

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 18th January 2021 at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chairman*, J Harris, D Judd, L Mills, L O'Connor, B Page *Vice-Chair* & C Robinson

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

1446. PUBLIC QUESTION TIME

There were no public present.

1447. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Gallagher and Sharkey as they were attending a meeting at Peacehaven Town Council. Cllrs Brindley and Cheta were not present, but had not given apologies.

1448. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1449. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 9th NOVEMBER 2020

The minutes of the meeting held on 9th November 2020 were proposed by Cllr Judd, seconded by Cllr Harris 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.

1450. 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. | June 2021 |
| 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 – <i>awaiting report from CTLA</i> | March 2021 |
| 7.9.20 | Min 1416, p 3244 – to consider removal of the | SN | Savills confirmed that 'E' piece could be withdrawn from HLS agreement with no financial penalty & they have submitted | |

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| | 'E' piece from the HLS agreement | | necessary paperwork as authorised by ourselves. | |
| 7.9.20 | Min 1419, p 3244 – to agree a Communications Strategy | Admin Asst & Cllrs | Working group of Cllrs Clarkson, Gallagher, Robinson & Admin Asst met & Admin Asst is drawing up draft procedures. | March 2021 |
| 9.11.20 | Min 1432, p 3279 – to review Honorary Freedom of Town Policy | SN | Policy agreed & adopted at Council on 18.11.20 | Complete |
| 9.11.20 | Min 1433, p 3279 – to review the Data Protection Policy | SN | Policy agreed & adopted at Council on 18.11.20 | Complete |
| 9.11.20 | Min 1434, p 3279 – to review the Email & Internet Usage Policy | SN | Policy agreed & adopted at Council on 18.11.20 | Complete |
| 9.11.20 | Min 1435, p 3279 – to review the Disciplinary Policy | SN | The amended draft was adopted at Council on 18.11.20. A separate Work Performance Management Policy is being drawn up and will be taken to a future meeting for consideration. | Complete March 2021 |
| 9.11.20 | Min 1436, p 3279 – to review the Employee/Councillor Code of Conduct Policy | SN | The amended draft policy, including a revision of its name to Member/Officer Relations Protocol Policy was adopted at Council on 18.11.20. | Complete |
| 9.11.20 | Min 1437, p 3280 – to re-look at wording for TRA proposed signs | SN | Working group meeting arranged for 18 th January to re-consider wording | March 2021 |
| 9.11.20 | Min 1438, p 3280 – to progress wildflower seeding on the Tye | SN | Town Clerk is obtaining estimates for rabbit proof fencing | May 2021 |
| 9.11.20 | Min 1439, p 3280 – to consider estimates for re-fencing the Tye dewpond | SN | Dimension Fencing instructed to carry out works and due to start shortly | February 2021 |
| 9.11.20 | Min 1440, p 3280/81 – To consider way forward re fencing and cattle grids on Telscombe Tye | SN | Fencing next to bridleway 8 gate repaired. Letter written to Stud Farm and response received. Need to | Complete |

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| | | | agree way forward – agenda item added to this meeting. | March 2021 |
| 9.11.20 | Min 1441, p 3281 – to consider complaint re disabled access to Telscombe Tye | SN | Reponse issued to complainant as agreed and nothing further heard. | Complete |
| 9.11.20 | Min 1442, p 3281 – Business Plan Update | SN | Amendment made to Business Plan as agreed | Complete |

1451. TO AGREE INCOME AND EXPENDITURE TO 30th NOVEMBER 2020

The Committee's income and expenditure figures to the 30th November 2020, of £103,221 expenditure and £243,163 income were unanimously **agreed**.

1452. TO CONSIDER DRAFT GRIEVANCE POLICY

The Committee considered the draft policy and it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the draft policy be agreed with an amendment to item 5 to read 10 working days rather than 5 and that the policy be taken to full Council for adoption.

1453. TO IDENTIFY POTENTIAL PROJECTS TO SPEND OUR CIL MONIES ON

Cllr Robinson suggested new signs for the Tye regarding do's and don'ts and it was agreed that the Town Clerk should check with LewesDC to see if this is acceptable.

1454. TO DISCUSS WAY FORWARD WITH TELSCOMBE TYE AND STUD FARM

There was discussion regarding the best way forward and it was unanimously **agreed** that an actual meeting with a farm representative, probably Joanna Wilkins, would be beneficial. The Town Clerk will contact the farm to try and arrange a meeting with them, the Town Clerk and Cllrs Judd and O'Connor who have previously been dealing with the farm.

1455. BUSINESS PLAN UPDATE

Item 1, Tye Management Plan – Cllr Robinson advised she has been working on drawing up a draft plan which has been a very long process and she felt that it is too long in its present form. There was discussion regarding the management plan Cllr Clarkson has drawn up for Chatsworth Park and whether the Tye Management Plan could follow that format. It was unanimously **agreed** that Cllr Clarkson looks at the Tye Management Plan.

Item 3, Value for Money Review – it was unanimously **agreed** to leave in the objective but remove the activity wording.

No 4, Member Allowance Review – it was unanimously **agreed** to leave in the objective and update the activity wording.

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1455. Business Plan Update (Contd)

No 5, ELS & HLS Funding for Tye and E Piece – Cllr Page advised he had queried regarding the reduction in payment for the final year following removal of the E Piece. The Town Clerk explained that the agreement ends part way through the year which is the reason for a smaller payment.

1456. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Harris advised he has been undertaking some litter picking on the clifftop. Cllr O'Connor advised that there was a lot of rubbish part way down the steps to the beach at Portobello. Cllr Mills advised a resident collects rubbish on the beach and brings it part the way up. Previously Cllr Mills has advised Diana in the office who in turn contacts LewesDC who collect the rubbish. Councillors expressed their thanks to the resident.

Cllr Page advised he was unable to attend the last budget working group meeting, but he was pleased with the end budget result.

The Town Clerk advised Councillors she had been informed of an unfortunate incident on the Tye last week when a dog chased ponies being ridden by children. It had resulted in the ponies being spooked and bolting and one child being thrown. Councillors were concerned to hear of the incident, but in view of the fact that the Tye is common land accessible to all, they felt there was not much to be done, other than to reiterate the fact that we encourage members of the public to follow the countryside code. It was agreed that we remind residents on social media and via a newsletter article of this and renew Tye signage.

1457. 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.

1458. TO APPROVE AND SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS OF 11th AND 26th NOVEMBER 2020

The Sub-Committee Vice Chairman, Cllr Judd, requested that the minutes of the Employment Sub-Committee meeting on 11th November 2020 be accepted and the recommendations therein be adopted, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted.

The Sub-Committee Chairman, Cllr Page, requested that the minutes of the Employment Sub-Committee meeting on 26th November 2020 be accepted and the recommendations therein be adopted, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted.

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1458. To Approve and Sign Minutes of the Employment Sub-Committee Meetings of 11th and 26th November 2020

It was agreed that either the Committee Chairman or Vice Chairman sign the confidential minutes when they are next in the Council office.

There being no further business, the meeting closed at 8.47 pm.

Signed
Chairman

Date for next meeting of the Committee – 8th March 2021