

ICKLESHAM PARISH COUNCIL

**Minutes of the Annual General Meeting of the Council held on Monday 16th May 2011 at 7.15pm
at Winchelsea New Hall, Winchelsea**

Present: Councillors Ms J Austen, B Chiswick, R Comotto, J Horsman (in the chair), Mrs S Lyward, Mrs C Merricks, A Moore, Mrs J Stanford, H Sutton, P Turner (from item 5), S Turner and N Warren (from item 5).

In attendance: Councillors P Osborne and N Ramus from Rother District Council, S Foreman (Clerk and RFO) and J Cannings (Deputy Clerk).

		Action
11/81	The outgoing Chairman welcomed everyone to the meeting at 7.15pm and reminded all present the meeting was being recorded.	
11/82	Acceptance of Office by Councillors These were completed before the Clerk by the 10 councillors present. Cllr Bronsdon having completed his declaration the week before following the election.	
11/83	Election of Chairman Cllr. Horsman was nominated by Cllr. Mrs Merricks and seconded by Cllr. Mrs Lyward. There being no other nominations the appointment of Cllr. Horsman to serve as Chairman was agreed. Having been re-elected as Chairman Cllr. Horsman remained in the Chair.	
11/84	Election of Vice Chairman Cllr. Mrs Merricks was nominated by Cllr. Mrs Lyward and seconded by Cllr. Mrs Stanford. There being no other nominations, the appointment of Cllr. Mrs Merricks was agreed to serve as Vice Chairman.	
11/85	Co-Option of Councillors for Icklesham and Winchelsea Beach There were three expressions of interest for the vacancy at Icklesham from Mrs J Ireland, P Turner and N Warren. Each gave a short address to the Council and a vote was taken. Having received seven votes N Warren was duly elected. There were two expressions of interest for the vacancy at Winchelsea Beach from C Mears and P Turner. Having received eight votes P Turner was duly elected. Each councillor completed an Acceptance Of Office before the Clerk and duly took their places at the Council meeting.	
11/86	To Receive Comments and Questions from Member of the Public on Council Business The Chairman invited members of the public present to ask any appropriate questions or make comment. Mr Merricks raised the matter of the possible replacement of the Icklesham Sports Pavilion. An architect, at his instigation, had inspected the pavilion. In his opinion the building was structurally sound and fit for purpose although it required some maintenance works. There is an agreement between the Council as freeholders and the Trust who are responsible for the building that the agreement may not be terminated unless this is in the best interests of the villagers of Icklesham. He asked the Council to take these matters into consideration in considering the future of the pavilion. The Chairman thanked Mr Merricks for his comments and explained that no decision would be made tonight and that arrangements would be made to ensure the points he had made were fully taken into account in considering the future of the pavilion. A member of the public who did not name themselves asked why councillors from Winchelsea were not sitting together. The Chairman explained councillors were all members of Icklesham Parish Council and were able to sit where they wished.	Clerk

11/87	<p>To Receive Reports and Ask Questions of Councillors K Glazier, P Osborne and N Ramus Cllr. Glazier had given his apologies and was unable to attend. Cllr. Ramus reported that due to the election there had been little District Council business conducted since the last meeting. But he had two issues to bring to the attention of the Parish Council. There was a local campaign to improve the broadband service and asked for any help that Parish councillors might provide with this. Cllr. Warren asked the nature of the campaign but as this is at an early stage Cllr. Ramus was unable to provide more detail. Secondly Cllr. Ramus explained that more time was allocated to considering the planning application for a shop in Icklesham which will enable the Parish Council to comment on the application. Cllr. Osborne reported his concern about the condition of the roads between the Parish and Rye, in particular the A259. Councillors expressed their concern about the condition of the road which may be dangerous to road users. Cllr. Chiswick asked if Cllr. Osborne was able to influence the repair of the road but he commented that he was not and that the local MP may be able to influence the Highways Agency.</p>	
11/88	<p>Formal Opening of the Meeting The Council began to conduct further business at 7.57 pm.</p>	
11/89	<p>Apologies for Absence Apologies had been received from Cllr. Bronsdon.</p>	
11/90	<p>Disclosure of Interests Cllr. Mrs Merricks declared a prejudicial and personal interest in item 19b on the agenda (Sports Pavilion, Icklesham, letter from Chair of the Pavilion Sub-Committee). Cllr. Warren declared a personal interest in item 19b on the agenda (Sports Pavilion, Icklesham, letter from Chair of the Pavilion Sub-Committee).</p>	
11/91	<p>To Make Further Appointments a/ <u>Planning Committee.</u> The following councillors were elected to the Planning Committee: Cllr. J Horsman (ex-officio), Cllr. Mrs Merricks (ex-officio), Cllr. C Bronsdon, Cllr. Mrs S Lyward, Cllr. P Turner, Cllr. S Turner, Cllr. N Warren. The next Planning Committee was confirmed for 23rd may 2011 preceding the Annual Parish Assembly. b/<u>Appointment to External Bodies.</u> Rye Partnership – Cllr. J Horsman. Rother association of Local Councils – Chairman and Vice Chairman (Cllrs. J Horsman and Mrs C Merricks). Elizabeth Cheyney Alms-houses – The alms-houses having been sold the Council did not make any appointment. Rye Harbour Nature Reserve – Cllr. Mrs C Merricks. Rye Youth Forum – It was agreed there was no need for an appointment at this stage although Cllr. Moore expressed an interest should a future need arise. Winchelsea Little Shops Association – it was agreed the Chairman or nominee would attend on behalf of the Parish Council which is a shareholder. Harbour of Rye Advisory Committee – Cllr. Mrs Stanford pointed out that this organisation had been dropped from the list. There was confusion as to whether an appointment had officially been made but it was agreed that Cllr. Mrs Stanford would attend on behalf of the parish council (it was subsequently confirmed that Cllr. Mrs Stanford had previously been formally appointed as the council’s representative).</p>	
11/92	<p>To consider and approve the signing of the Minutes by the Chairman of the Meeting of 11th April 2011 Approval was proposed by Cllr. Mrs Lyward and seconded by Cllr. Mrs Stanford. Agreed.</p>	

11/93	<p>Matters Arising There were no matters of accuracy or appropriate matters arising.</p>	
11/94	<p>Programme of Works The Clerk brought the matter of the welcome sign and speed calming at Rye Harbour to the attention of the Council where East Sussex County Council had completed its risk assessment and granted authority to proceed. He also explained that work was in progress to clarify how matters at Tanyard lane and Pear Tree Marsh would be addressed – risk of flooding, broken river bank, broken surface water drain and future maintenance of the ditch. It was also noted that the bus shelter in German Street, Winchelsea was in need of cleaning. Progress was noted.</p>	
11/95	<p>Financial Matters</p> <p>(i) Report of Internal auditor and Re-appointment of Internal Auditor The Clerk made a short presentation of the Internal Auditors report which did not disclose any matters of concern and asked the Council to re-appoint the internal auditor for a further year. Noting of the report and re-appointing the internal auditor for the forthcoming year was proposed by the Chairman and seconded by Cllr. Mrs C Merricks. Agreed.</p> <p>(ii) Annual Financial Return for 2010/11 The Clerk submitted parts one, two and four of the 2010/11 Annual Return to the External Auditor for consideration by the Council and Council were asked to agree signing by the Chairman of parts one and two of the return. Cllr. Mrs C Merricks proposed acceptance of the annual return and signing of parts one and two by the Chairman. This was seconded by Cllr. Mrs J Stanford. Agreed.</p> <p>(iii) Financial Reserves and Projected Outturn for 2011/12 The Clerk presented his report recommending that reserves of 40% of expenditure be established with abolishment of contingencies with reserves used for emergencies or priority expenditure. He also commented on the need to review the Parish action Plan and establish a medium term plan incorporating financial plans and that reserves should be considered when the budget is established. He also asked that Councillors confirm that projects shown in the projected outturn be confirmed for this year. Cllr. Comotto commented that reserves of forty per cent may be too high given the underspend last year and in previous years and moved an amendment that this matter be deferred pending a full risk assessment. This was seconded by Cllr. Chiswick. Three councillors voted in favour of the amendment while eight voted against and the amendment was not carried. The recommendations contained in the Clerk's report were proposed by Cllr. Mrs Merricks and seconded by Cllr. Mrs Stanford. A vote was taken with seven in favour of the proposal and two against. Agreed to accept the Clerks recommendations and the projected outturn and projects for the year ahead. Recommendations as follows:</p> <ol style="list-style-type: none"> a. The council agrees a policy to establish & maintain reserves each year based on a percentage of expenditure – 40 per cent is recommended at this stage; b. This year reserves be set at £44,647 and that contingencies be abolished within future budgets; c. That reserves are only to be used during the year in the event of emergencies or for priority expenditure; d. That Council notes the need to consider later in the year a review of the Parish Action Plan & a medium term plan (business plan) over say 5 years based on feedback from parishioners at which time the position on reserves should be reviewed; e. That the level of reserves is considered when the budget is established each year to minimise the impact on tax payers but to ensure that services to tax payers may be maintained; and f. The projected outturn be noted and councillors asked to confirm or not the projects for the year (2011/12). 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> <p>(viii)</p> <p>(ix)</p> <p>(x)</p>	<p>The Clerk confirmed that the Council could adjust the level of reserves maintained by the Parish Council at any future meeting in the light of the Clerk's subsequent and intended risk assessment of individual assets maintained by the parish council.</p> <p>Receipts and Payments for the Year 2011/12 Showing Expenditure Variations A paper setting out the transactions was attached to the agenda. Approval was proposed by Cllr. Comotto and seconded by Cllr. Mrs Lyward. Approved.</p> <p>To approve items for Payment for May 2011 A list of payments totalling £6,899.30 was tabled by the Clerk represented by cheques numbered 2441-2457 sequentially plus a standing order for £230.00. Acceptance of the payments was proposed by Cllr. Chiswick and seconded by Cllr. Mrs J Merricks. Approved.</p> <p>New Signatories to the Bank Account The Clerk sought authority for his name to be added as a signatory to the bank account and asked that an additional councillor also be authorised as a signatory as previous signatories were no longer councillors. The Chairman proposed the Clerk, Stephen J Foreman and Cllr. S Turner be authorised as signatories to the bank account. This was seconded by Cllr. Mrs Stanford. Approved.</p> <p>Installation of Play Surface and Basketball Goal and Post at Harbour Field, Winchelsea Beach The Clerk sought authority to proceed with the installation of a play surface and basketball post and goal. Three quotations had been received as follows:</p> <ul style="list-style-type: none"> • Wickstead, £5,670.00 excluding VAT • Hailsham Roadway, £4,782.00 excluding VAT • Just Driveways, £4,800.00 excluding VAT <p>The Council considered the quotation from Hailsham Roadway presented the best value for money give their track record with previous work undertaken for the Council. Acceptance of the quotation from Hailsham Roadway was proposed by Cllr. Mrs Lyward and seconded by Councillor Mrs Stanford. Approved.</p> <p>Standing Order of £500.00 Each Month For Clerk's Salary The Clerk sought authority to set up a standing order for £500.00 each month with the bank for part payment of his salary. This was proposed by Cllr. Mrs Lyward and seconded by Cllr. Mrs Merricks. Approved.</p> <p>Direct Debit For Parish Telephone The Clerk sought authority to enter into a direct debit agreement with British Telecom for payment of the Parish landline telephone. This will avoid late payments and additional costs incurred from this. This was proposed by Cllr. Mrs Lyward and seconded by Cllr. Mrs Merricks. Approved.</p> <p>Refurbishment of Three Benches at Jubilee Playground The Clerk sought approval to refurbish the three benches at a cost of £150.00. This was proposed by Cllr. Mrs Stanford and seconded by Cllr. Comotto. Approved.</p>	<p>Deputy Clerk</p> <p>Clerk</p> <p>Deputy Clerk</p> <p>Clerk</p> <p>Deputy Clerk</p> <p>Clerk</p>
<p>11/96</p>	<p>Memorial Seat, Harbour Field The Council discussed the need to agree the design and location of the seat. It was noted the on-going maintenance of the seat will be the responsibility of the Parish Council. Cllr. Mrs Lyward proposed that permission be given to a local resident to install a seat in memory of her parents with the location and design to be agreed with the Council at a meeting to be arranged by the Clerk. This was seconded by Cllr. Sutton. Approved.</p>	<p>Deputy Clerk</p>
<p>11/97</p>	<p>Smeatons Lane Parking and Play Area The three elements to this were discussed. Namely that letters be sent to all residents of Smeatons Lane explaining that parking is not allowed, that no parking signs be erected in the Lane and that a no ball games sign be erected in the children's play area. The matter of enforcing no parking was discussed and the previous Clerk had obtained legal advice about how this might be carried out. It was also noted that on occasion cars are parked over the fire hydrant and the Clerk was asked to notify the Police as this is an offence. It was felt by some councillors that unless the Council was sure it was able to enforce the no parking signs they</p>	<p>Clerk</p>

	<p>should not be erected.</p> <p>It was proposed by Cllr. Mrs Lyward that a suitable letter be sent to residents asking for their assistance in overcoming the parking problem, that signs be erected in the Lane and the play area and the Clerk take suitable action to alleviate the problem of parking over the fire hydrant. This was seconded by Councillor S Turner. A vote was taken with nine councillors in favour and two abstaining. Agreed.</p>	
11/98	<p>Hastings Runners Use of Icklesham Recreation Ground Car Park</p> <p>The Clerk reported that Hastings Runners had asked permission to use the car park for about 30 cars on the evening of 31st May and 9th August. The Chairman, Cllr. Horsman proposed that permission be granted. This was seconded by Cllr. Warren. Approved</p>	
11/99	<p>Correspondence</p> <p>(i) Strand Gate, Winchelsea The Clerk presented a letter from Rother District Council concerning ownership of the Strand gate. However, it was noted the damaged structure was a more recently built wall. It was agreed to place this as an agenda item for the next meeting.</p> <p>(ii) Sports Pavilion, Icklesham Cllrs. Mrs Merricks and Warren expressed an interest in this item. The Clerk presented a letter from the Chairman of the Pavilion Sub Committee of the Icklesham Trusts Committee. The merits of whether to support the replacement of the Sports Pavilion were not discussed. It was agreed to place this on the agenda for the next meeting and the Clerk to prepare a report after meeting with the Secretary of the Pavilion Sub-Committee and Mr Merricks to investigate the merits of the proposals.</p> <p>(iii) Correspondence from Rother Voluntary Action concerning Community Transport and a workshop on Carbon Reduction The Chairman reminded members to complete the transport questionnaire and return this to the Clerk – a completed questionnaire has been received in respect of Rye Harbour. Similarly councillors who wished to attend the carbon reduction workshop were reminded to notify the Clerk.</p> <p>(iv) Rye Harbour Traffic Calming, letter from Rother District Council The Council has deferred a decision to provide a grant of £737.00 towards the cost of traffic calming at Rye Harbour pending a reply from East Sussex County Council asking for its financial support. The Council noted that funds are in the Parish budget to carry out this work this year and the letter was noted.</p> <p>(v) Hogtrough Lane – Reply from East Sussex County Council’s Rights of Way Officer The Council noted the County Council’s refusal to take responsibility for the path and carry out suitable improvements.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11/100	<p>Telephony</p> <p>The Clerk explained the report attached to the agenda which sought authority for the Council to enter into a contract for a mobile telephone.</p> <p>Cllr. Comotto pointed out that as the agenda did not explain the council was being asked to spend its funds on this matter it could not be considered. The matter was deferred for the next meeting.</p>	Clerk
11/101	<p>Play Area Inspections</p> <p>The Clerk presented his report on the need to carry out inspections of play areas and the three quotations he had received.</p> <p>Cllr. Comotto pointed out that as the agenda did not explain the Council was being asked to spend funds on this matter it could not be considered. It was suggested the Clerk use his delegated authority to incur this expenditure.</p>	Clerk
11/102	<p>Dispensations</p> <p>The Clerk presented a report enquiring as to the need to ask for dispensations of the</p>	

	Dispensations Sub-Committee (sub-committee of the Standards Committee administered by Rother district council). A discussion took place at which it became clear that councillors do not need to ask for dispensations.	
11/103	<p>Ward Risk Assessments</p> <p>The Clerk asked the Council to review its current arrangements which are monthly inspections by councillors in each ward. Currently inspections are not taking place on a regular basis. There was a view expressed that councillors may lack the skills to carry these out despite being provided with a list of items that need to be checked. It was suggested the Council might employ a specialist to carry out risk assessments on its behalf. Another view that provided reasonable care and attention was taken to identify and mitigate risk the Council's obligations would be met. It was agreed a full report would come back to Council having explored the options and having taken advice. In the meantime councillors were reminded of their obligation to arrange inspections in each ward and to report the outcome to the Clerk each month. It was also agreed as time allows the Clerk to meet with councillors in each ward to carry out an inspection of the Council's assets and assess associated risks and each councillor to be provided with a list of assets for the wards they represent.</p>	Clerk
11/104	<p>Insurance Renewals</p> <p>The Clerk reported quotations from three insurance companies to renew the Council's liability and associated insurance requirements. He recommended the Council consider the level of cover as between the lowest quotation and the second lowest quotation as the latter provided a higher degree of cover. He also recommended the council enter into a three year agreement for insurance. Councillor Comotto proposed the lowest quotation from Ansvar Insurance be accepted on a 3 year basis. This was seconded by Cllr. Chishick. Approved.</p>	Clerk
	Cllrs. Comotto and Chishick left the meeting at 9.20pm.	
11/105	<p>Annual Parish Assembly</p> <p>The Council noted arrangements for the Assembly and Cllr. Lyward agreed to provide refreshments.</p>	
11/106	<p>Matters for Next Agenda</p> <p>The following items are for the next agenda:</p> <ul style="list-style-type: none"> ●An action plan to achieve Quality Council status ●Councillors as representatives on outside bodies – powers to act ●Office equipment for Clerk and Deputy Clerk including telephone arrangements ●Icklesham Cricket Club – permission to erect Portacabin, report back by Chairman ●Hogtrough Lane – Cllr. P Turner to present a suitable motion to the Clerk for inclusion on the agenda ●Wall Adjacent to Strand Gate, Winchelsea – Ownership and action to facilitate repairs ●Sports Pavilion, Icklesham. Report back on meeting with Mr Merricks and Secretary to the Pavilions sub Committee on the merits of replacing the Pavilion ●Reports of councillors on outside bodies 	
11/107	<p>Matters for Future Agendas</p> <ul style="list-style-type: none"> ●Review of Parish Action Plan and Managing this Process ●Housing Needs Survey and Provision of Affordable Housing ●Risk Assessment for Reserves ●Ward risk assessments ●Review of policies ●Communications 	
11/108	The date and venue of the next full Council meeting was confirmed as Monday 13 th June 2011 at 7.15pm at the Icklesham Memorial Hall.	

