

## AGENDA

### For the Icklesham Parish Council Meeting, Monday 19<sup>th</sup> October 2015 at the Icklesham Memorial Hall, commencing at 7:15pm

(Please note that proceedings will be recorded.)

1. **Welcome to the meeting by the Chairman.**
2. **The Chairman will invite members of the public to comment or ask questions on any matters they wish to raise relating to the business of the Council (15 minutes.)**
3. **To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors Mrs Sally-Ann Hart and Paul Osborne 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 to repeat their declaration immediately prior to commencement of the item in question.
6. **To consider and approve the signing by the Chairman of the attached minutes of the Council meeting of 14<sup>th</sup> September 2015.**

#### **Matters Requiring a Decision by the Council**

7. **Traffic Calming Measures in Winchelsea.** A proposal is attached from Mr Clarke about traffic calming measures in Winchelsea. The Council is asked to finance the project in conjunction with match funding from ESCC and RDC. Costs are not included in the proposal, which is with ESCC and RDC for comment, but are estimated to be in the region of £2,000.
8. **A grant application has been received from the Rye Short Mat Bowls Club for £400 towards a purchase of a new short mat carpet** to be funded from *1225 donations*. The application is attached.
9. **Request for three signs at the Play Area at Icklesham Recreation Ground.** Please see the email from Mr S Baker dated the 21<sup>st</sup> September 2015 requesting that three signs are erected (instead of nets) stating 'The Parish Council advises that these facilities should not be used during football matches' to mitigate the risk of injury during football matches. The Clerk recommends that if Council approves them they should be laminated signs and permanent signs should be considered as budget items for 2015/16.
10. **Rye Harbour Action Group.** Cllr Mrs Stanford proposes that the council write to the action group about the inaccuracy of information being communicated. Cllr Mrs Stanford will provide more detail on her proposal at the meeting.
11. **Open Spaces Working Group.** The minutes of the last meetings are attached containing the following recommendations for council approval:
  - a) Allotments – that the council exercises its right of re-entry in the case of three plots and if appealed that any extenuating circumstances are taken into account
  - b) Allotments – star plots, that a letter of congratulations and a garden voucher of £25 be presented to these tenants at the next Parish Assembly
  - c) Complaint – (1) that the council write to the tenant and ask him to remove the fence by 30<sup>th</sup> November 2015 and (2) if he wishes to re-install a fence it is done according to the detailed recommendation and (3) that the council will mark a boundary between two adjacent plots by 30<sup>th</sup> November 2015.

- d) Quotes for new play equipment (1) that the quote from Wickstead for a zip wire and the quote for all other play equipment minus the zip wire is accepted at a total cost of £22,579.04 inc VAT is accepted. (2) the council apply to RDC's Community Grant Scheme for 50% of the project cost and that the council match funds from either a PWLB loan or combination of loan and precept.

**In addition to the above, the group has reviewed the grounds maintenance specifications (current specification attached) prior to seeking quotes for a new contract and recommends the following changes and seeks council approval of them:**

- a) Icklesham – no change
- b) Winchelsea Beach – no change
- c) Rye Harbour – add: strimming of the external perimeter of Coronation Field (pavement side) twice a year, cut back the hedge either side of the path leading from behind the village hall to Pound Field three times a year (currently twice a year) and mowing of grass near the car park and toilets.
- d) Winchelsea – no change.

**12. Cllr Mrs Stanford proposes approval of the attached email policy.** Thanks to Cllr Mrs Stanford for her work on the policy.

**13. Cllr Moore proposes that the council writes to ESCC Highways asking them to re-route surface water that runs down Spring Steps** and pools at the bottom to alleviate the hazardous conditions for those using the Steps especially in freezing weather.

**14. Terms of reference, minutes and decisions of the Staffing Committee and Working Group and recommendations for Council approval.** Please see the attached documents. The group recommends that the Council becomes a member of the Society of Local Council Clerks at a cost of £120 per year. Pending approval of the Terms of Reference the group recommends that pension arrangements for the paid officers should start immediately and the scheme to be used is the Local Government Pension Scheme.

**15. Cllr Tollett proposes the purchase of litter picking equipment for use by the community** at a cost of £83.16 (inc VAT) to be funded from *2248 rubbish clearance*. Please see the attached proposal. The Clerk is investigating insurance issues and will advise members at the meeting.

**16. The Clerk seeks approval to attend the SSALC Clerks network day** on Tuesday 3<sup>rd</sup> November in Ticehurst at a cost of £72 inc VAT to be funded from *1104 courses and training*.

**17. Rye Harbour Car Park and Public Conveniences Working Group.** The minutes of the meeting on 28<sup>th</sup> September are attached for information and the **terms of reference are attached for approval**. The group met again on the 12<sup>th</sup> October; the minutes are not yet available however the group met with Mr Johnston from Rother District Council to discuss costs and issues of running the facilities. The group will present a paper to Council in December 2015 for approval.

#### **18. Financial Matters**

- a. Receipts and payments report for September 2015 enclosed
- b. To approve items for payment in October 2015 (to be tabled.)
- c. To note that the last quarter's bank reconciliations have been validated by Cllr S Tollett.
- d. To note that the external auditor has approved the 2014/15 Annual Return (a copy is on the website.)

#### Matters for information or noting

**19. Programme of Works for September.** An updated list will be tabled.

**20. Report back from Planning Committee.** Minutes of 14<sup>th</sup> and 28<sup>th</sup> September 2015 are attached for information.

**21. Correspondence.** None at the time of printing but any received will be tabled.

**22. Reports of Councillors and Officers on Outside Bodies and Attending Events.**

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

**24. Date and venue for next meeting.** The next full council meeting is confirmed as Monday 9<sup>th</sup> November 2015 at the Winchelsea Beach Community Hall, commencing at 7.15pm.