

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 29th May 2019** in Telscombe Civic Centre at 7.30 pm.

Present: Cllrs C Clarkson, J Harris, D Judd, L O'Connor, B Page & C Robinson

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
Approximately 12 members of the public

1266. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr C Robinson nominated Cllr C Clarkson as Chairman of the committee, seconded by Cllr L O'Connor, the proposal was unanimously **agreed** and Cllr Clarkson was elected as Chairman.

Cllr L O'Connor proposed Cllr B Page as Vice Chairman of the committee, seconded by Cllr J Harris, the proposal was unanimously **agreed** and Cllr B Page was elected as Vice Chairman.

1267. PUBLIC QUESTION TIME

A resident enquired regarding agenda item 13, Update on Recommendations from Natural England re HLS Agreement on the Tye, whether it was allowed to temporarily fence the funeral track on the Tye.

The Town Clerk advised she had contacted East Sussex County Council regarding this and had an update to give under agenda item 13.

The same resident then noted that fencing of the 'E' piece of the Tye was proposed, but advised that a previous application had been refused as the main Tye fencing had not been erected in the correct place and as this had not been rectified he felt that any future application may also fail. His comments were noted by Councillors.

Another resident said he thought the future of bridleway 8 gate was going to be discussed at this meeting.

The Town Clerk advised him that it is going to be discussed at the next full Council meeting in July.

The resident then asked what was happening in the meantime.

The Town Clerk advised that the trial period of 6 weeks for the gate being left open had ended and until a decision is made at the Council meeting in July, the old scheme is still in place where the gate should be kept closed and locked.

The resident advised that he had seen several vehicles leaving the gate open and unlocked and enquired what we were going to do about it.

The Town Clerk advised that if the Council are provided with vehicle registration numbers, we can check the database and contact the drivers to ask that they comply with the current requirements.

Another resident asked what the criteria for getting a key was.

He was advised by the Chairman that it was to access the village for work or if you lived there.

1267. Public Question Time (Contd)

TELSCOMBE TOWN COUNCIL



Another resident asked if the residents of Telscombe Village were going to be consulted regarding the future of the bridleway 8 gate.

The Town Clerk advised that all key holders, including all residents of Telscombe Village, had been written to asking their views and they were all invited to attend a meeting a few weeks ago when it was discussed. Unfortunately no village residents attended the meeting.

The same resident then asked if there was a date when vehicles that had been dumped on the Tye were going to be removed.

Following brief discussion, Councillors confirmed they would discuss this later in the meeting and agree action to be taken.

At 7.45pm the Chairman agreed to extend public question time for a further 5 minutes.

A resident asked how many complaints the Council had received regarding no water on the Tye for the sheep at the weekend.

The Town Clerk advised she could not confirm definite numbers without checking, but it was approximately 8.

The resident then asked what action was taken by the Council.

The Town Clerk advised that as Monday was a bank holiday, she did not see any complaints until she came to work on Tuesday. She immediately contacted Stud Farm. She was advised that the water pipe had been cut and due to the bank holiday weekend, it had not been possible to have it repaired until the Tuesday.

The resident asked if a contractor had been out to fix it in the early hours of Tuesday as the trough on the East Saltdean side was full of water first thing in the morning.

She was advised that the Council were not responsible for the repair and the question should be directed to Stud Farm. The Stud Farm tenant was in attendance at the meeting and requested that the Town Clerk read out a statement that he had given her earlier which explained regarding the water supply and other things pertaining to the sheep. The Town Clerk advised that she did not want to take up valuable public question time by reading out a long statement. She also said she had not had the opportunity of reading it thoroughly herself or forwarding it to Councillors for consideration, so she was not prepared to read it out. Councillors were in agreement with this.

A resident advised that a fairly new bus shelter put in by the Council in Bannings Vale in East Saltdean was looking dirty and shabby and asked if something could be done about it.

The Town Clerk advised that a new cleaning company for the bus shelters had recently been agreed and were due to start imminently and that the Amenities Officer had contacted a company who are going to carry out an inspection of all the Council's bus shelters with a view to any work that may need to be carried out.

The Chairman brought public question time to a close at 7.48pm.

1268. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs C Cheta, C Gallagher, L Mills and I Sharkey who were attending a meeting at Peacehaven Council. These reasons for absence were **agreed** by the Committee. Cllr Brindley was not present but had not sent apologies.

1269. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

TELSCOMBE TOWN COUNCIL



None.

1270. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON MONDAY 25th MARCH 2019

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

1271. TO NOTE ACTION LIST

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

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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. Bianca obtaining further quotes – to put on agenda for July meeting.</i>	July 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. Policy adopted by Council on 15.5.19</i>	complete
25 th March 2019	Min 1259, p 2950 – Second draft service level agreement for community flock upkeep	SN	Working party met and first draft SLA amended. Second draft agreed at P&R on 25 th March. Document forwarded to Stud Farm tenant for comments before meeting between them and Council.	July 2019
21 st Jan 2019	Min 1243, p 2907 – Work to steps from Ashurst Avenue to Tye	SN	EH Treecare instructed. Works carried out.	complete
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. Work carried out.	complete
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. <i>Update on agenda for meeting on 29th May.</i>	Sept 2019

1272. TO NOTE INCOME AND EXPENDITURE TO 30th MARCH 2019

TELSCOMBE TOWN COUNCIL



The Committee's income and expenditure figures to the 30th March 2019, of £155,012 expenditure and £254,830 income were unanimously **agreed**.

1273. TO AGREE BANK RECONCILIATION TO 31st MARCH 2019

The Town Clerk/RFO confirmed that the final quarter's bank reconciliations for the 2018/19 financial year up to 30th March had been checked by Cllr R Maskell on 1st May. Cllr Maskell 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 £360,675.81 was accepted as correct.

1274. NEIGHBOURHOOD PLAN FINANCES – TO APPROVE OUR THIRD SHARE OF INVOICES FOR PAYMENT

It was proposed by Cllr O'Connor, seconded by Cllr Page and **RECOMMENDED** that the invoice from Peacehaven Town Council in the sum of £1,561.67 be paid, being Telscombe Town Council's third share of invoices relating to expenditure for the Neighbourhood Plan.

1275. TO APPROVE COMPUTER UPGRADES

It was noted that Microsoft are retiring Windows 7 in January 2020 which is running all 3 office computers. One computer is newer and can be rebuilt with Windows 10. It has Office 2013 which can be transferred to the rebuilt PC, but a memory upgrade is recommended. The other 2 computers will have to be replaced. Following discussion it was proposed by Cllr Clarkson, seconded by Cllr Harris and unanimously **RECOMMENDED** to agree the quotation from Northstar IT for replacement of 2 office computers to include an 8th generation core i5 processor, 8 Gb RAM, 256 Gb SSD and a 5 year warranty at £599 plus VAT each; an upgrade to the memory for one computer at a cost of £39 and purchase of Microsoft Office 2019 professional at a cost of £319 plus VAT for the 2 new computers. The Council's contract with Northstar IT will cover all labour fees.

1276. TELSCOMBE TYE COMMONS COMMUNITY GROUP UPDATE

Cllr Robinson thanked the Town Clerk for attending the group's last meeting and giving the group an update from her recent meeting with Natural England and the South Downs National Park Ranger. She had advised that works would be required to comply with the HLS Agreement and members of the group were willing to volunteer in this respect. It was confirmed that the HLS Agreement required a separate Management Plan to be drawn up for the Tye.

Regarding the community flock, Cllr Robinson advised that she felt that residents should be consulted regarding continuation of ownership by the Council. It was noted that the sheep year runs from October to October, so a decision would need to be made by full Council at its meeting in July whether to continue.

1276. Telscombe Tye Commons Community Group Update (Contd)

TELSCOMBE TOWN COUNCIL



It was therefore proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Council organise a public consultation to be advertised in the Council's newsletter, on its website, via social media and a form be available at the Civic Centre for completion. Telscombe Cliffs and East Saltdean residents should put their name and address on the form for their comment to be considered and the closing date was agreed for 30th June 2019. The information will be collated and it be placed as an agenda item for the full Council meeting on 17th July whether to continue with the community flock.

1277. UPDATE ON RECOMMENDATIONS FROM NATURAL ENGLAND re HLS AGREEMENT ON THE TYE

The Town Clerk advised that Natural England had recommended the following actions be taken which would satisfy them that the Council are complying with the requirements of the HLS Agreement:-

- ☛ An area of the main Tye be fenced off with temporary electric, the land be prepared and wildflower seed be sown. (The SDNP Ranger had details of a suitable seed supplier and contractor who could prepare the land). The same area would have to be fenced off annually to allow the flowers to grow if sheep were still to graze the Tye. It was suggested that fencing commence at the lower part of the Tye and incorporate the funeral track. The Town Clerk had contacted ESCC Rights of Way as the funeral track is a restricted by-way and they confirmed that it could not be fenced off. An alternative area will therefore have to be agreed with Natural England and the SDNP Ranger.
- ☛ The central area of the 'E' piece be fenced off with temporary electric fencing. Initial scrub clearance by hand/machine would be necessary and then it could be grazed. Ponies were suggested for initial grazing as the scrub would be quite dense, followed by sheep grazing.
- ☛ Natural England also suggested that the Council try another application for permanent fencing of the 'E' piece. They have a contact who has drawn up several successful applications for permanent fencing on registered common land.

Temporary electric fencing is only allowed on 10% of registered common land for up to 6 months a year. The Town Clerk confirmed that all areas of the Tye owned by the Council including the cliff top, main area, 'E' piece and 'D' piece are registered as one parcel. The areas to be fenced on the main Tye and 'E' piece would have to be measured to ensure that a maximum of 10% is fenced.

It was proposed by Cllr C Robinson, seconded by Cllr J Harris and unanimously **RECOMMENDED** that the Council proceed with the recommendations from Natural England.

Cllr Robinson enquired regarding the possibility of employing a land manager for the Tye as neither the Councillors or staff are au fait with land management, depending on cost. The Council needs to fulfil the requirements of the HLS Agreement to ensure it receives the grant payments.

1277. Update on recommendations from Natural England Re HLS Agreement on the Tye (Contd)

TELSCOMBE TOWN COUNCIL



It was suggested that a working group be set up to work on a management plan for the Tye consisting of the Town Clerk and Amenities Officer, 2 Councillors being Cllrs Robinson and O'Connor and 2 members of the Tye Commons Community Group which was unanimously agreed.

1278. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously agreed that the Town Clerk write to Stud Farm regarding the old trailer and bowser that they have left on the Tye.

Cllr Robinson advised that she had approached Fare Share regarding having a food bank at the Civic Centre which everyone thought was a good idea. She will advise the Town Clerk when she has further details.

1279. 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.

1280. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS HELD ON 1st APRIL AND 30th APRIL 2019

Cllr Robinson requested that the minutes of the meeting on 1st April 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.

Cllr Page requested that the minutes of the meeting on 1st April 2019 be accepted and the recommendations contained therein be adopted, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes be accepted and recommendations adopted. These were signed by the sub-committee Chairman, Cllr Page.

There being no further business, the meeting closed at 8.49pm.

Signed
Cllr C Clarkson, Chairman