

ICKLESHAM PARISH COUNCIL

Minutes of the Meeting of the Council held on Monday 13th June 2011 at 7.15pm at Icklesham Memorial Hall

Present: Councillors Ms J Austen, C Bronsdon, J Horsman (in the chair), Mrs S Lyward, Mrs C Merricks, A Moore, Mrs J Stanford, H Sutton, P Turner, S Turner and N Warren.

In attendance: Councillor K Glazier from East Sussex County Council, Councillor N Ramus from Rother District Council (the latter part of the meeting), S Foreman (Clerk and RFO) and J Cannings (Deputy Clerk).

		ACTION
11/109	The Chairman welcomed everyone to the meeting at 7.17pm and reminded all present the meeting was being recorded.	
11/110	<p>The Chairman invited members of the public present to ask any appropriate questions or make comment.</p> <p>Mr Baker, The Chairman of Icklesham Cricket Club pointed out the poor facilities at the Sports Pavilion in Icklesham. This had acted as a barrier to young people taking part in sport on the recreation ground. He wanted a larger building on the existing site and was of the opinion that only a minority objected to a new building.</p> <p>Councillor Warren spoke as Chairman of the Pavilion Sub-Committee. He explained that a convivial and very useful meeting had taken place between him, Philip Merricks and the Clerk, Steve Foreman and a course of action had been agreed to progress matters.</p> <p>A spokesperson from Icklesham Football Club spoke on the adverse comments that had been made by visiting teams about the facilities at The Pavilion and his Club were of the view that new facilities were required.</p> <p>Mr Baker also spoke on behalf of the Football Club and said the facilities were poor and embarrassing to the Club when visiting teams were playing at Icklesham and this is discouraging people from playing sport at Icklesham.</p>	
11/111	<p>To Receive Reports and Ask Questions of Councillors K Glazier, P Osborne and N Ramus.</p> <p>Councillors P Osborne and N Ramus had given their apologies as they were at another meeting. Councillor Glazier explained he was now Deputy Leader of East Sussex County Council and responsible for community resources, transport and the environment. He had enquired when the road between Rye and Winchelsea was to be repaired which is the responsibility of the Highway Agency and it was in the programme for Spring 2012. He was also investigating parking problems and the continuation and finishing off of the cycle path at Rye Harbour. The County Council needs to acquire additional land for this purpose.</p>	
11/112	<p>Formal Opening of the Meeting</p> <p>The Chairman opened formal business at 7.32pm.</p>	
11/113	<p>Apologies for Absence</p> <p>Apologies had been received from Councillors Chishick and Comotto.</p>	
11/114	<p>Disclosure of Interests</p> <p>Councillor A Moore declared a personal and prejudicial interest in item 11 (Grant Application) as a Director of Rye and District Community Transport.</p> <p>Councillor P Turner declared a personal interest in item 12 (Cricket Field Allotment Site) as a tenant of an allotment.</p> <p>Councillor S Turner declared a personal interest in item 16 (Representation on Outside Bodies) as a member of Winchelsea Little Shops Association.</p> <p>Councillors Ms Austen and Mrs Merricks declared a personal and prejudicial interest in items 18 and 19 on the agenda (Sports Pavilion and Container for Equipment).</p> <p>Councillors Horsman, Turner and Warren declared a personal interest in items 18 and 19.</p>	
11/115	<p>To consider and approve the signing of the minutes by the Chairman of the Meeting of 16th May 2011</p> <p>There were two corrections to be made:</p> <ul style="list-style-type: none"> • Minute 11/99 (ii) – the letter was from the Chairman of the Pavilion Sub-Committee of the Icklesham Trusts Committee; and • Minute 11/103 – the addition at the end of the minute ‘and each councillor to be provided with a list of assets for the Wards they represent’ <p>With these corrections approval was proposed by Councillor Mrs Lyward and seconded by Councillor Mrs Merricks. Agreed.</p>	Clerk

11/116	Matters arising There were no appropriate matters arising.	
11/117	Programme of Works The Clerk reported on the possibility of asbestos being present at Harbour Field following work to install a hard surface for the basketball pitch. Suitable action was being taken in consultation with the contractor and Rother District Council. But it was resolved that if necessary an emergency meeting of the Council be called if urgent decisions were required. Councillor Bronsdon reported that work to repair the flagpole at Rye Harbour was nearing completion. Progress was noted.	
11/118	Financial Matters	
i	Receipts and Payments for May 2011 A paper setting out the transactions was attached to the agenda. Approval was proposed by Councillor Bronsdon and seconded by Councillor Mrs Merricks. Approved.	
ii	To approve items for payment for June 2011. A list of payments totalling £5,218.77 was tabled by the Clerk represented by cheques numbered 2458 – 2471 sequentially and two standing orders for £730.00. There was concern about the cost of the water supply at Cricket Field allotments and Councillor Comotto is planning to conduct an investigation. Acceptance of the payments was proposed by Councillor Bronsdon and seconded by Councillor Warren. Approved.	
iii	Remainder of tree works.	
iv	The Clerk sought approval to complete the tree works identified in the 2010 tree survey at a cost of £825.00 excluding VAT. This was proposed by Councillor Bronsdon and seconded by Councillor S Turner. Approved. Icklesham bus shelter. Two quotations had been obtained at £482.70 and £465.00 excluding VAT. The Clerk recommended acceptance of the higher quotation as he had greater confidence in that contractor's plan of action including health and safety. It was agreed the bus shelter should be treated in black preservative to maintain a common appearance with adjacent buildings. Councillor P Turner Proposed acceptance of the quotation of £482.70 from Team Construction of Bexhill and seconded by Councillor Mrs Stanford. Approved.	D/Clerk Clerk
v	Rye Harbour Gateway	
vi	The Clerk submitted a quotation from the County Council's equipment provider in the sum of £1,475 excluding VAT. Acceptance of the quotation to proceed with the installation of the gateway was proposed by Councillor Bronsdon and seconded by Councillor P Turner. Approved. Welcome to Rye Harbour Sign The Clerk submitted two quotations for the design, construction and installation of the welcome sign for £387.20 and £1,048.10 excluding VAT and a drawing of the design was attached to the agenda. It was agreed the sign would be attached to the gateway and that the size be in proportion to the gateway which may increase its size. Acceptance of the quotation of £387.20 and design from Cipher Solutions and delegation to accept any modest increase in cost due to the increased size of the sign was proposed by Councillor Bronsdon and seconded by Councillor Horsman. Approved with two abstentions.	D/Clerk D/Clerk
11/119	Grant application Councillor Moore declared a personal and prejudicial interest and withdrew from the room while this matter was debated and a decision made. An application for £1,500.00 from Rye and District Community Transport was submitted by the Clerk. Provision of the grant was proposed by Councillor Bronsdon and seconded by Councillor Mrs Stanford. Approved.	Clerk
11/120	Cricket field Allotment Site. Councillor P Turner declared a personal interest as an allotment tenant of the Council at this site. The Clerk sought the Council's advice and decision on the future management of an area of overgrown land on the western boundary of the site. There were three options – leave as it is, strim the area or lay to grass. It was also discussed that allotment holders might extend their plots or carry out maintenance within their obligations as allotment holders given that part of the area represents uncultivated parts of plots. It was agreed to defer this matter to allow the Clerk to consult the appropriate allotment holders.	D/Clerk
11/121	A number of proposals were submitted by Councillor Comotto	
i	Paying Slabs by interpretation boards at School Hill, Winchelsea. Councillor Warren proposed that two slabs be installed at a cost of £95.00 and this was seconded by Councillor Bronsdon. Approved.	Clerk
ii	The Clerk writes to East Sussex County Council's Parish Maintenance Team to carry out various works.	Clerk

iii	This was proposed by Councillor S Turner and seconded by Councillor P Turner. Approved. Lower hedge at front of Pear Tree Marsh allotments and cut back branches overhanging plot in main site. This matter was deferred for the Clerk to write to the plot holders seeking their views.	D/Clerk
iv	Strim vegetation to rear of plots 2 to 5 Pear Tree Marsh to create metre wide pathway. This was deferred while the matter of the ditch and other issues were resolved with a variety of authorities.	Clerk
v	Pruning and rebalancing of new oak tree at Jubilee Field. This was deferred in order the tree might be moved later in the year to a more suitable location when this work was possible.	D/Clerk
11/122	Quality Council The Clerk submitted a report on proposals for the Council to seek Quality Council status with associated costs including staff training and qualifications. The recommendation to seek Quality Council status was proposed by Councillor S Turner and seconded by Councillor Warren. Approved. The Council debated the best way to manage the process, whether to have a working group of councillors or delegate to the Clerk with regular reports to Council. It was proposed by Councillor Bronsdon that management be delegated to the Clerk with regular reports back on progress and for decisions to the Council and this was seconded by Councillor S Turner. Approved with two votes against. There being no working party it was not necessary to agree terms of reference. Councillor Bronsdon proposed the Clerk undertake training for the Certificate in Local Council Administration (CILCA) at an estimated cost of £280.00 this year and this was seconded by Councillor S Turner. Approved. Councillor Bronsdon proposed that additional hours of work be funded for the Clerk and Deputy Clerk to facilitate study and additional policy work to obtain the CILCA qualification at an estimated cost of £3,500.00 this year and this was seconded by Councillor S Turner. Approved. Councillor Bronsdon proposed the Clerk seek membership of the Society of Local Council Clerks with the Council meeting the annual subscription at a cost of £205.00 this year and this was seconded by Councillor S Turner. Approved.	Clerk & D/Clerk
11/123	Office Equipment and Telephone The Clerk reported on the necessity to update office and IT equipment, software and improve telephony with the additional of a mobile phone to enable the Council to work more efficiently. The council were appraised of the need to overspend the budget by an estimated £2,250.00 if the proposals were accepted. The Council asked the Clerk to explore mobile phone providers other than Orange which may provide better coverage and reception in rural areas. It was proposed by Councillor P Turner and seconded by Councillor Bronsdon that the Clerk be authorised to enter into a contract on behalf of the Council for the provision of a Blackberry mobile phone up to a monthly cost of £30.00 including VAT. Approved. It was proposed by Councillor Horsman and seconded by Councillor S Turner that the Clerk purchase a four drawer filing cabinet at an estimated cost of £80.00 excluding VAT. Approved. Three quotations for the provision of a laptop computer and Microsoft Office Professional software were considered and acceptance of the lowest quotations of £427.00 excluding VAT and £215.00 excluding VAT respectively were proposed by Councillors Mrs Stanford and seconded by Councillor Bronsdon. Approved. The Council debated the best option to provide adequate printing, scanning and copying facilities bearing in mind the Council's commitment to improve communications within the Parish Action Plan. Councillor Bronsdon proposed entering into a five year lease with Ricoh Ltd for two multi-functional colour laser printers at a cost of £37.28 each quarter for each machine with an additional cost of 1.5 pence for each page of black and white printing but the lease cost including consumables with authority to enter into the agreement delegated to the Clerk. This was seconded by Councillor P Turner. Approved.	Clerk
11/124	Representation on Outside Bodies Councillor S Turner declared a personal interest as a member of The Winchelsea Little Shops Association. The Clerk presented a report on the objectives of bodies that councillors attend and councillors' roles on those bodies. The report was noted but the Council asked the Clerk to seek a minimum of three weeks' notice of appropriate meetings of The Winchelsea Little Shops Association (WLSA) to enable the Council to convene if it was necessary to do so to brief its representative as a shareholding body. It was also noted that the reference by the Secretary of WLSA to 'gate-crashing' by Councillor Mrs Stanford at a general meeting was incorrect and did not represent the true position as she was asked to attend by a number of Winchelsea residents. A discussion also took place on the necessity to obtain the actual address of the Secretary of WLSA. The Chairman suspended standing orders to enable Councillor Glazier to speak. He explained that	Clerk

	<p>Icklesham Parish Council is part of the Rye Partnership and its representatives attend to represent the Parish Council. The Partnership draws members to its Board of Trustees by election from among its members and communications had gone awry as ex Councillor Terry had not taken part or communicated with the Partnership. This was noted.</p> <p>Councillor Bronsdon proposed that WLSA be asked to give a minimum of three weeks' notice of meetings to which shareholders attend, to seek the proper address of the Secretary and to delegate authority to the Clerk to appoint a councillor to attend in the Chairman's absence if he is unable to attend meetings of the WLSA. This was seconded by Councillor Mrs Stanford. Approved.</p>	
11/125	<p>Housing Needs Survey</p> <p>The Clerk reported on his meeting with officers of Rother District Council and a proposal that the Housing Development Officer and The Rural Housing Enabling Officer with Action in Rural Sussex attend the next meeting of the Council on 11th July 2011 to explain how this might be progressed, the nature of affordable housing that might be provided and safeguards for local residents. There was a discussion about the need to identify suitable sites but that a survey of need was required as the first step. It was proposed by Councillor Bronsdon and seconded by Councillor P Turner that the above officers be invited to the public section of the meeting and this be advertised so interested residents might attend. Approved.</p>	Clerk
11/126	<p>Sports Pavilion, Icklesham</p> <p>Councillors Mrs Merricks and Warren declared a personal and prejudicial interest and withdrew from the room while this matter was debated and decisions made. Councillors Ms Austen, Horsman and P Turner declared a personal interest.</p> <p>The Clerk reported on his meeting with Councillor Warren as Chair of the Sports Pavilion Sub-Committee and Mr Philip Merricks. The meeting was a success and the Sports Pavilion Sub-Committee is seeking architectural advice on how the Pavilion might be extended and improved as a further option for consideration. As development work was in progress and a more detailed financial appraisal has yet to be drawn up the matter was deferred and the Clerk instructed to write to the Chair of the Pavilion Sub-Committee seeking further information.</p>	Clerk
11/127	<p>Sports Equipment Container, Icklesham Recreation Ground</p> <p>Councillors Ms Austen, Horsman, Mrs Merricks, P Turner and Warren declared a personal interest.</p> <p>The Chairman reported he had met the Chairman of the Cricket Club who wished to place a large metal container to hold sports equipment as the Pavilion was not large enough close to the hedge and out of site of the road within the recreation ground. Councillor Warren proposed that permission be granted and this was seconded by Councillor Bronsdon. Approved.</p>	Clerk
11/128	<p>Wall Adjacent to The Strand Gate, Winchelsea</p> <p>The Clerk reported the owner of the wall damaged in a car accident had been identified as the owner of Lookout Cottage. Councillor Comotto and the Clerk had made representations to East Sussex County Council which has asked the Owner to repair the wall. It was proposed by Councillor Bronsdon and seconded by Councillor P Turner the Clerk keep apprised of progress and ask Rother District Council to take appropriate enforcement action if work is not carried out within a reasonable period of time. Approved.</p>	Clerk
11/129	<p>Inspection of Children's' Play Areas.</p> <p>It was proposed by Councillor Bronsdon and seconded by Councillor Mrs Stanford to approve the Clerk's action to instruct the contractor submitting the lowest quotation of £350.00 from Play Inspections Ltd. Approved.</p>	
11/130	<p>Economic Regeneration Strategy</p> <p>The Clerk reported on the Economic Regeneration Strategy drafted by Rother District Council and his concerns that it does not take into account aspects of the Parish Plan with regard to employment creation and economic regeneration especially at Rye Harbour. He had received a late phone call from the Head of Regeneration at Rother District Council to say the Strategy was not wholly area specific and economic regeneration at Rye Harbour was a priority for Rother District Council. Councillor Warren was concerned the Strategy was not aligned to the Parish Plan and proposed the Clerk ask Rother District Council to append the Parish Plan to the Strategy and seek a meeting with the Head of Regeneration at Rother District Council with appropriate councillors to see how matters might be progressed for the benefit of residents especially at Rye Harbour. This was seconded by Councillor Bronsdon. Approved.</p>	Clerk & RH Cllrs
11/131	<p>Correspondence</p> <ul style="list-style-type: none"> • Winchelsea Little Shops Association <p>Attendance at meetings of WLSA having been previously discussed the correspondence was noted.</p>	Clerk & D/Clerk

	<ul style="list-style-type: none"> • Acoustics at Meetings, email from Mr Haddock <p>It was noted that some members of the public are experiencing difficulty in hearing the debate at Council meetings especially at the Winchelsea New Hall. The Council is therefore re-arranging the room layout to improve the matter.</p>	
11/132	<p>Reports from attendance at Outside Bodies</p> <p>Cllr. Bronsdon and the Clerk reported on a recent carbon reduction workshop held by Rother Voluntary Action. There are actions the Council might take to contribute towards carbon reduction and for example a report is to be considered at the next meeting about street lighting at Winchelsea.</p>	
11/133	<p>Matters for the next agenda</p> <p>The following are matters to be included on the next agenda</p> <ul style="list-style-type: none"> • Housing Needs Survey and affordable Housing • Winchelsea Street Lighting • Hogtrough Lane – proposals from Councillor P Turner • Progress report to achieve Quality Council status 	
11/134	<p>Matters for future agendas:</p> <p>The following are matters to be included in future agendas as appropriate</p> <ul style="list-style-type: none"> • Review of Parish action Plan and Managing this Process • Risk assessments and Reserves • Review of Policies and Communications • Budget and medium term financial plan 	
11/135	<p>The date and venue for the next full Council meeting was confirmed as Monday 11th July at 7.15pm at Winchelsea Beach Community Hall.</p>	
	<p>The meeting closed at 9.40pm.</p>	