



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 8th March 2021 at 7.30 pm.

Committee Members Present:

Cllrs C Cheta, C Clarkson *Chairman*, C Gallagher, J Harris, D Judd, L Mills, L O'Connor, B Page *Vice-Chair*, C Robinson

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

1459. PUBLIC QUESTION TIME

There were no public present.

1460. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley, due to a prior engagement and Cllr Sharkey due to illness and these reasons were accepted by the Committee.

It was noted that Cllr Harris was encountering internet problems and would join the meeting as soon as possible.

1461. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1462. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 18th JANUARY 2021

The minutes of the meeting held on 18th January 2021 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.

1463. TO APPROVE AND SIGN MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS ON 18th JANUARY AND 1st MARCH 2021

The Grants Sub-Committee Chairman, Cllr B Page, requested that the minutes of the meetings on 18th January and 1st March 2021 be accepted and the recommendations contained therein be adopted, seconded by Cllr L O'Connor and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. The minutes were signed by Cllr Page.

1464. 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	Item added to this meeting's agenda	June 2021

TELSCOMBE TOWN COUNCIL



1464.	To Note Action List	(Contd)		
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. Report being compiled by CTLA & review service & our contribution at Council in March 2021.	Complete
7.9.20	Min 1416, p 3244 – to consider removal of the 'E' piece from the HLS agreement	SN	Savills confirmed that 'E' piece now removed from HLS agreement. Payment for 2020 just received from RPA of £8,136.50	Complete
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 drawn up draft procedures - to be considered at this meeting.	March 2021
9.11.20	Min 1437, p 3280 – to re-look at wording for TRA proposed signs	SN	Meeting held and revised wording agreed with working group and TRA – on this agenda for approval.	March 2021
9.11.20	Min 1438, p 3280 – to progress wildflower seeding on the Tye	SN	Estimates being obtained for rabbit proof fencing.	July 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 - completed end of February. Fence line was moved other side of Hawthorn bushes without our authorisation. Planning Inspectorate informed & awaiting their response.	May 2021
18.1.21	Min 1452, p 3327 – To consider draft Grievance Policy	SN	Policy adopted by full Council on 20.1.21	Complete
18.1.21	Min 1453, p 3327 – To identify projects for CIL monies	SN	Awaiting response from LDC if acceptable to spend on Tye signage	May 2021
18.1.21	Min 1454, p 3327 – To discuss way forward with Telscombe Tye & Stud Farm	SN	Meeting with Stud Farm to be arranged	May 2021
18.1.21	Min 1455, p 3327 – Business Plan Update	SN	Amendments made to business plan	Complete

The updates on the action list were noted by the Committee.

TELSCOMBE TOWN COUNCIL



1465. TO AGREE INCOME AND EXPENDITURE TO 31st JANUARY 2021

The Committee's income and expenditure figures to the 31st January 2021 of £127,127 expenditure and £243,526 income were unanimously **agreed**. Cllr Clarkson thanked the Town Clerk for the detailed explanatory report accompanying the figures.

Cllr Harris joined the meeting.

1466. TO REVIEW THE FILMING POLICY

The Committee reviewed the draft policy and noted the updates made by the Town Clerk and it was proposed by Cllr Robinson, seconded by Cllr Cheta and unanimously **RECOMMENDED** that the policy be agreed but re-named the Recording of Public Council Meetings Policy and taken to full Council for adoption.

1467. TO REVIEW THE COMPLAINTS POLICY

The Committee reviewed the draft policy and with a correction on item 4.4 from 'date' to 'data' and it was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** that the policy be agreed and taken to full Council for adoption.

1468. TO REVIEW MODEL PUBLICATION SCHEME POLICY

It was noted that the publication scheme commits Telscombe Town council to make information available to the public as part of its normal business activities. The Committee reviewed the policy and it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the policy be agreed and taken to full Council for adoption.

1469. TO CONSIDER DRAFT SICKNESS & ABSENCE POLICY

The Committee reviewed the draft policy and it was proposed by Cllr Page seconded by Cllr Cheta and unanimously **RECOMMENDED** that the policy be agreed with the removal of the word genuine from number 2.7 and be taken to full Council for adoption.

1470. TO CONSIDER DRAFT BULLYING & HARASSMENT POLICY

There was discussion regarding the policy as it was noted that it covers the public against staff and Councillors against staff is covered by the Code of Conduct, but it does not cover staff against each other. It was therefore proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RECOMMENDED** that:-

1. the policy be agreed with the addition of a line under 2.2 regarding staff welfare and it be taken to full Council for adoption
2. the Town Clerk draws up a draft Bullying & Harassment in the Workplace Policy

1471. TO REVIEW & AGREE EMPLOYMENT HANDBOOK

It was agreed at an Employment Sub-Committee meeting that the Employment Handbook be reviewed by Cllr Judd and the Town Clerk. It was noted that the conditions in the handbook should match our current Council policies.

TELSCOMBE TOWN COUNCIL



1471. To Review & Agree Employment Handbook (Contd)

There were several sections in the handbook that we did not have policies for and some of our policies were due for review. New policies have now been drawn up and the required reviews undertaken and they have now been included in the handbook. The Committee reviewed the Employment Handbook and it was proposed by Cllr Judd, seconded by Cllr Page and unanimously **RECOMMENDED** that:-

1. the Handbook be agreed in its current form and taken to full Council for adoption.
2. the Town Clerk draw up a Capability Policy to be taken to Policy & Resources and ultimately to Council for adoption and once adopted, it be added into the Employment Handbook.

1472. UPDATE ON UNREGISTERED LAND ON TELSCOMBE TYE & AGREE WAY FORWARD

The Committee had previously agreed to register 5 small pieces of land on Telscombe Tye which were showing as unregistered. However, maps of the areas in question had not been provided to the Committee. On further investigation maps were obtained of the areas in question and these were compared with the map of ownership on our Deeds for the Tye. The Committee noted that only one area was actually within the Tye boundary owned by the Council. It was therefore proposed by Cllr Robinson, seconded by Cllr Mills and unanimously **RECOMMENDED** that only the area on Appendix A at the 'E' piece be registered.

1473. TO DISCUSS SHEEP NUMBERS PER COMMONERS GRAZING RIGHTS ON TELSCOMBE TYE

Cllr Robinson wondered if we would get clarification whether lambs are included within the allowed sheep numbers under the commoners grazing rights and if we could get a price from Savills to investigate this and provide us with an answer. This was unanimously **agreed**.

1474. TO AGREE A COMMUNICATIONS STRATEGY

It was noted that the working group had met and the Admin Assistant had drawn up a flow chart following the meeting to deal with enquiries/complaints from members of the public. There was discussion regarding the title of the document and the layout of the boxes in the flow chart and it was proposed by Cllr O'Connor, seconded by Cllr Cheta and unanimously **RECOMMENDED** that:-

- the document be entitled Enquiry & Feedback Mechanism
- the acknowledgement box on the left-hand side for letters and emails be moved up so that it is the first box in the flow
- that the document be implemented for a 6 month trial period

1475. TO AGREE BANK RECONCILIATION FOR OCTOBER TO DECEMBER 2020

The Town Clerk/RFO confirmed that the bank reconciliations up to 31st December 2020 had been checked by Cllr Gallagher on 14th February 2021. Cllr Gallagher had found everything to be in order and would sign the bank reconciliation, corresponding bank statements and supporting documentation as correct once Covid-19 restrictions are lifted. The bank reconciliation was attached to the agenda for information and it was unanimously

TELSCOMBE TOWN COUNCIL



1475. To Agree Bank Reconciliation for October to December 2020 (Contd)

RECOMMENDED that the bank reconciliation showing total bank and cash balances of £466,439.98 was accepted as correct.

1476. TO APPROVE REVISED WORDING FOR TELSCOMBE RESIDENTS' ASSOCIATION SIGNS

It was noted that this matter had been ongoing for several months and eventually wording had been agreed by both the working group and the Telcombe Residents' Association (TRA). The agreed layout and wording for the 4 signs that the TRA want to put up in the locality were circulated with the agenda. It was proposed by Cllr Judd, seconded by Cllr Harris and unanimously **RECOMMENDED** to agree the wording.

1477. BUSINESS PLAN UPDATE

The Committee noted the updated business plan document.

1478. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Committee were advised that the contractors we had instructed to replace the dewpond fencing on the Tye had, in fact, moved it further out the other side of some Hawthorn bushes on the advice of a member of the public who had intimated he was representing the Council. There was a long debate about this and the fact that as the Tye is registered Common Land, we can repair/replace fencing in its original position without getting authority, but if it is to be moved, we have to get planning consent from the Secretary of State. The Committee had previously agreed that it would be replaced as it was and the Council had therefore not applied for planning permission. It was unanimously **agreed** that the action of the member of the public was not acceptable and that the Committee Chairman should draft a letter to be sent to the person advising them of this, to be signed by him and the Town Clerk. It was also **agreed** to investigate planting further Hawthorn bushes inside the fence line.

On the recommendation of the Planning Inspectorate it was also **agreed** not to submit a retrospective planning application, but to have the fence line moved back to its original position. It was noted that the contractor had agreed to undertake this free of charge and the Committee were thankful that this incident had not cost the Council further expenditure.

Cllr Robinson advised that a litter pick of either side of the South Coast Road by the Tye was required and asked if there were any volunteers. It was **agreed** that Cllr Robinson would send out an email and arrange a socially distanced litter pick.

Cllr Harris brought up the fact that delivery lorries were damaging the grass verge at the Toyota garage and it was agreed that this be brought up at the next Planning & Highways meeting.

There being no further business, the meeting closed at 9.10 pm.

Signed
Chairman

Date for next meeting of the Committee – 10th May 2021