

## AGENDA

**For the Icklesham Parish Council Meeting, Monday 9<sup>th</sup> July 2018 at the Icklesham Memorial Hall, Icklesham commencing at 7:15pm.**

1. **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.)**
2. **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.)**
3. **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.
4. **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.
5. **To consider and approve the signing by the Chairman of the attached minutes of the Council meeting of 14<sup>th</sup> May 2018.**

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

6. **Open Spaces Committee.** To note the draft minutes of the meeting held on 11<sup>th</sup> June 2018 and consider approval of the recommendations as follows:
  - Item 7 Terms of Reference – to be amended as follows: (1) to include traffic calming in the committee's remit and (2) that the officers obtain quotes for works.
7. **Communications and Data Protection Committee.** To note the draft minutes of the meeting held on 11<sup>th</sup> June 2018 and consider approval of the recommendations as follows:
  - That Cllr Mrs Stanford is a member of the committee
  - That terms of reference will be drafted in line with those agreed at the meeting (see minutes)
  - That (for GDPR) training be undertaken at the July meeting
  - Councillor emails are implemented at a cost of £197.51 including VAT annually (prices correct at the time of printing)
  - That a compliance check be undertaken by officers and councillors
  - That Facebook be used as a communications tool
  - That after every item discussed at a council meeting it is agreed how this will be communicated.
8. **Flagpole Committee.** To note the draft minutes of the meeting held on 19<sup>th</sup> June 2018 and consider approval of the recommendations as follows:
  - The Terms of Reference to be amended as follows: 1.f. *there shall be a maximum of 8 co-opted members; 5 Delegated Authority – The Rye Harbour Flagpole Committee are authorised to spend Council finances as agreed in the budget approved by Council.*
  - Current committee membership should remain the same but a notice should be put up that anyone interested on being on this or other committees (that have co-opted (non-councillor members)) contact the Clerk before the Annual Meeting to be considered.
  - A local questionnaire about the flagpole be issued
  - Poor condition of the flagpole – the Clerk is authorised to obtain quotes for the flagpole to be taken down to properly assess the damage, that fences be erected around the site and that quotes for repair and installation are sought; please note that the Clerk may exercise her powers under *health and safety matters* to spend funds to take down the flagpole (with approval from the Chairman and Vice Chairman) if necessary.
9. **Staffing Committee.** To note the minutes of the meeting held on 25<sup>th</sup> June 2018 and consider approval of the recommendations as follows:
  - Item 7 – that the use of a PO Box address is used for the Council's official address
  - Item 8 – Councillor pen pictures to be completed as soon as possible
  - Item 9 – to note that the officers will be undertaking a data purge for GDPR and this will affect completion of other work.

- 10. Replacement of the Winchelsea Parish Noticeboard.** The Deputy Clerk has obtained three quotes for a replacement board; the Clerk seeks approval to proceed with the preferred contractor.
- 11. Traffic Calming Project.** Further to the email circulated to all councillors on the 4<sup>th</sup> June 2018, the Clerk seeks formal approval to proceed with the origin/destination survey recommended by ESCC on the 19<sup>th</sup> July 2018, at a cost of £2,308 to be funded from 2252 *speed calming*.
- 12. Grant offer of £7,500 from Rother District Council for maintenance of the Rye Harbour Car Park and Public Conveniences.** The site survey has been completed and the outstanding works have been submitted to RDC for completion (broken fences, faulty items in the public conveniences and a leak.) RDC has confirmed that approximately £7,500 has been spent on the maintenance of the assets over the last ten years. The Clerk recommends that the grant should not be approved for the following reasons:
- The risk of the spend on the assets over the next 8 years is likely to be in excess of £7,500
  - A new leak in the grounds of the public conveniences has just been identified and this is likely to cost a significant sum to repair
  - Any works to resurface the car park other than patching will be expensive
  - Much of the work undertaken over the last ten years by RDC has been completed by their in-house team; this will have been done at a far reduced cost.
- 13. Request to use Icklesham Recreation Ground.** Email received from Mr Baker of Icklesham Casuals FC requesting approval to use the ground for a summer fundraising tournament of Sunday 19<sup>th</sup> August 2018 between 11am and 5pm; the Clerk recommends approval subject to the usual conditions.
- 14. Consultations** – comments are sought on the consultations listed below:
- Permanent seasonal closure of Public Byways – please see the letter from ESCC dated 19<sup>th</sup> June 2018 about the seasonal closure of Hogtrough Lane, Winchelsea – response required by 16<sup>th</sup> July 2018.
  - RDC Guidance for Rural Members – please see the booklet (emailed separately and not printed) issued by RDC for comment by 20<sup>th</sup> July 2018.
- 15. Updated meetings schedule.** To approve the updated meetings schedule to include a change of date for the next Allotments Committee meeting.
- 16. Amendment to Standing Orders.** The Clerk recommends that Standing Orders should be updated to reflect the new committee structure, that the Chairman of each committee will introduce and take questions on minutes presented to Full Council and that if necessary, an urgent item received may be taken by any committee to ensure it is dealt with as quickly as possible. The item will be marked with the initials of the group that would normally deal with the item e.g. C -Council, OS -Open Spaces, and the elected Members of that group shall have the right to speak and vote on the item.
- 17. Financial Matters**
- a) **Receipts and payments** report for the month ending 30th June 2018 - enclosed.
  - b) To note items paid and approve **items for payment** in July 2018. A list of payments will be tabled. Please note that grant applications and supporting accounts have been received from Winchelsea Churchyard, Winchelsea New Hall and St. Richard's allowing these agreed grants to be paid.

#### **Matters for Information or Noting**

- 18.** To note the **Planning Committee** minutes since the 14<sup>th</sup> May 2018.
- 19. Programme of Works** up until the end of June. An updated list will be tabled.
- 20. Correspondence.** Email from a Winchelsea Beach resident of 24<sup>th</sup> June 2018 about parking at Harbour Field Winchelsea. The Clerk has answered the letter and is seeking clarification of the restrictions within the deed and will refer the matter to the Open Spaces Committee. Any late received correspondence will be tabled.
- 21. Reports of Councillors and Officers on Outside Bodies and Attending Events.**
- 22. Future meetings or events.** See the meetings schedule.
- 23. Date and venue for next meeting.** The next full council meeting is confirmed as Monday 10<sup>th</sup> September 2018 at the Winchelsea Beach Community Hall commencing at 7:15pm.