

# ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye Harbour

## DRAFT Minutes of the Annual Council Meeting held at 7:15 pm on Monday 9<sup>th</sup> May 2022 at Rye Harbour Village Hall

**Present:** Councillors: J. Justice, D. Kitteridge, I Mann, I. McConnochie, T Moore, D Smedley, Mrs J. Stanford, H. Sutton, S Tollett, Mrs. A Thomson and N. Warren

**In attendance:** Jenner Sands (Clerk and RFO), Danielle Heffernan (Assistant Clerk) Councillors K Glazier (ESCC), H Norton (RDC), members of the public were also present.

Cllr Nick Warren opened the meeting and explained that unfortunately Cllr Turner had to give his apologies for this evening's meeting. He also said that due to ill health, Cllr Turner has decided to stand down as Chairman. Cllr Warren explained that he is not standing down as a Councillor at present. The Council all sent their best wishes to Councillor Turner and asked the Clerk to write to him to thank him for his many years of service as Chairman.

**22/35 Item 1. Election of Chairman for the Council Year.** Cllr Tollett proposed Cllr Stanford and Cllr Warren proposed Cllr Smedley. The two candidates left the room whilst the vote took place. Cllr Mrs. Stanford was elected Chairman and duly completed the acceptance of office form.

**22/36 Item 2. Election of Vice Chairman for the Council Year.** Cllr David Smedley was elected.

**22/37 Item 3. The Chairman invited comments or questions from members of the public on matters relating to the business of the Council.**

Cllr Tollett raised a question in relation to matters relating to the business on the agenda. Cllr Tollett said that he always remembers members of the public being able to ask anything that pertains to the Council. Cllr Glazier confirmed that this is standard in the standard NALC standing orders but that the Council could amend this if they wish.

Lawrence Tiger of Icklesham spoke about item 19 bonfires. He said that Icklesham and Winchelsea are currently experiencing problems with bonfires. Mr Tiger said that his neighbour is bedridden with ME and Chronic Asthma and is unable to open the windows when this happens in the summer. During the height of the pandemic Mr Tiger noticed a number of posters which said 'no smoke please in these difficult days of Covid 19 we need to protect Winchelsea's clean fresh air'. Mr Tiger said that many people are not aware of the Environment Protection Act of 1990 which is there to protect the environment and the public from any health affecting sources. Mr Tiger said that the Rother District Council website is inadequate and ineffectual which under the heading 'bonfires' and 'smoke' leaves the complainant completely at a loss on how to proceed with seeking local government assistance. A good example is the leaflet which has been handed to Councillors which is on the Coventry City Council's website which invites the public to go online or telephone to report smoke nuisance. The leaflet mentions the Clean Air Act 1992 which makes it an offence to use dark smoke from a rouge bonfire but most importantly it gives clear instructions as to how best to lodge a complaint with your local authorities. Mr Tiger appealed to the Council to contact

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Rother District Council's Environmental Health Department to implement the Environmental Protection Act and to effectively enforce it throughout our communities.

## **22/38 Item 4. To receive reports and ask questions of the County and District Councillors.**

Cllr Glazier confirmed that he was attending the Annual Meeting of the County Council tomorrow where he as leader will be appointing his cabinet colleagues and all of the people to outside bodies. He said that the big issue that they will also cover is the assistance that they are co-ordinating with the Ukrainian Refugees. Cllr Glazier approved a letter today to go out to all of the Ukrainian visitors and their host families thanking them for everything they are doing. He urged everybody to get on the Government Ukraine system because there are two systems, one the Government is running and the other is friends and families and if you come in through friends and families you do not get the financial assistance. They lobbied Government because inevitably some of the placements break down and with the original scheme there was no provision for local intervention which meant they would have to go back on the waiting list and then find somewhere else to live. They now have a letter from a Minister saying that we can implement a local intervention. He said that there is an awful lot of work going on which will hopefully make the lives of those people much better. He said that roads continue to be a problem. Cllr Justice asked when Sea Road is going to be surfaced as it isn't on the information circulated by Highways. Cllr Glazier said that he has not seen the resurfacing programme for this year yet so what Cllr Justice has seen is probably the programme of works. Cllr Glazier said that he would look into this and said that he was assured that the top section of Sea Road down to the Co-Op would be done this year.

Cllr Norton mentioned the decision the Council made to only have one District Councillor to attend and speak when the Council was meeting in the ward they represent. He said that this means he would normally speak when the Council meets in Winchelsea and that he didn't feel he should speak on behalf of his colleague who represents Rye Harbour as she couldn't be here tonight. He said that Cllr Meir has provided us with a very comprehensive update from Rother District Council. Cllr Norton asked the Chairman to clarify how formalised the decision about Rother Councillors was. The Chairman said that she believed it was the previous Chairman who raised this as what we had suffered from in the past is District Councillors turning up, not having a lot to say or wanting to talk about an area that didn't affect Icklesham Parish Council. The Chairman confirmed that the Parish Council were happy for any District Councillors to attend.

## **22/39. Item 5. Apologies for absence.**

- a) Apologies received from Cllrs P Turner, Mrs. C Rice and P Osborne (RDC)
- b) Cllr Turner's reasons for absence were approved.

**22/40 Item 6. Disclosure of interests.** There were none.

**22/41 Item 7. The Minutes of the Full Council Meeting on 14<sup>th</sup> March were approved and signed.**

## **Matters requiring a decision by the Council**

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**22/42 Item 8. To receive the External Audit report and Notice of Conclusion of Audit for 2020/21.** The report was noted.

**22/43 Item 9. To receive the Internal Audit report for 2021/22.** The report was noted.

**22/44 Item 10. Annual Governance Statement for 2021/22. The following were resolved:**

- a. Annual Governance Statement 2021/22 – the statement was approved confirming a sound system of internal controls, including arrangements for the preparation of the Accounting Statements.
- b. Accounting Statements 2021/22 – the statements were approved including the summary of receipts and payments for the year and that they present fairly the financial position of the authority.
- c. Annual Return for the year ended 31<sup>st</sup> March 2022 – the Annual Return was approved and the Chairman and Clerk (and RFO) were authorised to sign.

**22/45 Item 11. Insurance.** The Clerk had received the following quotes for the meeting:-

- a) **Zurich** - £1,584.64 3 year long term agreement
- b) **Gallagher** - £2,951.01 3 year long term agreement

**RESOLVED:** it was agreed to accept the quote received from Zurich.

**22/46 Item 12. Financial Matters.**

- a) Bank Reconciliations for the end of the financial year – Clerk seeks a Councillor who is not a signatory to conduct the final quarter end of year reconciliation and for Council to appoint a Councillor to verify these on a monthly basis. **RESOLVED: these were approved and Cllr Smedley agreed to verify these monthly.**
- b) To receive the list of items paid to date in March and April and items for payment to date. **RESOLVED: the payments were approved.**
- c) To receive Receipts and Payments report (budget vs actual). **RESOLVED: The report was approved.**
- d) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings. **RESOLVED: the payments were approved.**
- e) To approve Clerk applying for debit card with £500 limit as per Financial Regulation 6.18. **RESOLVED: Approved.**

**22/47 Item 13. Appointment of Committees and Working Groups. The following Committee memberships were resolved:**

Planning Committee – Cllrs J Justice, D Kitteridge, I McConnochie, T Moore, N Warren (Chairman) and Chairman and Vice Chairman Ex Officio

Staffing Committee – Cllrs I McConnochie, Mrs. C Rice, S Tollett and Chairman or Vice Chairman Ex Officio

Open Spaces Committee – Cllrs D Kitteridge, I Mann, D Smedley(Chairman) , H Sutton and Mrs A Thomson.

Allotments Committee – Cllrs D Kitteridge, I Mann, T Moore, C Rice and A Thomson (Chairman).

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Media Working Group – Cllrs J Justice, Mrs. C Rice, Mrs. J Stanford and S Tollett.

Traffic Calming Working Group – 6 residents and 3 Councillors.

**22/48 Item 14. Appointment to External Bodies and Groups. The Following was resolved:**

Rye Partnership — Chairman or Vice Chairman to vote as they considers proper

Rother Association of Local Councils — Chairman or Vice Chairman to vote as he considers proper.

Rye Harbour Nature Reserve — Cllr Ian Mann to vote as he considers proper.

Rye Harbour Village Hall Committee — Chairman to vote as she considers proper.

Winchelsea Little Shop Association – Chairman or Vice Chairman to vote as she/he considers proper.

Harbour of Rye Advisory Committee – The Chairman to vote as she considers proper.

ESALC — Cllr Thomson and Cllr McConnochie to vote as they consider proper.

Sussex Police Focus Group – Cllr Ian Mann to vote as he considers proper.

**22/49 Item 15. Membership of external bodies.**

- a) East Sussex Association of Local Councils at an annual cost of £637.72. **approved**
- b) National Association of Local councils at an annual cost of £165.23 **approved**
- c) Action in Rural Sussex at an annual cost of £50.00 approx. **approved**
- d) Rother Association of Local Councils at an annual cost of £100.00 per annum (incl. parish online) **approved**
- e) Society of Local Council Clerks (subscription for Clerk) at an annual cost of £249. **approved**
- f) South East Employers at an annual costs of £248.40 including VAT. **approved**

**22/50 Item 16. Review of Governance Documents.** It was resolved to approve all as listed on the agenda and published on the website save for the Standing Orders which was deferred to the next meeting. Clerk is to look into the possibility of amending the Standing Orders to allow residents to ask questions for the next agenda at the beginning of the meeting.

**22/51 Item 17. The Cheyney Almshouse Charity.**

Cllr Kitteridge has spoken to the Trustees about this. He is waiting for further information from them before confirming he is happy to become a trustee. **RESOLVED:** It was agreed to defer this item until Cllr Kitteridge has received further information.

**22/52 Item 18. To approve the Clerk purchasing replacement pads and batteries for Defibrillator at Winchelsea Beach Village Hall.** Approximately £150.00. **RESOLVED:** the purchase of the pads and batteries were approved.

**22/53 Item 19. Bonfires.** To consider the attached leaflet distributed by another Parish Council and to consider issuing a similar leaflet to residents. **RESOLVED:** Clerk is to contact Adams of Rye to obtain a quote for distributing a leaflet together with the newsletter. This can

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be agreed by Councillors via email. Clerk is to write to Rother Environmental Health with a copy of the leaflet when this is available.

## **22/54 Item 20. Jubilee Field Pathway.**

Cllr Smedley had received an offer from a parent of a school child in Winchelsea to create a pathway between the newly installed gate and Jubilee Field. The parent has offered to do this at no cost to the Council. He owns a reputable firm. **RESOLVED:** the pathway was approved.

**22/55 Item 21. Replacement Baby Swing for Rye Harbour Toddlers Play Area (behind Rye Harbour Village Hall).** **RESOLVED:** it was agreed to accept the quote received from HAGS UK in the sum of £150 plus VAT. Clerk is also to write to Icklesham School regarding vandalism to Icklesham Recreation Ground.

## **Matters for Information or Noting**

**22/56 Item 22. Public Traffic Calming meeting has been arranged for Saturday 21<sup>st</sup> May 11.00 am at Winchelsea New Hall.** Lawrence Stringer from GTA Civils and Cllr Keith Glazier will be in attendance. **The meeting was noted.**

**22/57 Item 23. Programme of Works.** Consider and update where necessary.

The programme of Works was noted. Cllr Justice noted that he and the Clerk met with Southern Water regarding an alternative location for the tankers to park up. Southern Water had wanted to put the tankers on the triangle of land opposite the Co-Op however this is unsuitable for various reasons. The two possible locations discussed at the meeting were on the grass verge outside Winchelsea Sands Caravan Park and behind the bus stop next to the village hall. If the tanker would be placed here it would involve purchasing a small part of the farm land and creating an area of hardstanding. Cllr Justice noted that this would be very useful to us when installing the bus shelter.

**22/58 Item 24. Annual Play Inspection Report.** The report was noted and the Assistant Clerk confirmed she is obtaining quotes for the flagged items. The Chairman commended the Assistant Clerk for how wonderful the fields looked and for all of her hard work dealing with the contractors..

## **22/59 Item 25. Correspondence**

a) **Email received asking to rent space in Rye Harbour Car Park for catering van.**

Cllr Tollett said that we have had requests like this in the past and the stance of the Council has always been to say no. Councillors agreed that no business should run from there and that only film crews would be allowed to park when necessary..

**RESOLVED:** Clerk is to write to them and explain that the Council cannot agree to this.

b) **Email received regarding a collision with Rye Harbour Car Park Barrier.**

**RESOLVE:** Clerk is to respond to the complaint in line with insurers advice.

## **22/60 Item 26. Reports from Councillors on meetings they have attended.**

The Chairman confirmed that she confirmed a HORAC meeting which she reported last meeting but she confirmed that we are now displaying the Harbour Master's report on our website for information.

Cllr Warren confirmed that the new Chairman had asked about the possibility of Councillors going to visit the new affordable housing in Icklesham. Cllr Warren confirmed that they are going to have a word with Hastoe to see if they can arrange one or two site visits. Cllr Warren confirmed he is attending a site visit tomorrow as part of the Community Land Trust.

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**22/61 Item 27. Date and venue for next meeting.** Monday 11<sup>th</sup> July 7.15 pm at Winchelsea New Hall.

**Meeting closed at 8.50 pm**

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