taken to full Council in September and adopted.	Complete
22.7.19	Min 1291, p 3013 – Update on seating for Telscombe Tye	SN	The benches have now been installed.	Complete
22.7.19	Min 1292, p 3013 – To consider grant payment to Citizens Advice	SN	The payment has now been sent and thanks received.	Complete
9.9.19	Min 1305, p 3035 – To consider draft Climate Change Statement	SN	Agreed draft taken to full Council in September and adopted	Complete
9.9.19	Min 1306, p 3035 – To consider draft Financial Regulations	SN	Agreed draft taken to full Council in September and adopted	Complete
9.9.19	Min 1307, p 3035 – to consider draft Code of Conduct	SN	Agreed draft taken to full Council in September and adopted	Complete
9.9.19	Min 1308, p 3035 – To consider estimate for Tye track surface works	SN	Update placed on agenda for this meeting	January 2020
9.9.19	Min 1309, p 3036 – To consider estimates for Tye grass cutting	SN	Updated placed on agenda for this meeting	November 2019
9.9.19	Min 1310, p 3036 – to note HLS grant payments received and ratify return of overpayment	SN	Cheque for overpayment has been issued.	Complete

1320. TO NOTE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2019

The Committee's income and expenditure figures to the 30th September 2019, of £82,596 expenditure and £249,337 income were unanimously **agreed**.

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1321. TO AGREE BANK RECONCILIATION TO 30th SEPTEMBER 2019

The Town Clerk/RFO confirmed that the bank reconciliations for the 2019/20 financial year up to 30th September had been checked by Cllr Judd on 6th November. Cllr Judd had found the reconciliations to be in order and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The signed bank reconciliation was attached to the agenda for members to check and it was unanimously **RECOMMENDED** that the bank reconciliation showing total bank and cash balances of £501,188.35 was accepted as correct.

1322. TO CONSIDER DRAFT BUDGET FOR 2020/21 FINANCIAL YEAR

The working party had met and gone through the draft figures prepared by the Town Clerk/RFO. Each budget line had been considered and some slight alterations made. The detailed draft budget figures were presented to the Committee who **agreed** with the proposed figures and draft budget requirement of £242,743.00.

It was noted that we are yet to be notified of the tax base by Lewes District Council and also whether they will provide us with any revenue support grant for 2020/21. In view of this a further meeting of the working party may be required to finalise figures and it is anticipated that the final draft figures will be available for presentation at the full Council meeting in December when the budget and precept can be agreed.

1323. TELSCOMBE TYE COMMONS COMMUNITY GROUP UPDATE

Cllr Robinson advised that the main discussion at the last meeting was the draft Tye Management Plan which will be discussed under the next agenda heading.

1324. TO CONSIDER DRAFT TYE MANAGEMENT PLAN

The draft Tye Management Plan had been circulated and Cllr O'Connor thanked Ms Evans and the group for their work in preparing this document thus far. Cllr Robinson asked if Councillors had any questions and if they were happy for the group to continue with drafting the plan.

The Committee Chairman agreed to allow two members of the group to respond to Councillors questions about the draft plan. Cllr O'Connor commented that the action plan noted to maintain a healthy flock of sheep but this is not down to Telscombe Town Council as we no longer have a community flock of sheep.

The Town Clerk advised the draft plan mentioned a grazing licence for Coombe Farm which is no longer in place and the area of the Tye was listed as 235 acres which she advised differed from the sale details of the Tye.

The members of the group advised that this only an initial draft to see if the Council were happy with the layout.

It was therefore proposed by Cllr Judd, seconded by Cllr Page and unanimously **RECOMMENDED** to let the Tye Commons Community Group continue with drafting the Tye Management Plan.

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1325. SEATING FOR TELSCOMBE TYE

Cllr Judd advised that he had been approached with requests for seating on the southern end of the Tye. He had seen a bench at a lower cost than the purchase price of the previous ones. The Town Clerk advised that the previous benches were solid Oak as required by the SDNP and also had extra-long legs which were sunk into the ground. There was discussion regarding siting of the bench and whether another bench was actually necessary. It was proposed by Cllr Judd, seconded by Cllr Robinson and **RECOMMENDED** that the South Downs National Park be approached for approval of an additional bench. If they are in agreement it should be purchased and sited on the southern end of the Tye on the East Saltdean side, with an actual site to be agreed by Committee members before installation. The Town Clerk/RFO should investigate costs and proceed on the best terms, with a maximum of £250 for purchase and installation.

1326. UPDATE ON TYE TRACK SURFACE WORKS

There was discussion regarding the area in question following notification from a member of the public during public question time. It was also noted that it had previously been agreed that the area north of the cattle grid should be returned to a more natural track rather than tarmac. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Town Clerk contact East Sussex County Council to see if a public right of way does still exist ending at the County Road. If it does it will be the responsibility of East Sussex County Council to maintain the area of track in question.

1327. UPDATE ON TYE GRASS CUTTING

The Tye was in need of cutting and it was agreed it be split into separate areas as some needed topping and some cutting/baling. An estimate was agreed at the last meeting and the contractors undertook the topping of the agreed areas. Due to adverse weather conditions, there was a delay in carrying out the cutting/baling. The contractors subsequently contacted us and advised that *'after taking a look across the Tye whilst topping these areas our professional opinion would be, that you may be better off having it all topped rather than baled.'* It transpired that due to the delay, in accordance with the conditions of the HLS Agreement, we would be in breach of the Agreement if topping work was carried out.

It was therefore proposed by Cllr Cheta, seconded by Cllr Sharkey and unanimously **RECOMMENDED** not to carry out any further cutting of the Tye.

1328. TYE 'E' PIECE SCRUB CLEARANCE

As we had not been able to permanently fence the area to allow grazing, following hand clearance of scrub, it had unfortunately grown back. Discussion with Natural England and the South Downs National Park (SDNP) Ranger with regard to remedying this took place so that we meet the requirements of the HLS Agreement. Natural England agreed for the SDNP Ranger to get a quote for clearance of the scrub and the Council could then undertake temporary electric fencing of the area. A maximum of 6 months is allowed annually under the Commons Exemption and this would enable grazing of the area to keep the scrub at bay. This would satisfy Natural England that we are meeting the HLS requirements.

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1328. Tye 'E' Piece Scrub Clearance (Contd)

A work specification and quotation from the South Downs National Park Ranger had recently been received for £2,100 to cut, flail and rake up regrowth. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** to agree to the works taking place in the sum of £2,100 plus VAT and that following the work, investigations are carried out to temporarily electric fence the area to allow grazing.

1329. UPDATE ON SALE OF COMMUNITY FLOCK INCLUDING INCOME

It was agreed at full Council on 17th July 2019 not to continue with the community flock and that Stud Farm who manage the flock on behalf of the Council, arrange for the sale of the flock and lambs in October.

The ewes and lambs have now been sold and we have received money to date totalling £5,463.43 as follows:-

59 lambs sold to David Fenner Ltd in October @ £50 each - £2,950.00

49 ewes sold at auction in October:-

Prices ranged from £43 each to £76 each depending on age – total after costs £2,513.43

8 ewes were given to Hugletts Wood Farm Animal Sanctuary and there is still income to come from the sale of 5 ewes and 6 lambs (sold as couples), 5 cull ewes and 10 lambs to butcher.

Cllr Page advised he was disappointed with the ewe price and the yield of lambs. The income was noted by the committee.

1330. TO CONSIDER INVOICES FOR UPKEEP OF COMMUNITY FLOCK

We have now received invoices for the flock's upkeep for the year from November 2018 – October 2019. There is a detailed invoice for the flock upkeep totalling £2,778.76 and a separate invoice for the management fee of £250. The total of the two invoices is £3,028.76. It was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the invoices be accepted and be taken to full Council for ultimate approval.

1331. TO CONSIDER DONATION TO HUGLETTS WOOD FARM ANIMAL SANCTUARY

It was agreed at the Council meeting on 18th September 2019 that 6 barren ewes and 2 poor ewes from the community flock that had no re-sale value could be given to Hugletts Wood Farm Animal Sanctuary. The sanctuary arranged collection of the ewes free of charge and they have now settled in well. In view of this it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to send a donation to the animal sanctuary of £500 which would come from the community flock upkeep budget.

1332. TO CONSIDER HAPPY TO SHARE SCHEME

Cllr Clarkson had forwarded guidance notes for the Happy to Share Scheme which had been circulated with the agenda. Basically, the scheme means if you are in a café, pub, restaurant

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1332. To Consider Happy To Share Scheme (Contd)

or similar place on your own, you can display the Happy to Share card which tells people that you welcome them sitting with you and having a chat.

There are millions of older people in the UK who live alone and according to Age UK, a staggering 1.9 million often feel ignored or invisible. Following discussion it was proposed by Cllr Robinson, seconded by Cllr Cheta and unanimously **RECOMMENDED** that the Council co-ordinates a letter to all local businesses that have seating areas such as public houses and cafes, encouraging them to join the scheme and also to contact Peacehaven Town Council to see if they will do the same. Cllr Clarkson confirmed he will send details to Cllr Sharkey to take to Peacehaven Town Council.

1333. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

There being no further business, the meeting closed at 8.58pm.

Signed
Cllr C Clarkson, Chairman

Date for next meeting of the Committee – January 2020