

TELSCOMBE TOWN COUNCIL



Minutes of the meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 18th March 2020** in Telscombe Civic Centre at 7.30pm.

PRESENT:- Cllrs C Gallagher, , D Judd, L Mills, L O'Connor, C Robinson and I Sharkey *Mayor*

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

The Mayor welcomed everyone present and ran through safety procedures. Due to the Coronavirus (Covid-19), seating was spaced out around the room.

1603. PUBLIC QUESTION TIME

There were no questions from members of the public present.

1604. APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Harris due to ill health, Cllr Clarkson due to work commitments and Cllrs Hill, Page and Smith as they have underlying health issues and were concerned regarding the Coronavirus (Covid-19). These reasons were accepted. Cllrs Brindley and Cheta were not present, but had not submitted apologies.

1605. REPORT FROM JULIE HICKLING, MANAGER OF NEIGHBOURHOOD FIRST TEAM AT LEWESDC REGARDING DOG FOULING PSPO

Julie Hickling sent her apologies as she had been advised not to attend meetings in view of the Coronavirus (Covid-19).

1606. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1607. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 15th JANUARY 2020

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meeting on 15th January 2020 were correct and were signed by the Mayor, Cllr Sharkey.

1608. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Amenities & Civic Centre – 25th November 2019

Cllr Gallagher proposed that the minutes of the meeting on 25th November 2019 be accepted and the recommendations be adopted, seconded by Cllr O'Connor and **RESOLVED** that the minutes be accepted and recommendations adopted.

TELSCOMBE TOWN COUNCIL



1609. To Receive Minutes From The Following Committees (Contd):-

(b) Planning & Highways – 9th December 2019, 13th January & 3rd February 2020

In the absence of the Committee Chairman, the Vice-Chairman, Cllr Robinson, proposed that the minutes of the meetings on 9th December 2019, 13th January and 3rd February 2020 be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

(c) Policy & Resources – 11th November 2019 & 20th January 2020

In the absence of the Committee Chairman and Vice-Chairman, Cllr O'Connor proposed that the minutes of the meetings on 11th November 2019 and 20th January 2020 be accepted and the recommendations be adopted, seconded by Cllr Gallagher and **RESOLVED** that the minutes be accepted and recommendations adopted.

1610. TO APPROVE PAYMENTS AND RECEIPTS FOR JANUARY AND FEBRUARY 2020

Payments for January of £16,431.46 and receipts of £1,940.16 and payments for February of £25,061.12 and receipts of £6,908.25 were proposed as correct by Cllr Robinson, seconded by Cllr O'Connor, unanimously **agreed** and signed as accurate by the Mayor, Cllr Sharkey.

1611. NOTIFICATION OF INCOME AND EXPENDITURE TO 31st JANUARY 2020

Regarding budget head 4101-201 Grounds Maintenance, Councillors requested that for the next financial year, this heading be split into 4 separate headings, one for each of the 3 grounds maintenance contracts and one general. Regarding budget head 4362-105, Councillors requested that for the next financial year the 'fireworks' aspect be removed and it is 'Town Entertainment' only. The Town Clerk advised she will make the alterations, but a new number code will need to be made for the new headings as amendments cannot be made to existing ones.

The actual year to date figures to 31st January being £215,077 expenditure and £307,412 income were unanimously **agreed**.

1612. UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher advised that the things contained in the report from the Consultant that had been circulated had been happening for some time. Cllr Gallagher requested attendance from Councillors at steering group meetings and advised the next one is taking place on 9th April at the Peacehaven Council offices. She also advised that Aecom are doing the masterplanning for the Meridian site and a workshop is due to take place on 23rd April at the Civic Centre from 10am to 3pm, but she is unsure if that will take place now in view of the Coronavirus (Covid-19) situation. Cllr Gallagher ended by advising that she has done a report for local publications and will amend this for the Council's newsletter.

1613. TO RATIFY PAYMENT OF NEIGHBOURHOOD DEVELOPMENT PLAN CONSULTANT'S INVOICE

The Town Clerk advised that it was agreed at the Council meeting on 18th December to pay invoices from the Consultant, James Boot, if they fell within the current grant funding we hold

TELSCOMBE TOWN COUNCIL



1613. To Ratify Payment of Neighbourhood Development Plan Consultant's Invoice (Contd)

from Locality of £5,000. The Clerk went onto explain that she had received an invoice for his work carried out in December and January and as it fell within the grant funding, she had made the payment. Cllr Judd proposed, seconded by Cllr O'Connor and payment of the invoice totalling £1,008.25 was **RATIFIED**. The Town Clerk explained the balance of the grant monies currently held by Telscombe Town Council.

1614. TO ADOPT REVISED SMOKING POLICY

The Town Clerk advised that it had been agreed at an Amenities & Civic Centre Committee meeting to add the sentence '*In line with current legislation, Telscombe Town Council does not allow smoking in its premises, at the front door or in the curtilage of the building, including the garden/patio and car park*' to the current Smoking Policy. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and **RESOLVED** to adopt the amended Smoking Policy with a review due in 3 years.

1615. TO AGREE CLIMATE CHANGE WORKING PARTY

The Town Clerk advised that we had adopted a Climate Change Statement at the Council meeting on 18th September 2019, but no actions have been taken. As Peacehaven Town Council have also declared a Climate Change Emergency it had been suggested by a Peacehaven Councillor that the two Councils set up a joint working party group to work collaboratively. It was unanimously **RESOLVED** to set up a working group of Councillors Judd, Gallagher, Robinson, Sharkey and the Town Clerk and that we work jointly with Peacehaven Town Council if they agree. Cllr Robinson will notify Cllr Seabrook from Peacehaven of our decision.

1616. TO AGREE A MAYOR ELECT AND DEPUTY

Cllr O'Connor nominated Cllr Judd as Mayor Elect and Cllr Robinson as Deputy Mayor Elect, seconded by Cllr Sharkey and as there were no other Councillors put forward, it was unanimously **RESOLVED** to agree the nominated Councillors.

1617. TO ADOPT A BUSINESS PLAN

Following agreement at the Council meeting in May 2019 to set up a Business Plan Working Group, several meetings of the group had taken place and a draft plan drawn up. Thanks were given to Cllr Smith for his hard work on this. Cllr Robinson asked that under Part II, Policy & Resources Committee, No 5, the objective be amended to read 'To consider to re-apply for HLS/ELS Grant funding for Telscombe Tye and the 'E' Piece'. It was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RESOLVED** to agree the Business Plan with the amended wording put forward by Cllr Robinson.

1618. TO AGREE RISK ASSESSMENT

The Town Clerk advised that the draft Risk Assessment had been taken to the Audit Sub-Committee on 9th March and some amendments, which were listed in a circulated report, had been made and agreed and the Committee recommended agreement of the Risk Assessment.

TELSCOMBE TOWN COUNCIL



1618. To Agree Risk Assessment (Contd)

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** to agree the Risk Assessment and it was signed by the Mayor, Cllr Sharkey.

1619. TO AGREE HEALTH & SAFETY POLICY

The Town Clerk advised that a draft policy was considered at the Audit Sub-Committee on 9th March 2020. Cllr Judd advised that the responsibility for all actions should lie with all employees and this amendment had been agreed by the Committee and they recommended acceptance of the Policy. It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RESOLVED** to agree the Health & Safety Policy/Risk Assessment and this was signed by the Mayor, Cllr Sharkey.

1620. TO AGREE ASSET REGISTER

The Town Clerk advised that the full Asset Register had been considered at the Audit Sub-Committee meeting on 9th March and the disposals and purchases noted and agreed. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RESOLVED** to agree the updated Asset Register showing purchases of £14,375 and disposals of £17,008, resulting in a decrease in the overall total to £1,788,585.00.

1621. TO AGREE EMPLOYER DISCRETIONS FOR TELSCOMBE TOWN COUNCIL REGARDING THE LOCAL GOVERNMENT PENSION SCHEME REGULATIONS

The Town Clerk explained that employers participating in the Local Government Pension Scheme are required to have Employer Discretions in place. Templates had been provided by the East Sussex Pension Fund and were taken to the Policy & Resources meeting on 9th March for consideration. It was agreed at that meeting that Cllr Gallagher and the Town Clerk would meet and formulate responses to be agreed at this meeting. It was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RESOLVED** that Telscombe Town Council's response to each discretion will be 'Telscombe Town Council will not normally apply this discretion, although will consider exceptional cases on an individual basis.' This will allow for each case, along with the financial implications, to be considered as and when the occasion arises.

1622. TO AGREE TERMS OF AGREEMENT FOR YOUTH SERVICE PROVISION

It was agreed at the Council meeting on 18th December 2019 to provide funding for an extra youth session at the Joff in Peacehaven for the 2020/21 financial year. The overall cost would be £5,010.20 and this would be a joint project with Peacehaven Town Council who will pay two thirds and Telscombe Town Council will pay one third. Following a meeting with East Sussex County Council (ESCC) who will provide the service, it was noted that there was no provision for the male youth and it was proposed that the session would target this gap. Draft Terms of Agreement have been drawn up by ESCC and an additional clause regarding finance has been added by ourselves. It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** to agree the Terms of Agreement which could be signed by the Town Clerk for an additional youth service provision for 2020/21, Telscombe's third share amounting to £1,670.06 and for an extra weekly session during the summer holidays with Telscombe's third share being £385.40.

TELSCOMBE TOWN COUNCIL



1623. REPORTS FROM:-

Mayor:- Cllr Sharkey advised that she had attended the Royal Society of St George lunch and Peacehaven Mayor's African night. She had been due to attend a dementia fundraising event, but unfortunately due to the Coronavirus (Covid-19) this had been cancelled.

Deputy Mayor: Cllr Brindley had also not attended any events.

District Councillors: Cllr O'Connor advised that LewesDC had agreed the budget for 2020/21 and that Council houses were going to be renovated.

County Councillor: Cllr Smith was not present and had not submitted a report.

Representatives on external bodies:-

Citizens Advice Bureau – Cllr Sharkey advised that the Citizens Advice are struggling to get donations. With the current situation with the Coronavirus (Covid-19), they are only doing telephone consultations.

Joint Action Group – Cllr Mills advised that one person in Peacehaven had been fined for their dog fouling.

Neighbourhood Development Plan – Cllr Gallagher advised that she and Cllr Judd had attended a Neighbourhood Planning workshop

Peacehaven and Telscombe Towns Forum – Cllr Robinson advised that the meeting, Chaired by Sue Griffiths, is very Peacehaven orientated.

South Downs Land Management Group – Cllr Gallagher advised that she had attended a recent meeting which was well attended, mostly by farmers. There were interesting talks regarding soil quality and greenhouse gases.

1624. TO AGREE WAY FORWARD WITH COUNCIL EVENTS, MEETINGS AND OPENING OF THE CIVIC CENTRE FOLLOWING ISSUE OF GOVERNMENT GUIDANCE ON SOCIAL DISTANCING TO AID PREVENTION OF THE SPREAD OF THE CORONAVIRUS (COVID-19)

The Report from the Town Clerk setting out Government guidance and advice from NALC was discussed in detail. It was proposed by Cllr Robinson, seconded by Cllr Judd and **RESOLVED** to

- a. Close the Civic Centre to members of the public and put out the Town Clerk's draft Official Statement
- b. Keep the office open, staff maintain a distance and adhere to Government advice
- c. Our IT consultant be asked to set up remote working in case the situation changes
- d. Vulnerable staff do not attend work
- e. Social events be either cancelled or if possible postponed for the foreseeable future
- f. The next Amenities & Civic Centre meeting take place adhering to social distancing
- g. Regarding volunteering, Councillors raised concerns regarding handling of money and possibly using Council money to purchase items, so it was agreed to direct people to voluntary groups
- h. Volunteer group information be displayed on our website and via social media

TELSCOMBE TOWN COUNCIL



1625. To Agree Way Forward with Council Events, Meetings and Opening of the Civic Centre Following Issue of Government Guidance on Social Distancing To Aid Prevention of the Spread of the Coronavirus (Covid-19) (Contd)

- i. To monitor the situation and amend the above where necessary if Government advice changes

1626. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There being no further business the meeting closed at 9.20pm.

Signed.....
Mayor, Cllr I Sharkey

Next Council Meeting on 20th May 2020