

**ICKLESHAM PARISH COUNCIL – ANNUAL GENERAL MEETING 7.15PM ON
MONDAY 16TH MAY 2011 AT THE NEW HALL, WINCHELSEA**

AGENDA

1. **Welcome to the meeting** by the outgoing Chairman, Councillor Jim Horsman.
2. **Acceptance of Office by Councillors** – to be completed individually before the Parish Clerk and RFO Steve Foreman. Councillors will also be provided with a form of Notification by Member of a Local Authority of Registrable Interests to be returned to the Parish Clerk or Monitoring Officer at Rother District Council within 28 days.
3. **Election of Chairman.** The outgoing Chairman will address the meeting to give appropriate thanks. The outgoing Chairman will invite nominations for Chairman which will be proposed and seconded. A vote will then take place to elect the Chairman for the year to the next Annual General Meeting. The newly elected Chairman will then make a declaration of office before the Parish Clerk and RFO Steve Foreman. The newly elected Chairman will then preside over the meeting and the outgoing Chairman will retire.
4. **Election of Vice-Chairman.** The Chairman will invite nominations for Vice-Chairman which will be proposed and seconded. A vote will then take place to elect the Vice-Chairman for the year to the next Annual General Meeting.
5. **Co-option of Councillors.** Members of the public who have expressed an interest in filling the two vacancies – one at Winchelsea Beach, one at Icklesham, will be invited to make a short presentation to the meeting. The Chairman will invite councillors to propose and second candidates who wish to fill the vacancies. A vote will then take place to elect co-optees as councillors.
6. **The Chairman will invite members of the public to comment or ask questions on any matter they wish to raise, relating to the business of the Council (15 minutes).**
7. **To receive reports and to ask questions of the County and District Council members (Council business to commence no later than 7.50pm).**
8. **Formal opening of the meeting.**
9. **To receive and record any apologies for absence.**
10. **Disclosure of interests.** To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct. Members are reminded to repeat their declaration immediately prior to commencement of the item in question.
11. **To make further appointments:**
 - a. **Planning Committee** – currently 7 members
 - b. **Rye Partnership** – 1 representative

- c. **Rother Association of Local Councillors** – currently 3 members
- d. **Elizabeth Cheyney Alms Houses** – 1 representative
- e. **Rye Harbour Nature Reserve** -1 representative
- f. **Rye Youth Forum** – currently not represented
- g. **Winchelsea Little Shop Association** – as observing shareholder and not member of management committee

12. To consider and approve the signing by the Chairman of the attached minutes of the meeting of 11th April 2011.

13. Matters arising.

14. Programme of works for April. Attached.

15. Financial Matters

- a. Report of the Internal Auditor of the accounts for 2010/11. Attached. Council is asked to re-appoint the Internal Auditor for 2011/12.
- b. Annual Financial Return – sections 1, 2 and 4 of the 2010/11 return attached. Council are asked to note and agree the signing, by the Chair, of Sections 1 and 2.
- c. Financial Reserves and Projected Outturn 2011/12 - Report of Parish Clerk and RFO attached.
- d. Receipts and payments for the year 2011/12 showing expenditure variations – schedule attached.
- e. To approve payments for May 2011 – a list of payments will be tabled.
- f. Clerk seeks approval to add new signatories for the bank account including the Clerk and an additional councillor.
- g. The Clerk seeks permission to proceed with the installation of a playing surface and basket ball post and goal on Harbour Field, Winchelsea Beach. Estimates for installation of playing surface enclosed (no charge by RDC for post and goal). To be funded from 2221 New Play Equipment. A grant of £2000 has been awarded by RDC towards the project.
- h. The Clerk seeks approval to set up a £500 monthly standing order as part salary.
- i. The Clerk seeks approval to set up a direct debit for payment of the Deputy Clerk's parish phone bills to avoid late payment charges.
- j. The Clerk seeks approval for 3 benches in the Jubilee Playground to be refurbished for the sum of £150.00. To be funded from 2220 Playground Maintenance.

16. Memorial Seat – Harbour Field. Permission requested by local resident to install a seat, at no cost to the council, in memory of her parents.

17. Smeatons Lane parking and play area adjacent. Parking on the lane continues and causes an obstruction to large vehicles which could have serious implications for emergency services needing to access the lane. Would Council consider erecting 'No Parking' signs at intervals along the lane? I have received the following e-mail from a local councillor 'Please place this item of the agenda –

- Letters to be sent to all Residents of Smeatons Lane explaining that parking in the lane is not allowed. Pointing out the danger of emergency vehicles not being able to get along the lane if it is blocked by parked vehicles.
- 'No Parking' signs needed at each end of Smeatons Lane. The lane was blocked during the Easter weekend by cars parked by people using the Harbour Field.
- 'No Ball Games Allowed' signs needed for the children's playground, following complaints from parents of small children.'

18. Hastings Runners Club seeks permission to use the Icklesham Recreation Ground car park to park approx 30 cars between 6.15 and 8.30pm on the evenings of the 31st May and 9th August. The Memorial Hall Manager confirms no clash of events on those dates.

19. Correspondence

- a. Strand Gate Winchelsea – letter from Rother District Council attached.
- b. Sports Pavilion Icklesham – letter from Mr Warren, Chair of the Pavilion Sub-Committee attached. Council are asked if they support the principle of building a new Pavilion and if permission would be granted including additional land, and whether the Council would prefer a new building, an additional building, an extension to the existing building with the existing structure being renovated. Council may wish to appoint a small sub-committee to take this forward and give it power to negotiate and report back.
- c. Correspondence from Rother Voluntary Action about Community Transport and a Carbon Reduction Workshop. Council are asked to agree what additional transport requirements should be notified to Rother Voluntary Action for completion of the attached questionnaire. Questionnaire has been sent in advance to ward councillors.
- d. Rye Harbour Traffic Calming Gateway – letter from RDC attached re grant application.
- e. Hogtrough Lane footpath – reply from ESCC Rights of Way Officer to Clerk's letter requesting an inspection of the path.

20. Telephony. Report of Parish Clerk and RFO attached.

21. Children's play areas – annual inspection, safety audit and on-going inspections. Report of Parish Clerk and RFO attached.

22. Dispensations. Report of Parish Clerk and RFO attached.

23. Ward Risk Assessments. Review of current arrangements.

24. Insurance Renewals. Report of Parish Clerk and RFO attached.

25. Annual Parish Assembly – being held at 7.15pm at Icklesham Memorial Hall on Monday 23rd May.

26. Matters to be referred to the next agenda

- a. An action plan to achieve Quality Council status including a qualified Clerk.
- b. Councillors on outside bodies – powers to act.
- c. Office equipment for Clerk and RFO.
- d. Icklesham Cricket Club – permission to erect Portacabin. Report of Chairman on meeting with Club.

27. Matters for future agendas

- a. Review of Parish Action Plan including management of the process.
- b. Housing needs survey.

28. Date and venue for the next meeting. The date of the next full Council meeting is confirmed as Monday 13th June 2011 at 7.15pm at the Icklesham Memorial Hall.