

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 16th September 2020** at 7.30pm by remote transmission.

PRESENT:- Cllrs D Brindley, C Clarkson, C Gallagher, J Harris, D Judd, L Mills, B Page, C Robinson, I Sharkey *Mayor*, A Smith

Also present: Stella Newman, Town Clerk & RFO (*minutes*)
1 member of the public.

The Mayor welcomed everyone present.

1676. PUBLIC QUESTION TIME

The member of the public present did not have a question.

1677. APOLOGIES FOR ABSENCE

Cllrs Cheta and O'Connor had sent apologies due to annual leave which were accepted.

1678. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1679. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 15th JULY 2020

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

1680. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 29th June and 20th July 2020

Cllr Harris proposed that the minutes of the meetings on 29th June and 20th July 2020 be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

(b) Policy & Resources – 6th July 2020

Cllr Clarkson proposed that the minutes of the meeting on 6th July 2020 be accepted and the recommendations be adopted, seconded by Cllr Robinson and **RESOLVED** that the minutes be accepted and recommendations adopted.

(c) Amenities & Civic Centre – 27th May 2020

Cllr Gallagher proposed that the minutes of the meeting on 27th May 2020 be accepted and the recommendations be adopted, seconded by Cllr Mills and **RESOLVED** that the minutes be accepted and recommendations adopted.

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1681. TO NOTE ACTION LIST

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
18.12.19	Min 1584, p 3101 – To consider estimates for new website	SN	Still Creative were notified of acceptance & site is almost ready to go live.	Sept 20
15.1.20	Min 1597, p 3117 – To consider youth mayor/deputy mayor for Telscombe	SN	As a result of pressure of work due to Covid-19 & lack of staff, no progress made on this to date	Dec 20
18.3.20	Min 1615, p 3158 – Climate Change working party	SN	PeacehavenTC agreed to work jointly with TTC & joint meeting held as well as separate working group meeting. TTC Single Use Plastics Policy agreed at P&R & on agenda for adoption.	Ongoing
18.3.20	Min 1622, p 3159 – Terms of Reference for Youth Service Provision	SN	Terms of Reference not received from ESCC. Also due to Covid-19 have not been able to implement scheme.	Unknown
20.5.20	Min 1642, p 3187 – Bank mandate/signatories to Mayor's charity fund account	SN	Cllr Robinson has now been added as a signatory by the bank.	Complete
15.7.20	Min 1663, p 3216 – to ratify using L&N Consultancy for NDP	SN	A review was due in Sept and this was done at P&R on 7.9.20 & agreed to continue using L&N to draw up plan.	Complete
15.7.20	Min 1664, p 3216 – to agree CIL report for 2019/20	SN	Report forwarded to LDC as required. CIL due not listed on decision notices so SN enquired of LDC re checking that TTC had received all payments due. They advised they would send through report – not received to date so have chased.	Nov 20
15.7.20	Min 1666, p 3217 – commenting on LGA/NALC consultation on new Code of Conduct	LO'C/Cllrs	Meeting held on 29.7.20 & Cllr O'Connor submitted comments agreed at that meeting.	Complete

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Date of Meeting	Issue Detail	Action Owner	Update	Due Date
15.7.20	Min 1667, p 3217 – cycle route from P/H to Telscombe	LO’C	Cllr O’Connor to update us as and when.	Ongoing
15.7.20	Min 1668, p 3217 - Update on cliff-top fencing	SN & working group	Zoom meeting held with working group and Mitchells & Butlers reps. Quotes being obtained for erecting fencing.	Dec 20
15.7.20	Min 1670, p 3218 – Acknowledge resignation of Cllr Gloria Hill	Cllrs	Notice of Casual Vacancy issued & a by-election has been called. Update placed on this agenda.	May 21
15.7.20	Min 1672, p 3218 – Consider updated legislation & effects on re-opening Civic Centre	SN	This was reviewed at P&R on 7.9.20 and agreed not to open for hirers at present, but to open reception for public enquiries. This will be afternoons only due to lack of staff.	Ongoing
15.7.20	Min 1673, p 3218 – Devolution Update	SN & working group	Working group meeting held. Further information awaited from LDC & another working group meeting will then be held.	Ongoing

The action list above was noted.

1682. TO APPROVE PAYMENTS AND RECEIPTS FOR JUNE AND JULY 2020

Payments for June of £21,869.50 and receipts of £4,225.22 and payments for July of £23,062.59 and receipts of £523.40 were unanimously proposed as correct and it was **RESOLVED** that the Mayor, Cllr Sharkey, sign them as accurate.

1683. NOTIFICATION OF INCOME AND EXPENDITURE TO 31st JULY 2020

It was unanimously **RESOLVED** to agree the actual year to date figures to 31st July 2020 being £78,769 expenditure and £129,523 income.

The Town Clerk advised that a working group should be set up to consider the budget for 2021/22 and it was unanimously **agreed** that this should consist of Committee Chair & Vice Chairs, the Mayor Cllr Sharkey and Mayor Elect Cllr Judd. The Town Clerk will draw up draft figures for consideration at a meeting to be set for next month. The Town Clerk also advised that although the Remuneration Panel had met and submitted a report to Lewes District Council (LDC) regarding Councillor Allowances, LDC had queried something in the report and it will now be considered by them at their meeting in November. As the proposed allowances for Town and Parish Councils is set at a percentage of the LDC allowance, we will be forwarded a report with recommendations following LDC’s agreement at their November meeting.

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1684. UPDATE ON NEIGHBOURHOOD PLAN

It was agreed at the Policy & Resources meeting on 7th September to continue using L&N Consultancy to assist with progress of the plan and they submitted a Community Engagement and Planning Support Proposal detailing their work and that of the consultant, Jim Boot. Cllr Gallagher advised that the plan was only draft and may be subject to change. She also advised that the agreed costs are shared with Peacehaven Town Council who pay 2/3 and Telscombe Town Council pay 1/3.

1685. TO AGREE THE LITTER PICKING RISK ASSESSMENT

The litter picking Risk Assessment drawn up by the Amenities Officer, Bianca Buss was considered and it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RESOLVED** to agree it. Cllr Gallagher said it included for a first aid kit to be provided at the litter picks and asked that this be done in future.

1686. TO APPROVE REVISED DRAFT GRANTS POLICY & APPLICATION FORM

The Town Clerk advised that the Grants Committee had requested amendments to the Policy and application form. These had been incorporated into draft documents which was agreed at the Policy & Resources meeting on 7th September and recommended that the documents be adopted by full Council. It was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RESOLVED** to adopt the revised Grants Policy and Application Form.

1687. TO APPROVE DRAFT SINGLE USE PLASTICS POLICY

The Climate Change working group had met and agreed a Single Use Plastics Policy. The draft was agreed at the Policy & Resources meeting on 7th September and recommended that the document be adopted by full Council. It was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RESOLVED** to adopt the Single Use Plastics Policy.

1688. TO APPROVE THE DRAFT REVISED FINANCIAL REGULATIONS

The Town Clerk advised that there had been no legislative changes to alter the Financial Regulations. However, a draft document was considered at the Policy & Resources meeting on 7th September and revisions agreed to the spending limits under 4.1 and 4.5 and the addition of online payments to 6.3. It was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RESOLVED** to adopt the revised Financial Regulations.

1689. NOTIFICATION OF EXTERNAL AUDITOR'S REPORT FOR 2019/20

The Town Clerk/RFO advised that we are required to Prepare a "Notice of conclusion of Audit" which details the rights of inspection, in line with the statutory requirements and publish the 'Notice' along with the certified AGAR (Sections 1, 2 & 3) before 30 November. This must include publication on our website and the deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. She confirmed that the Notice was issued on 11th August 2020 and previously it had to be displayed for 14 days, but it is now up to us to decide how long the notice is displayed for and recommended 4 weeks.

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1689. Notification Of External Auditor's Report For 2019/20 (Contd)

The Town Clerk had emailed the External Auditor's report when it was received, but it was circulated with the agenda for this meeting for consideration. It confirmed the External Auditors found everything to be in order as follows:-

'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

'Other matters not affecting our opinion which we draw to the attention of the Council: None.'

It was unanimously **RESOLVED** that the Notice of Conclusion of Audit be displayed for 4 weeks meaning it could now be taken down and the External Auditor's Report was noted.

1690. TO NOTE THE NOTICE OF BY-ELECTION

The Town Clerk advised that following the resignation of Cllr Gloria Hill and a Notice of Vacancy being displayed, a by-election had been called to fill the casual vacancy. It was noted that due to Covid-19 the by-election is scheduled to take place on Thursday 6th May 2021. Costs are anticipated in the region of £5,600 and provision will need to be made for this.

1691. BUSINESS PLAN REVIEW

It was noted that the business plan had been agreed in March of this year and as 6 months had elapsed, the Town Clerk had updated it. It was proposed by Cllr Smith, seconded by Cllr Harris and unanimously **RESOLVED** that the updated plan part 2 be put on our website and a business plan review be placed on the agenda for all future meetings.

1692. TO RATIFY NATIONAL SALARY AWARD FOR 2020/21 AND APPROVE MINIMUM ANNUAL LEAVE INCREASE

The Council was recently advised of a national salary award for the 2020/21 financial year. The increase is the same across the board, being 2.75% and should be back-dated to 1st April 2020. It was agreed to increase the minimum annual leave from 21 to 22 days for employees with less than 5 years' service.

At the Employment Sub-Committee on 27th January 2020, it was recommended that all staff members be awarded the National Joint Council for Local Government Services (NJC) Salary Award to commence from 1st April 2020, although at that stage the increase was not known. This recommendation was adopted by the Policy & Resources Committee at its meeting on 9th March 2020.

It was therefore proposed by Cllr Smith, seconded by Cllr Judd and unanimously **RESOLVED** to ratify the national salary award of 2.75% for 2020/21, backdated to 1st April 2020 and the increase in the minimum annual leave from 21 to 22 days for employees with less than 5 years' service.

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1693. TO AUTHORISE PAYMENT OF INVOICE FOR BICYCLE MILL ROUNDABOUT

The Town Clerk advised she had recently received an invoice from Lewes District Council (LDC) in the sum of £7,482 including VAT for provision of a bicycle mill roundabout in 2018 which was installed in Chatsworth North playground as part of the refurbishment works. She checked with Chris Bibb at LDC who was the project manager who advised that Playsafe had quoted a very high price from the UK supplier and in order to get the price down and keep to budget, he got a quote from the European manufacturer. This was cheaper so LDC bought the piece of equipment direct from them instead with Playsafe undertaking the installation. Chris apologised on behalf of LDC due to the lateness of sending out the invoice.

It was proposed by Cllr Smith, seconded by Cllr Page and unanimously **RESOLVED** to pay the invoice in the sum of £7,482 including VAT and the invoice be paid from the £20,000 committed expenditure budget reducing it to £13,765, rather than taking the money from the earmarked reserve now and putting in the full £20k at year end.

1694. REPORTS FROM:-

Mayor: Cllr Sharkey advised that she had attended a short service at the Peacehaven & Telscombe War Memorial to mark the VJ day 75 year anniversary and also the Merchant Navy Day flag raising at the Telscombe Civic Centre.

District Councillors:

Cllr Robinson advised that Lewes District Council (LDC) are going into a recovery and restore programme due to lack of funding during Covid; they are having a planning department review and will be holding a planning seminar regarding the new white paper. She also advised that Wave Leisure are in financial difficulties due to limited or no opening due to lockdown and receiving no Government grants as they are a Trust.

County Councillor: Cllr Smith advised that he has been very busy with the fire authority and has been asked to join the pensions committee. He has received several emails regarding 'hands off our Schools, but advised that the County Council now have a limited role and are not in a position to do anything as the money goes directly to the schools and they can manage the schools within their budget. He will, however, look into it and respond to the emails he has received.

Representatives on external bodies:-

Joint Action Group – Cllr Mills advised that she had attended a JAG meeting and been advised that there were 3 incidents of fly tipping in Telscombe and East Saltdean and 2 cases of littering where the culprits had been fined. She had also attended a meeting with Cllr Gallagher regarding the Doctor's surgeries combining and had been advised that they will be full staffed and have live chat from 1st October.

1695. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Harris said the previously reported cover is still missing in the pavement outside the Toyota Garage. The Town Clerk advised it is being continually chased.

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1695. Urgent Matters at the Discretion of the Chairman for Noting or Inclusion on a Future Agenda (Contd)

Cllr Smith advised that he was sad to learn of the death of former Councillor Tim Armour and wanted to recognise the contribution Tim had made to the Council during his 3 terms of office. He said Tim had taken him under his wing when he joined the Council, and had been instrumental in making changes to the way the Tye was managed. Cllr Judd advised that Tim’s funeral was the following day and Councillors were welcome to attend, but would not be able to enter the Church. The Town Clerk confirmed she will attend.

Cllr Brindley also paid tribute to Tim Armour. He had been Deputy Mayor during Cllr Brindley’s term as Mayor and had provided excellent support.

Cllr Page asked if we could do something to raise funds for Macmillan as it would not be possible to hold a coffee morning this year. It was suggested that we ask people for donations.

Cllr Sharkey advised that it had been suggested that a plaque be placed in the memory garden for Tim Armour. Following discussion in was unanimously **agreed** that from now on, plaques be placed in the memory garden for any Councillor that sadly passes away and that Tim’s family be asked if they would be happy for a plaque to be placed in the memory garden.

There were no other urgent matters and the Mayor closed the meeting at 8.51 pm.

Signed.....
Mayor, Cllr I Sharkey

Next Council Meeting - 18th November 2020