



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held at Telscombe Civic Centre on Monday 12th July 2021 at 7.30 pm.

Committee Members Present:

Cllrs C Clarkson, C Gallagher, D Judd, C Robinson, I Sharkey

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

1504. TO ELECT A COMMITTEE CHAIRMAN AND VICE CHAIRMAN

Cllr Robinson nominated Cllr Clarkson as Chairman, seconded by Cllr R Sharkey, it was unanimously **agreed** and Cllr Clarkson was elected as Chairman.

Cllr Sharkey proposed Cllr Page as Vice Chairman, seconded by Cllr Robinson, it was unanimously **agreed** and Cllr B Page was elected as Vice Chairman.

1505. PUBLIC QUESTION TIME

There were no public present.

1506. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr O'Connor due to annual leave and Cllrs Brindley and Page due to family commitments. These reasons for absence were **agreed**. Cllr Cheta was absent but had not sent apologies.

1507. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Judd declared an interest in item 9, cutting of the Tye.

1508. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 5th MAY 2021

The minutes of the meeting held on 5th May 2021 were proposed by Cllr Gallagher, 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.

1509. TO NOTE ACTION LIST

The actions were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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>Stud Farm have now been in contact (July '21) and new agenda item added to 12th July meeting.</i>	<i>See new agenda item</i>

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1509. To Note Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.3.21	Min 1472, p 3366 – unregistered land on Telscombe Tye	SN	Registration in hand for area at Tye ‘E’ piece. <i>Documents submitted to Land Registry – awaiting their advices.</i>	Sept 2021
8.3.21	Min 1473, p 3366	SN	Savills confirmed no charge for investigating sheep numbers on commons register and whether lambs count. <i>No update received to date.</i>	Sept 2021
5.5.21	Min 1488, p3405 – To agree delegation arrangements and Committees’ Terms of Reference	SN	Agreed Policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1489, p 3405 – To review Outside Bodies Policy	SN	Agreed Policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1490, p 3405 - To review Privacy Policy Staff	SN	Agreed Policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1491, p 3405 – To review Privacy Policy General	SN	Agreed Policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1492, p 3405 – To review Privacy Notice	SN	Agreed policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1493, p 3405 – To consider draft Capability Policy	SN	Agreed Policy adopted at full Council on 19.5.21	Complete
5.5.21	Min 1494, p 3405 – To review unregistered land between Telscombe Grange & Smugglers Rest Public House	SN	Advice on how to progress this yet to be undertaken.	Sept 2021
5.5.21	Min 1495, p 3406 – To progress wildflower seeding on the Tye	SN	Additional quotations for fencing and technical advice re correct time to seed still to be undertaken	Sept 2021
5.5.21	Min 1496, p 3406 – To consider various issues pertaining to Telscombe Tye	SN	a) Wooden signs – signs recently removed & Cllr Judd to re-paint white wording	Sept 2021
5.5.21	Min 1496, p 3406 – To consider various issues pertaining to Telscombe Tye	SN	b) Draft letter approved by Committee, sent to Stud Farm and subsequently sent to residents bordering the Tye	Complete
5.5.21	Min 1496, p 3406 – To consider various issues pertaining to Telscombe Tye	SN	c) Stud Farm have just contacted Town Clerk advising can attend a meeting with Cllrs in early September – time & date to be arranged	Sept 2021

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1509. To Note Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
5.5.21	Min 1496, p 3406 – To consider various issues pertaining to Telscombe Tye	SN	d) Legal advice to be sought regarding commoners' sheep grazing numbers	Sept 2021
5.5.21	Min 1496, p 3406 – To consider various issues pertaining to Telscombe Tye	SN	e) No action required	Complete
5.5.21	Min 1497, p3406 – To consider responding to Local Authority Remote Meetings Call for Evidence	SN	Working party set up, met, agreed response & response submitted.	Complete
5.5.21	Min 1498, p 3406 – To review complaints received from January to 16 th April 2021	SN	Agreed for updated list to be taken to every other Committee meeting.	Sept 2021

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

1510. TO AGREE INCOME AND EXPENDITURE TO 31st MAY 2021

Cllr Robinson queried expenditure of £370 for budget line 4024-101 as she thought it was high for month two. The Town Clerk explained that top-up postage for the franking machine had been done of £300 which will last for several months. The Clerk was thanked for the explanation and also for providing Earmarked Reserves figures. The Committee's income and expenditure figures for May of income £360 and expenditure of £12,318 plus the overall total to the 31st May 2021 of £125,086 income and expenditure of £23,365 were unanimously agreed.

1511. TO REVIEW STANDING ORDERS

The draft Standing Orders were due their 3 year review and were based on the NALC model. NALC had updated them in 2020 with minor changes as follows:-

No 18, c, p18 – addition to the last sentence of *'unless it proposes to use an existing list of approved suppliers (framework agreement)*.

No 18, f, p18 – change of figure on second line to £189,330 (was £181,302); change of figure on third line to £4,733,252 (was £4,551,413) and addition of wording *'or £663,540 for a social and other specific services contract'*

No 18, g, p19 – change of figure on fourth line to £378,660 (was £363,424); change of figure on fifth line to £4,733,252 (was £4,551,413) and change of figure on sixth line to £633,540 (was £820,370).



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1511. To Review Standing Orders (Contd)

No 19, d, p19 – removal of wording ‘(Employee Hand Book, Section 8)’ as we have now adopted a separate Grievance Policy in January 2021.

No 21, a, p20 – *The Council may appoint a Data Protection Officer.* Before this was mandatory and read ‘The Council shall appoint a Data Protection Officer.’

Committee members were happy with the changes and thought the Standing Orders were very robust. It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Standing Orders were agreed and taken to full Council for adoption.

1512. TO CONSIDER CUTTING OF TELSCOMBE TYE

There was discussion regarding the area(s) to cut and whether to cut and drop or cut and collect. It was finally proposed by Cllr Robinson, seconded by Cllr Sharkey, agreed by Cllrs Clarkson and Sharkey and **RECOMMENDED** (a) that estimates are obtained for both cutting/dropping and cutting/collection of 4 separate areas of the Tye; (b) that the decision as to which option and estimate to accept be delegated to Cllrs Clarkson, Gallagher, Page and Robinson. Cllr Judd did not vote as he had declared an interest.

1513. TO CONSIDER ACCESS REPORT FINDINGS FOR TELSCOMBE TYE

The report and actions were noted. The Town Clerk advised that Officers had already started work on some of the high priority actions, with access maps being drawn up to put on the website and prices for lecterns to be placed at access points being sought. It was agreed to put an article in the newsletter that the Council are looking at improving access to the Tye and its other open spaces. Following discussion it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Officers work through the high priority actions with estimates being brought back to Committee as required and that this will be an ongoing agenda item.

1514. TO CONSIDER COMMENTING ON LEWES DISTRICT COUNCIL'S COUNCIL TAX REDUCTION SCHEME REVIEW

Following consideration of the notification from Lewes District Council (LDC) it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that we advise LDC that we are in support of the proposed three changes as follows:-

- To increase the maximum award to 100% of a person's council tax liability
- To remove the application of a minimum-income floor for the self-employed
- To remove the £5.00 per week minimum award

1515. TO CONSIDER SUGGESTED SUBMISSION TO LEWES DISTRICT COUNCIL FOR THE OLD TOILET BLOCK IN FAIRLIGHT AVENUE

Cllr O'Connor's report was noted and Cllr Clarkson provided some extra information that Cllr O'Connor had provided. Whilst the suggestion of better access to the Tye was accepted, there was some concern as to whether the proposal would be viable and if Telcombe Town Council should put in an expression of interest.



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1515. To Consider Suggested Submission to Lewes District Council for the Old Toilet Block in Fairlight Avenue

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that a working group consisting of Cllrs Clarkson, Judd, Robinson, O'Connor and the Town Clerk be set up and a meeting be arranged for 9.30am on Wednesday 21st July to discuss this matter and make a decision.

1516. BUSINESS PLAN UPDATE

The Committee noted the current business plan document. Cllr Robinson advised that Cllr Clarkson had drawn up a new draft Management Plan using information gleaned from various other documents.

1517. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Gallagher advised that the Council's application for funding from the Welcome Back Fund had been approved. The Town Clerk advised she has updated the Action List for the next Council meeting regarding this.

Cllr Clarkson advised that following discussion regarding rabbits on the Tye, he wanted to research natural rabbit control for the Tye and bring the information back to a future meeting.

1518. 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.

1519. TO APPROVE & SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE HELD ON 19th MAY 2021

The minutes of the meeting held on 19th May 2021 were proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr Judd.

There being no further business, the meeting closed at 8.40 pm.

Signed
Chairman

Date for next meeting of the Committee – 6th September 2021