

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 25th March 2019** in Telscombe Civic Centre at 7.30 pm.

Present: Cllrs T Armour *Deputy Mayor*, J Harris, G Maskell, R Maskell,
B Page *Vice Chairman*, C Robinson, A Smith & J Wilkins

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
Approximately 8 members of the public

1250. PUBLIC QUESTION TIME

Cathy Gallagher, Chair of the Neighbourhood Plan Steering Group handed out the page from her presentation in November regarding barriers for the steering group, as only part of it had been included in the report for agenda item 13 regarding the Neighbourhood Plan and she wanted the full content to be seen. She advised the Steering Group had undertaken work which they thought was within their remit and that there are issues with the Neighbourhood Plan. She asked for Cllrs A Smith and R Maskell to meet with the Steering Group to discuss them as they have serious questions regarding continuance.

Cllr Smith replied that he is Leader of Lewes District Council and currently in Purdah, but will try and help in any way he could. He advised he does have a conflict of interest as the plan will go to LewesDC Cabinet. He also advised that he will attend a meeting, but cannot make anything happen and will meet with Cathy only. Cllr R Maskell said he has been told by LewesDC not to get involved due to a conflict of interest.

Cathy Gallagher asked if Cllr Smith could suggest another Councillor to meet with the Steering Group.

Cllr Smith suggested Cllr Brindley or Cllr Robinson who were appointed as Council representatives.

Cathy Gallagher advised that Cllr Brindley does not attend the Steering Group meetings. However, she is happy that Cllr Smith agreed to meet with her and advised that the responsibility of the Neighbourhood Plan is not for volunteers and she has issues with the Consultants and needs a Councillor or two to become more involved.

Cllr B Page queried the conflict of interest between the Steering Group and the Councils.

Cllr Smith advised it was with LewesDC and not TelscombeTC.

A resident, Dave Neave, advised he had concern regarding agenda item 13 as he felt it contained sensitive information as it named the director of the company and should be discussed confidentially. He said he has put a lot of time into the Neighbourhood Plan and has issues with both Councils and had sent a complaint to the Mayors of both towns but only received an acknowledgement from Telscombe's Mayor. He advised the Secretary of the Neighbourhood Plan Steering Group has now resigned and the Group therefore has no free specialist planning help.

Laurence O'Connor advised he had spoken to Christine Bowman of the Telscombe Residents Association who unfortunately could not be in attendance this evening, but who had asked that the Committee support the Neighbourhood Plan and Mr O'Connor asked that Telscombe Town Council proactively supports the plan.

Mr O'Connor also advised that he had not received a response to his questions raised at the last meeting regarding the draft Service Level Agreement (SLA).

Cllr Robinson advised him that she and the rest of the working party had met and gone through the draft SLA. Amendments had been made which covered all the points that he had previously raised. Cllr Smith advised that the LewesDC lawyer confirmed he did not need to be involved, as long as the SLA covered all the points he had raised that should be put in.

TELSCOMBE TOWN COUNCIL



1250. Public Question Time (Cont)

A member of the public asked if the Council support the HLS Agreement for the Tye.

Cllr Page responded yes.

The same member of the public then advised that tractors from Stud Farm had been driving over the Tye and when she queried this with the Council office, she had been told that Stud Farm had been given permission from a solicitor.

Cllr Armour advised that it was not a solicitor's letter, but the previous land agents for the Gorham's Gift had granted access approximately 36 years ago and he would produce the letter.

The same member of the public then asked if Stud Farm supported the HLS agreement.

Cllr Smith responded that the HLS Agreement is with Telscombe Town Council and nothing to do with Stud Farm.

The Chairman brought public question time to a close at 7.55pm.

1251. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr D Brindley due to family commitments and Cllr D Wright due to annual leave. These reasons for absence were **agreed** by the Committee.

1252. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

Cllrs Smith and R Maskell declared an interest in agenda item 13, Neighbourhood Plan – update and finances.

Cllr Armour declared an interest in agenda item 10, to consider second draft of Service Level Agreement for Community Flock upkeep.

1253. TO DISCUSS, APPROVE & SIGN MINUTES OF THE MEETING HELD ON MONDAY 21st JANUARY 2019

The minutes of the meeting were proposed by Cllr Page, seconded by Cllr Smith and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Vice Chairman, Cllr Page.

1254. TO DISCUSS, APPROVE & SIGN MINUTES OF THE GRANTS SUB COMMITTEE MEETING HELD ON MONDAY 21st JANUARY 2019

In the absence of the sub-committee Chairman, Cllr Wilkins requested that the minutes of the meeting on 21st January 2019 be accepted and the recommendations contained therein be adopted, seconded by Cllr Smith and unanimously **RESOLVED** that the minutes be accepted and recommendations adopted. These were signed by the Vice-Chairman of the P&R Committee, Cllr Page.

1255. TO DISCUSS, APPROVE & SIGN MINUTES OF THE AUDIT SUB COMMITTEE MEETING HELD ON MONDAY 4th MARCH 2019

Cllr B Page requested that the minutes of the meeting on 4th March 2019 be accepted and the recommendations contained therein be adopted, seconded by Cllr Harris and unanimously **RESOLVED** that the minutes be accepted and recommendations adopted. These were signed by the sub-committee Chairman, Cllr Page.

TELSCOMBE TOWN COUNCIL



1256. TO NOTE ACTION LIST

The points on the action list were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
2 nd July 2018	Min 1196, p 2802 – Telscombe Tye PSPO update	SN	3 options of wording were agreed at an Extra-Ordinary Council meeting on 15.8.18. Options will now be put forward by LewesDC to their cabinet meeting in September. – Agreed by LewesDC cabinet, now out to public consultation ending on 23 rd November.	February 2019
21.1.19	Min 1246, p 2907 PSPO update	SN	<i>LewesDC decided not to introduce PSPO at this time, but will keep situation under close & constant review.</i>	complete
21 st Jan 2019	Min 1248, p 2908 – Tye Commons Community Group	CR	First meeting took place, committee members agreed & terms of reference drafted. Subsequent meeting taken place and report from group on agenda for this meeting.	Updates due at each P&R meeting
12 th Nov 2018	Min 1225, p 2863 – additional seating on the Tye	BB	Estimates are being sought for a rustic log bench. <i>Problems obtaining estimates - one price received which was over £1,000.</i>	April 2019
12 th Nov 2018	Min 1226, p 2863 – to consider draft FOI Policy	SN	Draft policy was approved and taken to Council for adoption. Following query from member of public, policy not adopted and clarification sought from SALC. <i>Policy agreed at last meeting and to be taken to Council for adoption.</i>	May 2019
12 th Nov 2018	Min 1228, p 2863 – to consider request from Josiah Povey charity to nominate trustees	SN	Recommendation at P&R meeting on 12.11.18 to remove all requirements of TTC on the charity Governing Document was resolved at Council meeting on 21.11.18. Charity Chairman notified by Town Clerk. <i>Confirmation received that Trustees agreed to remove TTC and new wording has been sent to Charity Commission.</i>	complete
21 st Jan 2019	Min 1241, p 2906 – To consider computer cloud back-up	SN	Cloud back-up is now in place as agreed at cost of £49 per month.	complete
21 st Jan 2019	Min 1242, p 2906 – Draft service level agreement for community flock upkeep	SN	Working party met and first draft SLA amended. Second draft agreed and placed on agenda for this meeting.	June 2019
21 st Jan 2019	Min 1243, p 2907 – Work to steps from Ashurst Avenue to Tye	SN	EH Treecare instructed, but works not carried out to date.	May 2019
21 st Jan 2019	Min 1244, p 2907 – clear cattle grid by bridleway 8 gate	SN	Garden & Landscape Services provided quote for £250 and works authorised.	March 2019



1256. To Note Action List (Contd)

21 st Jan 2019	Min 1245, p 2907 – Recommendations from Natural England re HLS Agreement on Tye	SN	Meeting arranged with Natural England and SDNP Ranger to progress agreed actions.	May 2019
21 st Jan 2019	Min 1247, p 2908 – Tye signage	SN	Signs purchased and put on Tye access gates.	complete

A query was raised regarding the cattle grid clearance and if the work had been carried out. The Town Clerk advised she had chased it up last week and it transpires that the work was carried out earlier that day.

1257. TO RECEIVE INCOME AND EXPENDITURE TO 30th JANUARY 2019

The Committee's income and expenditure figures to the 30th January 2019, of £118,615 expenditure and £254,502 income were unanimously **agreed**.

1258. TO AGREE BANK RECONCILIATION TO 31st DECEMBER 2018

The Town Clerk/RFO confirmed that the third quarter's bank reconciliations for the 2018/19 financial year up to 30th December had been checked by Cllr D Wright on 4th March. Cllr Wright 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 proposed by Cllr Page, seconded by Cllr Maskell and unanimously **RECOMMENDED** that the bank reconciliation showing total bank and cash balances of £410,747.86 was accepted as correct.

1259. TO CONSIDER SECOND DRAFT OF SERVICE LEVEL AGREEMENT FOR COMMUNITY FLOCK UPKEEP

Cllr Armour had declared an interest in this item and left the room.

Cllr Robinson advised that the working party consisting of herself, the Town Clerk, Cllrs Harris and Brindley had met and gone through the first draft of the Service Level Agreement (SLA) in detail. A lot of queries had been raised which were addressed at that meeting and the second draft SLA had been agreed and was circulated with the agenda for this meeting. Cllr Page raised a query regarding 8.3 Termination of the SLA and it was **agreed** to add in the word 'prior' so that the sentence read 'This agreement may be terminated at the end of the agreement year by either party giving 3 months *prior* written notice.'

Following discussion it was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** that a meeting be arranged with the tenant of Stud Farm to discuss the draft SLA and get their comments before it ultimately goes back to Committee or Council. Cllr Robinson said she thought there should be a time limit set on taking it back to Council following a meeting with the tenant.

TELSCOMBE TOWN COUNCIL



1260. TO DISCUSS POTHoles BY CATTLE GRID LEADING OUT OF TELScomBE VILLAGE TO TYE

Following discussion it was proposed by Cllr R Maskell, seconded by Cllr J Wilkins and unanimously **RECOMMENDED** to get quotes for repair of the tarmac just before the cattle grid at the top of the road leading out of Telscombe Village onto the Tye, as the very top area does not belong to ESCC Highways, but is within the boundary of the Tye. The quotes will be taken back to a future meeting for consideration.

1261. TELScomBE TYE COMMONS COMMUNITY GROUP UPDATE

Cllr Robinson advised that 3 meetings of the group have now taken place. The members are passionate about the Tye and want to help and work with the Council. Regarding the Terms of Reference No 3.1(f), Cllr Robinson confirmed that the group will not get involved with any finances, but purely suggest any possible funding opportunities. Regarding 2.1 of the Terms of Reference it was noted that it is a group not a committee. Regarding the upcoming meeting the Town Clerk has with Natural England and the South Downs National Park Ranger, it was **agreed** that no members of the community group be at that particular meeting.

Cllr Armour advised that when current HLS Agreements come to an end, they will not be replaced, but a possible new stricter Agreement may be introduced.

1262. NEIGHBOURHOOD PLAN – UPDATE AND FINANCES

Cllr Smith asked the Town Clerk to explain why this agenda item regarding payment of an invoice had not been put as a confidential item as a resident had suggested it should be. The Town Clerk explained that invoices received that need agreement for payment by the Council are not normally discussed as a confidential item.

There was then lengthy discussion regarding the Neighbourhood Plan and Cllr Page granted the Steering Group Chairman permission to speak. It was eventually proposed by Cllr A Smith, seconded by Cllr C Robinson and unanimously **RECOMMENDED** that the Steering Group be advised that invoices for work undertaken on the Neighbourhood Plan should be addressed to either Council directly and go to them for consideration for payment; that Council do not approve the use of L&N Consultancy for any work; that Telscombe Town Council pay the invoice received from L&N Consultancy of £600 including VAT for work already carried out, from their own budget and do not request a contribution from Peacehaven Town Council and that the invoice from Cathy Gallagher of £57.60 including VAT for printing also be paid.

1263. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

1264. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the remainder of the meeting during consideration of items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, by reasons of the confidential nature of the business to be transacted.

TELSCOMBE TOWN COUNCIL



1265. TO DISCUSS, APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 21st JANUARY 2019

Cllr G Maskell requested that the minutes of the meeting on 21st January 2019 be accepted and the recommendations contained therein be adopted, seconded by Cllr Smith and unanimously **RESOLVED** that the minutes be accepted and recommendations adopted. These were signed by the sub-committee Chairman, Cllr Smith.

There being no further business, the meeting closed at 9.12pm.

Signed
Chairman