



www.fairlightparishcouncil.org.uk

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Minutes of Full Council Meeting held on Tuesday 24th October 2023 at Fairlight Village Hall at 7.00 pm

Present: Councillors – Ms I Horsley (Chair), Miss C Sharpe, Mr D Greenup, Mr R Fellows-Turnbull, Ms L Cooke, Mr G Smith, Mr D Williams

County and District Councillors – Mr A Mier
Proper Officer/RFO - Mrs P Collins

ACTION

2117 Apologies for absence (Including resolutions to accept reason for absence by
2223 Councillors)

203 Apologies received from Cllrs - Mrs A Hohenkerk, Mr T Grohne and Mr C Maynard
Resolved to accept the reasons for absence

2300 Chairman's Report

0223 The Chair welcomed members of the Public and presented their report on public
204 questions and meeting participation, budget 2024/25 and Cllrs input required and the audio recording of meetings which may be carried out by anyone who attends.

2320 Code of Conduct and Disclosure of Interests

5 (a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda
There were no declarations of interest

2320 Public questions in respect of items on the agenda

6 Standing orders were suspended

The Public requested to raise questions on agenda items – 8, 9(a), 9(c), 11(a), 11(d), 12 and 13

Questions to be dealt with at the appropriate time on the agenda.

Standing orders were reinstated

ACTION

2320 Minutes of meeting held on Tuesday 26th September 2023

7 The minutes were distributed to Councillors prior to the meeting and made available to the Public at the meeting.

2320 Matters arising from the minutes not otherwise on the agenda

8 There were no matters arising.

2320 County and District Councillors reports

9 Cllr Mier reported on the winter closure of Pett public toilets, RDC budget and planning event.

Cllr Greenup thanked both Cllrs Mier and Maynard for working together to get the vegetation on Battery Hill cleared.

Cllrs raised concerns in respect of the closure of the public toilets and also overgrown vegetation near Coastguards Lane.

2321 Parish Councillor co-option

0 (a) To accept and vote on the application from Mr Dale Williams to become a co-opted as a Parish Councillor. Cllr Horsley thanked Mr Williams for his application and welcomed him onto the Parish Council.

Resolved to accept Mr Williams application and co-opt him as a Parish Councillor

To note the question asked in respect of item 8 by a resident was considered to be inappropriate, personal and in part not related to Council business. It was responded to.

2321 Financial Matters

1

Questions were asked and responded to in respect of DISH expenditure/income, monthly income received, Proper Officer mileage disclosure and budget compared to

(a) To consider and approve schedule of payments and receipts for October 2023
Resolved to approve the payments for October 2023.
Resolved to include a table of income showing previous month and year to date figures in the minute's reports **PO**

(b) To consider and sign the monthly bank reconciliations.
Resolved to note and sign the bank reconciliations as correct.

(c) To consider monthly budget monitoring figures.
The budget monitoring figures were circulated to Councillors prior to this meeting.
Current expenditure was as predicted.

(d) To note the approval given by Chair/Vice Chair to the Proper Officer to reimburse RDC Planning Department for additional planning application fees for the War Memorial Project - £117
Expenditure and approval noted.

(e) To note the approval given by Chair/Vice Chair to the Proper Officer to reimburse Southern Water for the drainage connection fees for the new Community Hub - £322
Expenditure and approval noted. Also, to note this application is not a connection fee for the drainage.

ACTION

2321 Planning Committee

2

(a) To receive the monthly report
Details of the planning applications, decisions and comments from the Planning Committee meetings were reported.

2321 Land Management Group

3

- (a) To receive the monthly report (Cllrs Smith, Horsley, Hohenkerk and Fellows-Turnbull)
- Cllr Smith – Wood Field and Highways
 - Cllr Horsley – Water and drainage issues including SW Pathfinder project.
- Please see reports below.
- (b) To consider and approve the use of Wood Field by the Royal Hastings Cricket Club, proposed weekly contribution and conditions for use. **LMG**
- Resolved** to delegate to the Land Management Group to discuss the pros and cons of this proposal and return their conclusions to the next Full Council meeting in November. **PO**
- (c) To consider and approve quotations for a tree survey on Knowle Wood (Report below)
- Resolved** to contract Curley Consultants to carry out the tree survey.
- (d) To consider and approve quotations for repairs to the Village Map frame (Report below)
- Standing orders were suspended to allow the Chair of the Fairlight Residents Ass to speak
- The FRA would like to collaborate with the Parish Council on this project making a donation of both time/assistance and monies towards costs.
- Standing orders were reinstated
- Councillors thanked the FRA for their support and accepted their offer time/assistance and a financial donation. **PO**
- Resolved** to accept the offer to work together with the FRA on this project. Further discussion in respect of logistics (new frame, map cleaning/repainted, financial donation etc) to be held with the Proper Officer and the FRA Chair. **PO**
- Resolved** to accept the quotation from Icklesham Joinery to replace the map frame and a local artist to be approached in respect of the map refurbishment.
- (e) To consider and approve the quotation from Wicksteed to supply and install new toddler swings and replace appropriate tile base. **PO**
- Further information to be sought re current condition, last inspection report comments and an extension apply for re the quotation.
- Resolved** to defer the decision to replace the toddler swings to the next Full Council meeting in November.
- (f) To delegate the appointment of a new village caretaker (subject to satisfactory references) to the Land Management Steering Group. **LMG**
- Resolved** to delegate the appointment of a new village caretaker (subject to satisfactory references) to the Land Management Steering Group.
- (g) To appoint a Councillor to attend meetings and act as an information link to the newly formed Hastings Area Bus Users Group (Cllr Hohenkerk)
- Resolved** to appoint Cllr Hohenkerk as link to the Hastings Area Bus Users Group

ACTION

- (a) To discuss and resolve to relinquish this project and transfer it to a charity status organisation.

Standing orders were suspended

Public questions were asked and responded too

Standing orders were re-instated

Cllr Smith presented his report on this item.

Resolved to relinquish this project and transfer it to a charity status organisation.

- (b) To approve the future payments when due by the Parish Council to contractors which have already been engaged to carry out works.

Waller Gray - Civil work £1850.00

Tennyson Suite - Principal Designer £2148.00

Wealden BC - Inspection charge £851.26

Achieve Green - SBEM & BRUKL Building control documents £450.00

TOTAL £5299.26

Resolved to approve the future payments when due by the Parish Council to contractors which have already been engaged to carry out works.

- (c) To discuss and resolve to make charitable donations to the new charity once set up.

i) £745.60 - remaining from donations received to the Community Hub Project

ii) £1683.61 - remaining from £15,000 placed in EMR for the new community hub

iii) £3000 - budget allocation for 2023/24 for the Community Hub Project

A possible total of £5429.21

Resolved to transfer monies i) to iii) to new charity once formed.

- (d) To appoint a councillor to be a liaison link and a co-opted trustee with the new charity.

Resolved Cllr Cooke to be liaison link. She will report monthly as a trustee to the charity and not as Councillor.

2321 Finance and Administration Committee

5

- (a) To receive a monthly report (Cllr Horsley)

Cllr Horsley responded to Public questions in respect of the progress on the external auditor's report – items to be investigated and costs to be confirmed - £350 per hour for external auditors' fees to be borne by the Parish Council. Also, new bank account is progressing. Cllr Sharpe reported on the Committee meeting.

2321 Policies and Practices

6 To discuss and adopt the revised policies

- (a) Complaints Procedure

Resolved to adopt the new complaints procedure.

2321 ESCC Urban Grass Cutting 2024

7 (a) To consider and approve the options for urban grass cutting for 2024 season.

(Report below)

Resolved to contract ESCC for 2 free cuts

PO

2321 Drop-In Social Hub Group

- 8** (a) To receive an update on the Drop-In Social Hub Group
Cllr Sharpe updated the meeting on current and future events/attendees to DISH.
Christmas Cracker is proposed on Monday 25th December.
Resolved to approve the Christmas Cracker event.

ACTION

2321 Parish Council Website and Facebook

- 9**
(a) To receive a monthly report
Both website and Facebook pages continue to be updated.

2322 War Memorial Steering Group

- 0**
(a) To receive an update on the project (Haydon Luke)
A new planning application has been submitted for material variations. Additional donations are required.

2322 Hastings Country Park

- 1** (a) To receive a monthly update (Haydon Luke)
HBC have applied for a high-level stewardship and funding. The Parish Council will continue a dialog with HBC.

2322 Training/meetings attended

- 2** (a) RALC meeting – 11th October 2023
Highways contractors – Balfour Beatty – more flexible, better repairs, more durable.
Shortage of Clerks/POffs/Locums
(b) ESALC meeting – 28th September 2023
Poff/Clerks salaries and hours
Police Focus group arranged – Cllr Turnbull to attend
(c) Marsham Flood Action Group
RDC and local MP involved. Need to slow the flow. The Group are having discussions with Peter James Lane valley landowners re catchments.

2322 Correspondence

- 3** All correspondence had been circulated to Councillors and was available to the Public were appropriate.
(a) RDC Review of Polling Districts and Polling Places 2023
No further action required

2322 Information and/or Future Agenda Items

4 Future Agenda Items

- Use of Wood Field by a new cricket club
- Village Survey results
- Budget 2024/25

2322 Date of next meeting –

5 Tuesday 28th November 2023 at 7.00 pm

2322 Close of meeting

6 Meeting closed at 9.10 pm

2322 Open Forum

7 Issues were raised in respect of speed limits on Lower Waites Lane and Waites Lane.

Signed: _____
Chair

Date:

REPORTS FOR PARISH COUNCIL MEETING – 24TH OCTOBER 2023

Agenda item 9(a) – Schedule of Payments for October 2023/Receipts for September 2023

Date Paid	Invoice Date	Payee	Gross	Net	VAT	Details
DIRECT DEBITS						
16/10/2023	02/10/2023	Tesco Mobile	21.99	18.33	3.66	Tesco - Mobile phone inv 134187025121
PAYPAL						
02/10/2023	02/10/2023	Fasthosts	13.20	11.00	2.20	Web hosting inv 73917597
06/10/2023	06/10/2023	Fasthosts	6.94	5.78	1.16	Web hosting inv 73959240
06/10/2023	06/10/2023	Viking Office UK Ltd	17.36	14.47	2.89	Stationery inv 3120659
19/10/2023	19/10/2023	Viking Office UK Ltd	75.55	62.96	12.59	Stationery inv 3188950
CHEQUES						
04/10/2023	04/10/2023	Rother District Council	117.00	117.00	0.00	Planning application fee - War Memorial
24/10/2023	24/10/2023	Pauline Collins	*****	*****	*****	Salary - October 2023

24/10/2023	24/10/2023	Pauline Collins	*****	*****	*****	Mileage - October 2023
24/10/2023		Pauline Collins				Expenses - £647.29
	04/08/2023		12.60	12.60	0.00	Coop - DISH Supplies
	15/09/2023		61.66	51.38	10.28	Viking - Stationery supplies
	19/09/2023		-10.00	-8.33	-1.67	Viking - Stationery supplies
	01/10/2023		2.15	2.15	0.00	Aldi-DISH supplies
	05/10/2023		5.18	4.32	0.86	ESK - DISH Equipment
	05/10/2023		197.12	186.69	0.00	Booker - DISH supplies
	"		0.00	8.69	1.74	Booker - DISH supplies
	06/10/2023		2.70	2.70	0.00	Post Office Ltd - Postage
	06/10/2023		36.95	30.79	6.16	Argos - DISH Equipment
	08/10/2023		5.93	5.93	0.00	Aldi-DISH supplies
	11/10/2023		322.00	268.33	53.67	Southern Water Services Ltd - S106 connect to public sewer
	17/10/2023		11.00	11.00	0.00	Top Flight Supplies -Shield engraving
24/10/2023	02/10/2023	Countrymans Contractors Ltd	438.00	365.00	73.00	Grass cutting inv SI-4060
24/10/2023	30/09/2023	Fairlight Village Hall	128.00	128.00	0.00	DISH Hall Hire - Sept 2023
24/10/2023	30/09/2023	Fairlight Village Hall	72.00	72.00	0.00	PC Hall Hire - Sept 2023
24/10/2023	01/10/2023	Autela Payroll Services Ltd	54.58	45.48	9.10	Payroll 01/07 - 30/09 inv 12214
24/10/2023	02/10/2023	Rother District Council	3768.88	3768.88	0.00	Compressor electricity Feb - Jun 2023 inv 86553427
24/10/2023	02/10/2023	Summit Environmental Ltd	240	200	40.00	Asbestos testing inv SE1617
24/10/2023	27/09/2023	R Fellow-Turnbull	42.75	42.75	0.00	Councillor mileage claim
24/10/2023	24/10/2023	Activate Fairlight Youth Centre	50.00	50.00	0.00	Use of hut by HFC for September 2023
24/10/2023	20/10/2023	Rother District Council	2600.00	2600.00	0.00	Contribution to Article 4 inv 86556032

Schedule of Income Received – September 2023

	SEPT 2023	YTD
Precept	45000.00	90000.00
Bank Interest	158.05	809.29
Rents/leases Received	0.00	125.00
Fees for use of assets (Wfield, BBQ etc)	150.00	1050.00
Other	0.00	73.78
Grants & donations received	0.00	5060.00
Drop In Social Hub receipts	155.00	3593.00
Faircomm receipts	0.00	55.60

War memorial receipts	150.00	4395.60
RDC lottery receipts	84.00	534.00
VAT receipts from previous year	0.00	3577.17
TOTAL INCOME	45697.05	109273.44

Agenda item 11(a) – Land Management Steering Group

- Cllr Smith

As you are aware the Parish Council’s application for match grant funding for a new toddler swing and slide was turned down. Pending this year’s inspection, a decision regarding the baby swings may have to be made.

New play bark has been ordered for the small slide area and I will spread on delivery.

New “no cycling” and “no dog” signs for the swing park have arrived and I will install asap.

The Knowle Wood volunteers may invite a local wood land trust group to visit and give their opinion for Knowle Woods. This may lead to some extra free help and assistance in their highly appreciated and tireless work in the woods.

The Village Map is now in a positively dangerous state and the ark work is getting damaged. Plans for its replacement are in place but its removal is required now. Storage for the artwork (painted board) will be needed to be found. Hopefully the village hall can find some temporary room.

Two separate residents have voiced concerns over the land drains at Wood Field I am investigating exact construction of these drains and will continue to monitor them.

After some delay I can confirm that there should be some path clearing work undertaken by ESCC Highways on Battery Hill and Fairlight Road.

I have also reported the following concerns: -

The growth overhanging the restriction area just past The Heights - This is to be inspected.

The verge covering edging/Kerb stones on Fairlight Road and Battery Hill - Nothing mentioned to date.

The advertising board of Coastguards Tea Room that is often placed on the bus stop opposite - This has been dismissed as Coastguards is an unadopted road? I have re-reported as it has been put there again.

The weed growth on kerb and paths the length of Battery Hill - No response to date.

I will battle on.

There has been some pothole filling along Pett Level Road. But only the worst ones. I continue to report potholes etc when I see them.

Other than that, not much to report other than I noted two accidents by the 1st Country Park car park over this weekend (14th and 15th Oct). But the hidden sharp right-hand bend sign. I complained about with a response on 13th Oct that no action would be taken, obviously has no bearing on these collisions! Strangely enough the overgrowth was cut back and the sign cleaned on Monday 16th!

- Cllr Horsley

The village map - Quotes have been received for this, to remove the existing structure and replace it with a new seasoned wood structure with the map being cleaned and restored.

Tree survey -Quotes have been sought for the tree survey in Knowle Wood, Ron will look at these and the survey will then be done asap. If any work needs doing, planning permission will be needed as the wood has TPOs in place.

Footpath on Battery Hill - It has now been now agreed to get these cleared. Thanks to Andrew Mier for his help in this.

Ditch on Wood Field – Cllr Smith now has some of the original plans, he will report to next LMG and will keep an eye on the area once the rain gets going. He mentioned that following discussions with the contractors doing surveys for the new community building, he has a good understanding of how the surface water penetrates the ground following periods of heavy rain.

Toddler Swings - We are getting a quote for their replacement

Caretaker -We have had expressions of interest in this post and will be interviewing soon.

Agenda item 11(c) Quotations for Tree Survey

Visited Knowle Wood

Forest Tree Surgeons £995 (for 1st year) £700 (following alternate years)

Curley Consultants £1050

Did not visit Knowle Wood

New Timber Ltd £560

Philip Wilson £950

Agenda item 11(d) – Quotations for Village Map

Icklesham Joinery

Priced for the replacement map stand to be made out of iroko hardwood with an oil finish. The stand includes for large outer posts and inner frame with a Symmetrical capping to the top. I have allowed for 6.4mm laminated clear glass with beading etc. Map to be supplied by yourselves. Iroko is a very durable external timber and can be oiled each year to help it last for years to come. I have kept the price as low as I can, and hope that this price is of interest? Price is subject to final sizes and all details being agreed.

Total Price for Village Map = £2940.00 + VAT

R & N BUILDING SERVICES PETT LTD

Remove and repair the village map at the top of Waites Lane.
Labour and Materials.....£650

Reuse existing glass as long as it is found to be safety glass and is not damage.
An additional cost of £300 would be added if found unusable.

We would reuse the timber uprights that are concreted in the ground.
The inner frame would be new with pressure treated timber and a hardwood ply backing.
Ready for painting or staining at an extra cost.

Agenda item 11(g) – Bus Services

Following a meeting for Hastings Area Bus Users Group, Cllr Hohenkerk has been invited to join the steering group to work together to try to put pressure on Stagecoach for better communication and a more joined up bus service.

A letter has gone to ESCC about the possibility of extending the scope of the Flexi-buses.

Agenda item 12 Community Hub Committee (Faircomm)

Items and questions were raised after the last Parish Council meeting in response to consider the future governance of this project. Councillors will be in possession of responses and answers raised with a full plan of action contained within. Members of the public please refer to agenda attachments and/or websites.

At the last committee meeting after responses and answers were discussed. It was agreed that an agenda item for the Parish Council meeting in October would ask for ‘The relinquishment of the project and handed over to charity status with immediate effect’.

After a further discussion it has been explained that the agenda item will be

‘To discuss and resolve to relinquish this project and transfer it to a charity status organisation’.

This has been agreed on the principle/reasoning that the Parish Council can only completely relinquish and hand over once a receiving body has been set up inclusive of a bank account, a committee with a constitution and application to the charity commission made. Which will be done by the new committee without further restraints or hinderance pending the resolve.

Councillors will be in possession of responses and answers raised with a full plan of action contained within.

The committee also discussed if the project is relinquished by the Parish Council it may have a name change. This is for future rental, funding and promotional reasons. It was agreed that Fairlight Community Hub sounds a little outdated and meaningless for the actual build in questions. Names along the lines of The Pavilion or Fairlight Pavilion will be considered at the first meeting of a new committee.

The only other news is that licence for the sewage connection has been paid. There are preliminary plans to approach and see if Southern Water will fund the run and connection under the Pathfinders Project.

Agenda item 15 -ESCC Urban Grass Cutting 2024

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Parish Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £1,980 for the year.

Option 3 – Self delivery: Parish Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish Council the sum of £990 to do this.

Agenda item 20 - Training/meetings attended

ESALC meeting – 28th September 2023

Trevor Leggo opened the meeting with a discussion about Proper officers and Clerks of Parish Councils and their hours and salary scales. He also said, and I quote, “communities with high expectations need a clerk or a Proper Officer with the time and experience to produce the work”. In Fairlight we are lucky to have that.

He also mentioned an employee assistance programs that he thought PCs should subscribe to. This can provide confidential support to employees and Councillors, if they are feeling the need to talk things through.

The Parish Council has a duty of care to its employees and must call out unacceptable behaviour.

ESALC has a focus group with the Police and Crime Commissioner every 6 months. These are held locally and the next one is in November, if anyone wants to be included let the Proper Officer know.

Marsham Flood Action Group

This Group consists of Marsham Brook residents, Pett Parish Council, District Councillors, Ms Sally Ann Hart's representative and a Fairlight Parish Council representative. The Group met again on 13th October following a successful public meeting at Pett village Hall in the summer.

They are in discussion with local landowners and the National Trust to explore ways of slowing the flow of run off in times of heavy rainfall and to reduce the risk of flooding of houses around the Marsham Brook area as happened in January 2023. This run off comes from Firehills, Fairlight, the sewerage treatment plant, and the valley from Guestling down between Fairlight and Pett. Most of this land is within the Fairlight Parish.

They have several plans both for reducing the flow and possible funding sources and are in discussion with the Environmental Agency about taking this forward.

As with the Pathfinder project, it is important to ensure that by reducing one risk for flooding, the risk is not increased somewhere else.