

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Wednesday 5th May 2021 at 7.30 pm.

Committee Members Present:

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

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

1479. PUBLIC QUESTION TIME

There were no public present.

1480. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Sharkey who was attending another meeting and this reason was accepted by the Committee. Cllr Harris was having trouble joining the meeting remotely and did not manage to attend. Cllr Brindley was absent but did not send apologies.

1481. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1482. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 8th MARCH 2021

Cllr O'Connor proposed under minute 1478 'Urgent matters at the discretion of the Chairman for noting or inclusion on a future agenda' on page 3367 that the first sentence was amended to read 'The Committee were advised ...' and the first word of the third line down be amended from instruction to 'advice'. These amendments were seconded by Cllr Cheta and the minutes of the meeting held on 8th March 2021 were unanimously **RESOLVED** as a true record of the proceedings with the proposed amendments and were signed as correct by the Chairman, Cllr Clarkson and the amendments initialled.

1483. TO APPROVE AND SIGN MINUTES OF THE AUDIT SUB-COMMITTEE MEETING ON 8th MARCH 2021

The Audit Sub-Committee Chairman, Cllr L O'Connor, requested that the minutes of the meeting on 8th March 2021 be accepted and the recommendations contained therein be adopted, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. The minutes were signed by Cllr O'Connor.

1484. TO NOTE ACTION LIST

The actions were noted as follows:-

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Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 year end. Report being compiled by CTLA & due to review service & our contribution at Council in March 2021. <i>Taken to Council on 17.3.21 & contribution of £3,000 agreed for 21/22 financial year.</i>	Complete
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 Feb. Fence line moved other side of Hawthorn bushes without our authorisation. Planning Inspectorate informed & awaiting their response. <i>Agreed to reinstate fencing as was.</i>	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. <i>LDC confirmed ok.</i>	Complete
18.1.21	Min 1454, p 3327 – To discuss way forward with Telscombe Tye & Stud Farm	SN	Meeting with Stud Farm to be arranged. <i>Despite chasing farm still not agreed meeting – too busy with lambing.</i>	July 2021
8.3.21	Min 1466, p 3365 – Review Filming Policy	SN	Policy re-named Recording of Public Council Meetings Policy & adopted at Council on 17.3.21	Complete
8.3.21	Min 1467, p 3365 – review Complaints Policy	SN	Adopted at Council on 17.3.21	Complete
8.3.21	Min 1468, p 3365 – Review Model Publication Scheme	SN	Adopted by Council on 17.3.21	Complete
8.3.21	Min 1469, p 3365 – consider draft Sickness & Absence policy	SN	Agreed amendment made and policy adopted by Council on 17.3.21	Complete
8.3.21	Min 1470, p 3365 – consider draft Bullying & Harassment Policy	SN	Agreed amendments made and policy adopted by Council on 17.3.21	Complete
8.3.21	Min 1471, p 3365/6 – review Employment Handbook	SN	Adopted by Council on 17.3.21. Copy given to staff members with explanations of amendments made. Capability Policy drawn up by Town Clerk & placed on agenda for this meeting for agreement.	Complete
8.3.21	Min 1472, p 3366 – unregistered land on Telscombe Tye	SN	Registration in hand for area at Tye 'E' piece.	July 2021

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Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.3.21	Min 1473, p 3366	SN	Savills confirmed no charge for investigating sheep numbers on commons register and whether lambs count. Update awaited.	July 2021
8.3.21	Min 1474, p 3366 – communications strategy	SN	Document re-named enquiry & feedback mechanism as agreed at last meeting & implemented immediately. Spreadsheet showing complaints received from January to 26 th April placed as an agenda item for this meeting	Complete
8.3.21	Min 1476, p 3367 – revised wording for TRA signs	SN	Wording has been agreed.	Complete

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

1485. TO AGREE INCOME AND EXPENDITURE TO 31st MARCH 2021

The Committee's income and expenditure figures to the 31st March 2021 of £158,940 expenditure and £252,777 income were unanimously **agreed**.

1486. TO NOTE BALANCE SHEET AT 31st MARCH 2021

A query was raised as to why the treasury reserve figure was £28,000 higher than last year and whether we could pay off our Public Works Loan with the monies. The Town Clerk explained that (a) it had previously been looked into regarding paying off the loan which was not viable and (b) the monies in the treasury reserve are not available to spend, but is made up of our general and earmarked reserves which have increased from last year. There is therefore no spare money to pay off the loan anyway.

Cllr Gallagher asked where changes in the Earmarked Reserves are documented and the Town Clerk explained that these are shown on the income and expenditure sheets that are taken to each full Council meeting.

1487. TO AGREE BANK RECONCILIATION FOR JANUARY TO MARCH 2021

The Town Clerk/RFO confirmed that the bank reconciliations for January to March 2021 had been checked by Cllr Mills on 23rd April 2021. Cllr Mills 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 £417,005.33 be accepted as correct.

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1488. TO AGREE DELEGATION ARRANGEMENTS AND COMMITTEES' TERMS OF REFERENCE

The Committee reviewed the draft policy and it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the policy be agreed with no amendments and taken to full Council for adoption.

1489. TO REVIEW OUTSIDE BODIES POLICY

The Committee reviewed the draft policy and it was proposed by Cllr Cheta, seconded by Cllr Page and unanimously **RECOMMENDED** that the policy be agreed with no amendments and taken to full Council for adoption.

1490. TO REVIEW PRIVACY POLICY STAFF

The Committee reviewed the draft policy and it was proposed by Cllr Judd seconded by Cllr Robinson and unanimously **RECOMMENDED** that the policy be agreed with no amendments and taken to full Council for adoption.

1491. TO REVIEW PRIVACY POLICY GENERAL

The Committee reviewed the draft policy and it was proposed by Cllr Judd seconded by Cllr Mills and unanimously **RECOMMENDED** that the policy be agreed with no amendments and taken to full Council for adoption.

1492. TO REVIEW PRIVACY NOTICE

The Committee reviewed the draft policy and it was proposed by Cllr Robinson seconded by Cllr Cheta and unanimously **RECOMMENDED** that the policy be agreed with no amendments and taken to full Council for adoption

1493. TO CONSIDER DRAFT CAPABILITY POLICY

Cllr O'Connor's connection dropped out for a few minutes at the beginning of the discussion of this agenda item.

The Committee discussed the new draft policy in detail and it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the policy be agreed and taken to full Council for adoption with the following amendments:- 6.5 PDR is changed to Appraisal; 10.3 first bullet point to have the words 'if a position is available' added after the words Council employment.

1494. TO REVIEW THE UNREGISTERED LAND BETWEEN TELSCOMBE GRANGE AND SMUGGLERS REST PUBLIC HOUSE

Cllrs Robinson and Gallagher had met on site with a view of possibly turning this area into a nature reserve. There was lengthy discussion about how to go about registering this land in the name of the Council. Cllr Gallagher proposed asking the land registry what the process is and also a NALC solicitor for advice on how to achieve it and this was unanimously **RECOMMENDED**.

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1495. TO PROGRESS WILDFLOWER SEEDING ON THE TYE

There was lengthy discussion regarding this item and when to commence the fencing and seeding. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** that we fence off x2 areas of 200 square metres; that we get additional quotes for fencing; that we seek technical advice regarding the correct time to seed and that Councillors assist the Town Clerk where possible.

1496. TO CONSIDER VARIOUS ISSUES PERTAINING TO TELSCOMBE TYE

There was discussion on several items as follows:-

- a) Wooden signs on the South Coast Road – it was noted that the painted wording on these signs had faded and Cllr Judd **agreed** that if someone could take them down, he would do the work.
- b) Letter to residents bordering the Tye with regards to decision not to maintain fencing in certain areas – it was **agreed** that the Town Clerk would email a draft letter for committee members to approve and once approved via email, Stud Farm be given 2 weeks' notice that we will issue the letter to residents.
- c) Update re Stud Farm – the Town Clerk advised that she had been attempting to organise a meeting since the end of last year, but the farm had informed her they were too busy.
- d) Update from Savills on commoner's sheep grazing numbers – Savills had informed the Town Clerk that the consensus was that when lambs are not weaned, they would not be counted but had not produced a definitive answer. It was **agreed** to seek legal advice.
- e) Rabbit numbers – Although the HLS agreement states that rabbit numbers must be controlled to achieve the indicators, it was **agreed** that this is not a viable option.

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to proceed with the items agreed in points a, b, d and e above.

1497. TO CONSIDER RESPONDING TO LOCAL AUTHORITY REMOTE MEETINGS CALL FOR EVIDENCE

It was proposed by Cllr Robinson that a working group be formed to respond to the call for evidence. It was unanimously **RECOMMENDED** that a working group of Cllrs Judd, Page, O'Connor, Robinson and the Town Clerk formulate a response to be submitted on behalf of the Council. If any other Councillors would like to put forward comments, they should be emailed to the Town Clerk to be considered at the working group meeting which will be arranged by Cllr Robinson.

1498. TO REVIEW COMPLAINTS RECEIVED FROM JANUARY TO 26th APRIL 2021

The spreadsheet produced by the Admin Assistant was reviewed which allows the Council to look what complaints are received in order to help reduce the problems. It was **agreed** to have an up-to-date spreadsheet taken to every other committee meeting.

1499. BUSINESS PLAN UPDATE

The Committee noted the current business plan document.

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1500. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Gallagher asked if the Town Clerk had information regarding the ESCC Welcome Back Fund and advised she will investigate this via the Neighbourhood Plan.

There was brief discussion regarding planting of additional Hawthorns at the Dewpond and the committee were advised that their roots are invasive and may harm the liner.

Cllr Clarkson advised the recently received Access Report covers the Tye and Parks and the individual areas should be discussed by the appropriate committees to avoid a duplication of work.

1501. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions 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.

1502. TO APPROVE & SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE HELD ON 3rd MARCH 2021

The minutes of the meeting held on 3rd March 2021 were proposed by Cllr Page, seconded by Cllr Judd and unanimously **RESOLVED** that they were a true record of the proceedings and should be signed as correct by the Chairman, Cllr Page, when he is next at the Civic Centre.

1503. TO DISCUSS ITEM OF CORRESPONDENCE RECEIVED

The decision to send a letter to a member of the public setting out boundaries following them advising the fencing contractor to move the fence line of the dewpond was unanimously ratified. Following receipt of a response from the individual in question, it was noted that the letter had been sent to all Councillors as requested and will be kept on file alongside our letter to them. It was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** that no further action or response is undertaken.

There being no further business, the meeting closed at 9.45 pm.

Signed
Chairman

Date for next meeting of the Committee – 12th July 2021