

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 7th September 2020 at 7.30 pm.

Present: Cllrs Cheta, Clarkson *Chairman*, Gallagher, Harris, Judd, Mills, O'Connor, Page *Vice-Chairman*, Robinson & Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)

1403. PUBLIC QUESTION TIME

There were no public present.

1404. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Brindley was not present, but had not sent apologies.

1405. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1406. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 6th JULY 2020

The minutes of the meeting were proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson, who had been sent them in the post.

1407. TO NOTE ACTION LIST

The actions were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.5.20	Min 1373, p 3173 – Unregistered Land on the Tye Update	BB	Information being collated and will be placed on next agenda.	Nov 2020
11.5.20	Min 1374, P 3173 – Tye Management Consultant	SN	Update from Consultant placed on agenda for this meeting.	Nov 2020
11.5.20	Min 1376, p 3173 – TRA update on Tye Signs	SN	Update placed on agenda for this meeting.	Nov 2020
6.7.20	Min 1395, p 3211 – To consider allowing resident to set up amateur radio on Telscombe Tye	SN	I advised resident of the Committee decision and he replied <i>'I very much appreciate the councils permission subject to me having liabilities insurance in place, a perfectly reasonable requirement that I'm more than happy to arrange.'</i>	Complete

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Date of Meeting	Issue Detail	Action Owner	Update	Due Date
6.7.20	Min 1396, p 3211 – To consider clearance of cattle grids on Telscombe Tye	SN	We have sought legal advice regarding clearing cattle grids and maintaining fencing and will report back to the next meeting.	Nov 2020
6.7.20	Min 1397, p 3211 – To consider resuming issue of Town Crier newsletter	SN	This has now resumed and an issue was published at the end of July.	Complete
6.7.20	Min 1398, p 3212 – To consider employing L&N Consultancy to undertake work on NDP	SN	It was agreed to employ L&N Consultancy for 3 months & their appointment be reviewed at this meeting. It has therefore been placed as an agenda item.	Nov 2020
6.7.20	Min 1399, p 3212 – To agree payment to CTLA for 2020/21 financial year	SN	A payment of £3,000 has been made. CTLA will provide a report at end of the year and we will review service in Jan 2021.	Jan 2021
6.7.20	Min 1400, p 3212 – Update on Tye Management Consultant & Actions	SN	We have received a response and an item has been placed on agenda for this meeting.	Nov 2020
6.7.20	Min 1402, p 3212 & 13 – Urgent matters	SN	'Please shut gate sign' put on Tye gate 2 and 'no dog' signs put up at all our children's playgrounds.	Complete

1408. TO NOTE INCOME AND EXPENDITURE TO 31st JULY 2020

The Committee's income and expenditure figures to the 31st July 2020, of £51,751 expenditure and £121,806 income were unanimously **agreed**.

1409. TO NOTE BANK RECONCILIATION TO 30th JUNE 2020

The Town Clerk/RFO confirmed that the bank reconciliations for the 2020/21 financial year up to 30th June had been checked by Cllr Judd on 12th August 2020. Cllr Judd had found everything 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 £460,992.81 be accepted as correct.

1410. TO REVIEW FINANCIAL REGULATIONS

The Committee noted the Financial Regulations were due their annual review and following discussion it was proposed by Cllr Judd, seconded by Cllr Harris and unanimously **RECOMMENDED** to make the following amendments to the Financial Regulations and then take the draft document to full Council on 16th September for adoption:-

4.1:-

- the Council for all items over £5,000 *change to £6,000*;
- a duly delegated committee of the Council for items over £1,000 *change to £1,500 and up to £6,000*; or

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1410. To Review Financial Regulations (Contd)

4.1 (Contd)

- the Clerk/RFO, in conjunction with Chairman of the appropriate committee, for any items over £250 *change to 500* and up to £1,000 *change to £1,500*;
- the Clerk/RFO for any items up to £250 *change to £500*.

4.5:-

- The Clerk/RFO has authority to spend up to £2,000 *change to £3,000* in an emergency whether or not there is any budgetary provision for the expenditure. I suggest an increase to £3,000.

6.3:-

- All payments shall be effected by *add 'online'* or cheque or other instructions to the Council's bankers or otherwise.

1411. TO REVIEW THE GRANTS POLICY AND APPLICATION FORM

The Committee noted that the Grants Policy was due its 3 year review. At the last Grants Sub-Committee it was agreed to only make payment for the specific reason claimed and following discussion it was proposed by Cllr Page, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to make the following changes and take the draft documents to full Council for adoption:-

Grants Policy:-

Last sentence, paragraph 1 – amend to read ‘A grant payment will only be made by the Council for the specific purpose for which it was granted.’

Last sentence, paragraph 2 – amend to read ‘The Council will award a grant at a figure it considers suitable, not necessarily the figure requested.’

Regarding payment, it has been added that payment will be by cheque or via an online transfer and a final sentence has been added stating that ‘The payment is made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.’

Grants Application Form:-

No 1 – bank account details have been added so payment can be made via online payment.

An extra box has been added after number 9 stating that ‘I/we acknowledge and accept that payment is made subject to the money being spent on the specific reason detailed in 8 above and I/we will provide a report to Telscombe Town Council at the end of the project.’

8pm A member of the public, Peter Castleton, jointed the meeting.

1412. TO CONSIDER DRAFT SINGLE USE PLASTICS POLICY

The Climate Change Working Group met at the end of July and during discussions it was agreed to draw up a Single Use Plastics Policy. The Town Clerk subsequently drew up a Policy based on Brighton & Hove City Council's and other Town Councils' Policies which was approved by

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1412. To Consider Draft Single Use Plastics Policy (Contd)

the Working Group. The draft was considered and it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to approve the Policy with the addition of 'teabags' in the list of single-use plastics and that the Policy be taken to full Council for adoption. It was also **agreed** to put in an article in the 'green corner' of our next newsletter regarding this Policy.

1413. TO CONSIDER WORDING FOR PROPOSED TELSCOMBE RESIDENTS ASSOCIATION (TRA) SIGNS

The Committee noted that the Working Group had met and drawn up revised wording for the various signs. The documents were considered and it was proposed by Cllr Robinson, seconded by Cllr Mills and unanimously **RECOMMENDED** to agree the signs as circulated with some minor amendments and that the TRA be informed that we grant permission for erection of the signs on the basis of the wording/photos agreed by the Committee. Cllrs Gallagher, Judd and Sharkey were thanked for their work on this.

1414. TO CONSIDER ESTIMATES FOR TYE GRASS CUTTING

The Town Clerk had to obtain quotations for the Tye cutting as unfortunately Savills had not forwarded quotations as agreed for either our July or September meetings. In view of the lateness of obtaining the estimates and the time constraint regarding when the Tye had to be cut by, the Town Clerk had circulated the 3 quotations via email. Consideration had been given as to whether to cut and drop or cut and remove the grass. The majority response, including that of the Chairman and Vice-Chairman, was to cut and drop and proceed with the cheapest quote received from Countrymans Contractors. It was unanimously **RATIFIED** to proceed with the quote from Countrymans Contractors in the sum of £400 plus VAT to cut and drop.

Cllr Robinson advised that wildflower seeding will be required and that the grass could be raked away where this was to be done. She also asked for the wildflower seeding to be placed on the agenda for the next meeting.

1415. TYE MANAGEMENT CONSULTANT UPDATE

Following agreement at the last meeting, the Town Clerk had chased Savills head office as the local representative we were using was not responding to us. The Town Clerk advised she had received a reply apologizing for the delay and advising that it had been a more difficult issue than they had first expected given the land is grazed by a commoner. It was noted that they had known about the commoner when first instructed and their capabilities were questioned. The member of the public present asked to speak and the Committee Chairman agreed.

As a member of the Tye Commons Community Group, he advised that he felt it would be difficult to continue with the group in view of the fact that Savills had done nothing and he felt we need to find a new way of working. He thanked the Chairman for letting him speak.

Discussion ensued and it was proposed by Cllr Robinson, seconded by Cllr O'Connor and **RECOMMENDED** that the Town Clerk ask Stuart Nicholls of Savills to submit a quote by the end of September for removal of the 'E' piece from the HLS Agreement; that the Chair of the Committee and the Town Clerk be granted delegated authority to agree to it if required on the understanding that the work could be completed as required by 31st December 2020.



1416. TO CONSIDER REMOVAL OF THE TYE ‘E’ PIECE FROM THE HLS AGREEMENT

Removal of the ‘E’ piece had been discussed under the last agenda item. It was noted that following advices from Stuart Nicholls at Savills, Natural England had advised that it could be removed past the 5th year and that 50% of the original holding could be removed without recovery. It was therefore proposed by Cllr Harris, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to proceed with removal of the ‘E’ piece from the HLS agreement on the basis of the recommendation under the previous agenda item.

1417. TELSCOMBE TYE COMMONS COMMUNITY GROUP UPDATE

It was noted that no meetings had been held due to Covid-19. Cllr Robinson advised that Peter Castleton and Clare Evans had done a lot of work on the draft Management Plan and it was agreed to try and set up a Zoom meeting in the next couple of weeks.

The member of the public left the meeting.

1418. TO CONSIDER RE-OPENING THE CIVIC CENTRE

Debate ensued regarding re-opening the Civic Centre. It was proposed by Cllr Gallagher, seconded by Cllr Harris and **RECOMMENDED** that only the reception at the Civic Centre open in the afternoons when we have staffing cover. Cllr Judd abstained. The Town Clerk will ensure the Covid-19 Risk Assessment is up-to-date and all staff are happy with processes put in place.

1419. TO AGREE A COMMUNICATIONS STRATEGY

The Chairman of the Committee, Cllr Clarkson, advised that he wants to formalize a strategy and put it in place regarding complaints from members of the public. It could be as simple as a number of steps to ensure complaints are recorded properly and specific targets set on how regularly residents should be updated, what communication methods to use and recording when it is done. It was queried as to what constitutes a query or a complaint. It was unanimously **RECOMMENDED** to set up a working group to take this forward consisting of Cllrs Clarkson, Gallagher and Robinson and the Admin Assistant as she is the initial point of public contact at the Civic Centre.

1420. TO CONSIDER CONTINUATION OF L&N CONSULTANCY ASSISTANCE WITH NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

The Committee noted the update on the NDP and submission of a community engagement and planning support proposal from Nancy Astley of L&N Consultancy and Jim Boot, Community Planner Associate. It was proposed by Cllr O’Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to continue using L&N Consultancy in accordance with the proposal with their work estimated at £12,070 net of VAT and Jim Boot’s work at £6,750 net of VAT and that invoices submitted from L&N Consultancy for work agreed to date be authorised and paid.



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1421. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Robinson advised that scrub is encroaching the Tye on the East Saltdean side. Cllr Judd said that if he was advised exactly where it was, he would see if Countrymans Contractors could cut it back at no cost when they cut the Tye grass.

Cllr O'Connor advised that the fencing around the dewpond is deteriorating and asked if estimates could be obtained for its repair and brought back to the next meeting for consideration.

Cllr Mills advised of recent anti-social behaviour in Chatsworth Park and that she is due to attend a Seahaven Mascot meeting with the Police and partner agencies whose aim is to work together to solve issues affecting the local communities through a partnership approach. She will bring up the issue at that meeting.

Cllr O'Connor gave his apologies for the Council meeting on 16th September.

1422. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1423. TO APPROVE AND SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS OF 4th AND 10th JUNE 2020

The Sub-Committee Chairman, Cllr Page, requested that the minutes of the Employment Sub-Committee meetings on 4th and 10th June 2020 be accepted and the recommendations therein be adopted, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. It was agreed that either the Committee Chairman or Vice Chairman sign the confidential minutes when they are next in the Council office.

It was agreed to hold another Employment Sub-Committee meeting at 7pm on Monday 14th September 2020.

There being no further business, the meeting closed at 9.43pm.

Signed
Cllr C Clarkson, Chairman

Date for next meeting of the Committee – 9th November 2020