

AGENDA

For the Icklesham Parish Council Meeting, Monday 13th June 2016

at the Winchelsea New Hall, commencing at 7:15pm

1. Welcome to the meeting by the Chairman.

(Please note that proceedings will be recorded.)

2. The Chairman will invite members of the public to comment or ask questions on any matters relating to the business of the Council (15 minutes.)

3. To receive reports and ask questions of the County Councillor Keith Glazier and Rother District Councillors concerning County Council and Rother District Council matters (10 minutes.)

4. Apologies for absence.

- a. To receive and record apologies for absence.
- b. To consider any requests for approval of reasons for absence, if any.
Members are also asked to complete and sign the circulated sheet.

5. Disclosure of Interests - to receive any disclosure by members of personal interest required under the Council's Code of Conduct and to consider any written requests made by members for dispensation to allow them to participate in, and vote on, an agenda item for which they have a disclosable pecuniary interest. Members are reminded a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests form.

6. To consider and approve the signing by the Chairman of the attached minutes of the Council meeting of 9th May 2016.

Matters Requiring a Decision by the Council

7. Minutes of the Open Spaces Working Group meeting of 23rd May 2016 and recommendations for council approval. Council is asked to note the minutes and approve the following recommendations:

3c the wording on the standard allotment tenancy agreement be altered with required notice being given to all allotment tenants in October 2016 of changes from 1st March 2018 and that the wording for the standard tenancy agreement for starter plots be altered as per the minutes.

9 (ii) approve the widening of the path to the Icklesham Memorial Hall patio and double doors on the basis that the Icklesham Trust undertake and pay for the work using plastic reinforced grid material (as suggested by Cllr Osborne)

9 (iii) that Council request permission from the National Trust to place *no parking* signs on the fencing bordering the National Trust land in Rookery Lane, Winchelsea

9 (iv) that the wood is replaced at the bottom of the display frame of the interpretation board outside the public conveniences at Winchelsea

9 (v) that Cllr Mrs Lyward confirms the location for the new dog bin at Winchelsea Beach

9 (vi) that ward councillors confirm style of benches and positioning of them in Winchelsea Beach.

8. Minutes of the Planning Committee meetings of 9th and 23rd May 2016 and recommendation.

Council is asked to note the minutes; that Councillor Warren was elected Chairman and Councillor Mrs Lyward Vice Chairman; and approve the following recommendation from the meeting of the 23rd May: The Council will not accept anonymous complaints about planning infringements and will direct residents to the RDC Enforcement Team. Councillors are encouraged to support or advise residents who may need help completing the complaint form, either in their capacity as a councillor, or a resident, but the Parish Council cannot act on behalf of a resident, ensuring that the correct authority deals with the matter.

9. Grant application from the Rye Harbour Sailing Club. Please consider the attached application for a grant of £1,000.

10. Financial Matters

- a. Receipts and payments report for May 2016. Enclosed.
- b. To approve items for payment for June 2016. A list of payments will be tabled.
- c. To note the national salary award 2016-18 for the paid officers from 1st April 2016 and 1st April 2017 (letter dated May 2016 attached.)
- d. To note that for this financial year, funds for any payments relating to the Rye Harbour car park and toilets will be vired from cost centre 204, nominal code 2415, into new sub nominal codes

in order that expenditure is easily identifiable for future budget setting. Thereafter, these nominal codes will be included in the annual budget.

11. Report from the Internal Auditor.

Council is asked to receive the report from the internal auditor (attached) and note/comment as appropriate.

12. Annual Return for the year ended 31st March 2016. Pages 2, 3 & 5 of the draft Annual Return to the External Auditor together with the accompanying bank reconciliation, Statement of Accounts and Summary Receipts and Payments report for the year ended March 31st 2016 are attached. Council is asked to approve the Annual Return and other documents and authorise signature by the Chairman and Clerk and Responsible Financial Officer.

13. New Winchelsea Beach Bus Shelter. Report and supporting documents attached.

Council is asked to consider the options put forward and give approval to proceed, subject to authority from ES Highways.

14. Rye Harbour Car Park and Public Conveniences – (a) toilet cleaning, (b) donation boxes and (c) collection of monies. (a.) Cleaning - RDC has given the Council the opportunity to continue with their toilet cleaning contract on the basis that the unit cost is paid, please see the attached letter. The Clerk recommends continuing with the contract at a cost of £2,469.71 to be reviewed within a year. **(b.) Donation boxes** – the officers and Chairman of the Working Group have researched the available donation boxes and recommend purchase of two post mounted boxes with backboards at a cost of £1,370 (including delivery) plus VAT to be sited at the main entrance and at the side footpath. The boxes are from donationboxes.co.uk, product DB14 (please familiarise yourself with the specifications). Installation costs to be confirmed by the small works contractor but authority to proceed with installation to a cost up to and including £350 is requested. Wording for the boards to be agreed by the Clerk and Chairman of the Working Group. Clerk to confirm approval of the installation of the donation boards with RDC. All to be funded from *2415 Rye Harbour Car Park & Toilets*. **(c.) Collection and banking of donations** – the donations will be collected regularly (subject to governance procedures) and during busy times there will be more collections.

15. Street name approval. Please see attached from Rother District Council about the naming of a new development at Lansdowne, off Dogs Hill Road. The suggestion for the street name is 'Beach Walk.'

Matters for Information or Noting

16. Programme of Works for May. Updated list will be tabled. Council is asked to note progress.

17. Insurance for the Rye Harbour Car Park and Toilets. To note that the quote to add cover for the facilities to the Council's insurance policy will be provided in the middle of June to run from the 1st of July 2016.

18. Correspondence.

Letter of thanks from the Rother Rural Trust dated 13th May 2016 for the Council's donation.
Email received by Cllr Mrs Lyward from Mr Howland about Harbour Road.

19. Reports of Councillors and Officers on Outside Bodies and Attending Events.

20. Future meetings or events – all to advise of future attendance at meetings

21. Date and venue for next meeting. The next full council meeting is confirmed as Monday 11th July 2016 at the Winchelsea Beach Community Hall commencing at 7:15pm.