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Minutes of Full Council Meeting held on Tuesday 27th February 2024 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 C Maynard and Mr A Mier

Proper Officer/RFO - Mrs P Collins

Members of the Public - 11

ACTION

2117 Apologies for absence (Including resolutions to accept reason for absence by **2224** Councillors)

032 Apologies received from Cllrs – Mr T Grohne
Resolved to accept the reasons for absence.

2300 Chairman's Report

0224 The Chair welcomed members of the Public and presented their report

033 (See reports below)

2403 Code of Conduct and Disclosure of Interests

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

2403 Public questions in respect of items on the agenda

5 Standing orders were suspended

The Public wished to raise questions on agenda items –

11 (d) To consider/approve a three-year engagement term with Mulberry & Co – internal audits (to end of 2025/26 financial year)

Standing orders were reinstated

ACTION

2403 Minutes of meeting held on Tuesday 23rd January 2024

6 The minutes were distributed to Councillors prior to the meeting and made available to the Public. The confidential item record was circulated to Councillors. Both items were agreed as an accurate record and signed by the Chair.

2403 Matters arising from the minutes not otherwise on the agenda

7 There were no matters arising

2403 Minutes of Extraordinary Meeting held on Monday 19th February 2024

8 The minutes were distributed to Councillors prior to the meeting. The minutes were agreed as an accurate record and signed by the Chair.

2403 County and District Councillors reports

9 Cllr Maynard arrived and Cllr Horsley repeated the apology to District and County Councillors

Cllr Mier reported on the Flooding & Coastal Erosion meeting, the proposed village walk about with the RDC Chief Executive and Planning Officer in March, the budget for 2024/25, toilet closures, his resignation from the RDC Planning Committee, his elected position as Vice Chair of the Council from May 2024 and the publication of the Local Plan (poss. April 2024)

Cllr Maynard reported on 2024/25 budget, need for foster parents, change of Highways Steward, temporary potholes to be marked with a red “T” and work on Winchelsea Road.

It was requested that item 13(b) be discussed at this point to allow Cllr Maynard to leave the meeting early to attend another meeting. Item 13(b) was discussed (recorded

2404 Policies and Practices

0 (a) To discuss and adopt the revised policies - Co-option policy
Resolved to agree and adopt this policy

2404 Co-option of Parish Councillors

1 (a) To receive candidates' applications and presentations

One resident had applied for a co-option position and had submitted an application form which was circulated to Councillors prior to this meeting. The applicant was given the opportunity to make a presentation and Parish Councillors ask questions.

(b) To decide whether to proceed with the co-option process – subject to suitable candidates.

Resolved not to proceed with the co-option process

(c) To decide on individual candidates' applications/presentations for co-option - subject to suitable candidates.

This item was not considered as a result of the vote on item 10 (b)

Further discussions on item 10 were stopped by the Chair as the necessary votes/resolutions had been made by Councillors.

ACTION

2404 Financial Matters

2

(a) To consider and approve schedule of payments and receipts for February 2024

Resolved to approve the payments for February 2024

(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 consider/approve a three-year engagement term with Mulberry & Co – internal audits (to end of 2025/26 financial year)

Resolved not to approve a three-year engagement with Mulberry & Co. The Proper Officer to investigate alternatives.

The question from the Public was answered

PO

2404 Planning Committee

3

- (a) To receive the monthly report
 Details of the planning applications, decisions and comments from the Planning Committee meetings were reported. (See reports below)
- (b) To discuss planning application - RR/2024/273/TN Wakehams Farm Ltd, Pett Level Road, Fairlight TN35 4ED
 Notification under the Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) for the removal of the existing 20m monopole supporting 3 antennas, to be replaced by a new 20m monopole supporting 6 antennas and 1 300mm dish, installation of 1 cabinet, internal cabinet works and ancillary works.
Resolved the Parish Council had no objections to this application and neighbours' comments should be considered by RDC Planning.

2404 Land Management Group

4

- (a) To receive the monthly report (Cllrs Smith, Horsley, and Fellows-Turnbull) (see reports below)
- Cllr Smith – Wood Field and Highways
 Cllr Smith wish the next meeting of the Land management Group to discuss the Wood Field land drain.
 - Cllr Horsley – Water and drainage issues including SW Pathfinder project.
 Southern Water reports will be placed on the Parish Council's website.
 Cllr Fellows-Turnbull – A tree surgeon has been contracted and will be felling tree and chipping brush. All wood will remain in the Wood. Additional costs maybe incurred due to additional trees requiring felling.

- (b) To discuss and propose actions for the Battery Hill kerb stones
 Standing orders were suspended

A resident asked why there were no markings on the edging kerbs or any cats eyes on Battery Hill. This could be considered a hazard.

Cllr Maynard will investigate and ask Mr I Johnson of ESCC Highways to visit and inspect the site to ascertain what action can be taken

Standing orders were reinstated

ACTION

- (c) To receive an update on the Southern Water Pathfinder Project (Cllr Cooke)
 Cllr Cooke reported on this project to date in respect CCTV survey and what is required to be carried out by Southern Water.
- (d) To receive an update in respect of the CCTV power outage. (Cllr Williams)
 Cllr Williams reported on the continuing difficulties in restoring the power to the CCTV. He will chase ESCC/Balfour Beatty for a response and further details of requirements.

DW

2404 Finance and Administration Committee

5

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

(See report below)

Resolved not to hold a meeting of this Committee on 5th March 2024.

2404 Drop-In Social Hub Group

- 6** (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.

Also, reported on the 1st Anniversary Event to be held on 1st April 2024.

2404 Parish Council Website and Facebook

7

- (a) To receive a monthly report

Both website and Facebook pages continue to be updated. Cllr Sharpe is continuing to work on the website. However, the site is not currently fully supported and is unreliable. A new platform for the website is being investigated and re-building the site to improve customer service, security etc will be carried out. This will however take time.

2404 War Memorial Steering Group

8

- (a) To receive an update on the project (Haydon Luke)

Mr Luke presented an update and time line for this project. The Chair thank the Group for all their work to date. The thermometer at St Peters is to be removed. Fund raising is to continue.

WMSG

2404 Fairlight Pavilion Project (Cllr Cooke)

- 9** (a) To receive an update on this project

(see report below)

2405 Hastings Country Park

- 0** (a) To receive a monthly update (Haydon Luke)

Mr Luke had nothing to report

2405 Parish Council Parish Assembly 2024

- 1 (a) To appoint a replacement Councillor to the Awards Panel for the John Lutman Award

Resolved Cllr Williams to be appointed to the Awards Panel

ACTION

2405 Training/meetings attended

- 2 No reports

2405 Correspondence

- 3 All correspondence had been circulated to Councillors and was available to the Public where appropriate.

2405 Information and/or Future Agenda Items

4 Future Agenda Items

- D-Day 80th Celebration – 6th June 2024
- Knowle Wood – possible additional tree work expenditure
-

2405 Confidential Items

- 5 (a) To resolve that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following matters.

Resolved to accept this item and proceed to discuss the confidential item excluding public and press.

Resolved to suspend standing orders to hold the Open Forum prior to the Confidential item discussions

Standing Orders were suspended at this point for the public Open Forum to take place.

Standing Orders were reinstated and the Public left the room.

(b) To discuss and approve the final version of the response to the external auditors in respect of objections raised.

Updates had been made to the draft version after discussions at the Extraordinary Meeting on 19th February 2024. These amendments were circulated prior to this meeting as a final version for consideration and approval.

Resolved to accept this final version and forward to the external auditors with the appropriate documents. **PO**

(c) To discuss and approve the covering letter and documents to be sent to the external auditors

A draft letter was circulated to Councillors with a list of documents to be sent. **PO**

Resolved to approve and send the letter including the documents listed to the external auditor

2405 Date of next meeting –

6 Tuesday 26th March 2024 at 7.00 pm

2405 Close of meeting

7 Meeting closed at 8.40 pm

Open Forum

A resident thanked the Parish Council for raising the issue of the kerbs on Battery Hill

Signed: _____
Chair

Date: 26th March 2024

REPORTS FOR PARISH COUNCIL MEETING – 27TH FEBRUARY 2024

Agenda item 2 - Chairman's Report

Good evening - Thank you for coming to the meeting of Fairlight Parish Council

You will notice that all reports from Councillors are on the agenda. These will then be attached to the minutes of the meeting as a permanent record. These reports will be taken as read and any questions or comments on them can then be taken at the agenda item.

There will be no verbal reports from Councillors except in exceptional circumstances. If a verbal report is given the Parish Council, I would ask for an electronic version to be sent to the Proper Officer after the meeting so it can be added to the bottom of the Minutes.

It is hoped that this will help to keep the meeting concise and will give everyone a chance to digest the content of the reports before the meeting starts.

If District and County Councillors wish to submit their reports in advance, we would welcome that.

Firstly, I wish to apologise to our District and County Councillors for them being added to an email thread mid-way through without a proper explanation of the subject. Please be assured that if we wish to seek your

advice or help on a subject, the appropriate councillor or the Proper Officer would of course send a direct email with a full explanation of the issue.

Emails - I would once again wish to draw the Councillors attention to the email policy. This is an important document as it clarifies how the Parish Council communicates with the public electronically. An email circulated inadvertently to people outside of the group it was intended for can cause confusion can be discourteous. Please do not add recipients into an email thread, unless you have been asked to do this. It is good practice to start a new email with a personal touch, and explanation if adding new recipients. Also, please do not do this without seeking the permission of the Councillor dealing with the issue.

Our emails are the way that we communicate mostly with residents and the public and it is how many will judge the Parish Council. If in doubt ask the Proper Officer or the Councillor who is dealing with the issue.

Declaration of Interests - Could I remind Councillors that under the code of conduct, they need to update their register of interests if they take on any new responsibilities.

Passwords – Also, it has been agreed that it is good practice to change your email password every 3 months and to give the Proper Officer a paper copy of your new password.

Parish Assembly - The Parish Assembly will be on March 20th at 6.30pm. This is a chance for residents to ask questions of the Parish Council, the John Lutman award will be presented, and the local branch of the British Legion and the War Memorial Steering Group will be giving short presentations. Refreshments will be available.

Finally, it is good news that the proposed downgrading of The Ridge Fire Station will not be going ahead.

Agenda item 7 - Extraordinary Meeting held on Monday 19th February 2024

The revised draft of the response to the external auditors was accepted with one slight addition as suggested via email. It was resolved to recommend this document to the full Parish Council for approval. The final draft has been circulated to all councillors.

Agenda item 11(a) – Payment Schedule – February 2024

| Date Paid | Invoice Date | Payee | Gross | Net | VAT | Details |
|---------------------|--------------|--------------------------|--------|--------|------|---------------------------------------|
| DIRECT DEBIT | | | | | | |
| 15/02/2024 | 01/02/2024 | Tesco Mobile | 21.99 | 18.33 | 3.66 | Tesco - Mobile phone inv 134198862152 |
| 31/01/2024 | 31/01/2024 | Information Commissioner | 35.00 | 35.00 | 0.00 | ICO Data Protection Fee |
| 19/02/2024 | 22/01/2024 | PWLB | 1236.5 | 1236.5 | 0.00 | 2nd Loan repayment |
| | | | | | | |
| PAYPAL | | | | | | |
| 02/02/2024 | 02/02/2024 | Fasthosts | 13.20 | 11.00 | 2.20 | Web hosting inv 75304266 |

| | | | | | | |
|---------------|------------|--------------------------|--------|--------|--------|---|
| 06/02/2024 | 06/02/2024 | Fasthosts | 10.20 | 8.50 | 1.70 | Web hosting inv 75345144 |
| 06/02/2024 | 06/02/2024 | Viking Office UK Ltd | 102.25 | 85.21 | 17.04 | Stationery inv 3731564 |
| | | | | | | |
| CHEQUE | | | | | | |
| 27/02/2024 | 27/02/2024 | Pauline Collins | **** | **** | 0.00 | Salary -February 2024 |
| 27/02/2024 | 27/02/2024 | Pauline Collins | **** | **** | | Mileage claim - February 2024 |
| 27/02/2024 | | Pauline Collins | | | | Expenses claim - £612.55 |
| | 22/01/2024 | | 74.64 | 62.20 | 12.44 | PB Packaging Group Ltd - Refuse bags |
| | 24/01/2024 | | 25.00 | 25.00 | 0.00 | Mount Pleasant Flowers - Flowers for map artist |
| | 25/01/2024 | | 1.45 | 1.45 | 0.00 | Aldi - DISH supplies |
| | 26/01/2024 | | 352.80 | 294.00 | 58.80 | Icklesham Joinery - final payment village map |
| | 28/01/2024 | | 10.17 | 10.17 | 0.00 | Aldi - DISH supplies |
| | 01/02/2024 | | 50.94 | 50.94 | 0.00 | Booker - DISH supplies |
| | 11/02/2024 | | 47.77 | 47.77 | 0.00 | Booker - DISH supplies |
| | 11/02/2024 | | 1.58 | 1.58 | 0.00 | Aldi - DISH supplies |
| | 12/02/2024 | | 10.00 | 10.00 | 0.00 | Post Office - stamps |
| | 17/02/2024 | | 12.00 | 12.00 | 0.00 | Wakehams - DISH |
| | 17/02/2024 | | 5.87 | 5.87 | 0.00 | Aldi - DISH supplies |
| | 18/02/2024 | | 3.35 | 3.35 | 0.00 | Co-op - DISH |
| | 19/02/2024 | | 16.98 | 14.15 | 2.83 | Currys - McAfee protection |
| 27/02/2024 | 28/01/2024 | Fairlight Village Hall | 190.00 | 190.00 | 0.00 | Hall Hire Jan 24 DISH inv 47 |
| 27/02/2024 | 31/01/2024 | Fairlight Village Hall | 63.00 | 63.00 | 0.00 | Hall Hire Jan 24 PC inv 64 |
| 27/02/2024 | 22/01/2024 | Rother District Council | 211.97 | 211.97 | 0.00 | Election fees May 23 Inv 86566072 |
| 27/02/2024 | 14/02/2024 | B Price | 120.00 | 120.00 | 0.00 | Caretaker contract - Feb 2024 |
| 27/02/2024 | 23/02/2024 | AB Fire & Security | 44.73 | 37.28 | 7.45 | CCTV Maintenance - inv 365087 |
| 27/02/2024 | 27/02/2024 | Activate Fairlight Youth | 50.00 | 50.00 | 0.00 | Use of hut by HFC for February 2024 |
| | | | | | | |
| 27/02/2024 | 24/10/2023 | AB Fire & Security | 103.83 | 86.53 | 17.30 | CCTV Maintenance - inv 362948 |
| 27/02/2024 | 19/12/2023 | AB Fire & Security | 103.83 | 86.53 | 17.30 | CCTV Maintenance - inv 363998 |
| 27/02/2024 | 24/01/2024 | AB Fire & Security | 107.85 | 89.88 | 17.97 | CCTV Maintenance - inv 364555 |
| 27/02/2024 | 16/02/2024 | AB Fire & Security | -61.83 | -51.53 | -10.30 | CCTV Maintenance - CN 365047 |
| 27/02/2024 | 16/02/2024 | AB Fire & Security | -61.83 | -51.53 | -10.30 | CCTV Maintenance - CN 365048 |
| 27/02/2024 | 16/02/2024 | AB Fire & Security | -61.83 | -51.53 | -10.30 | CCTV Maintenance - CN 365049 |
| 27/02/2024 | 16/02/2024 | AB Fire & Security | -65.85 | -54.88 | -10.97 | CCTV Maintenance - CN 365050 |
| | | | | | | AB Fire & Security Balance to pay 664.17 |

Income – January 2024/Year to date

| INCOME | Jan-24 | YTD |
|--|----------------|------------------|
| Precept | 0.00 | 90000.00 |
| Bank Interest | 149.88 | 1314.33 |
| Rents/leases Received | 0.00 | 125.00 |
| Insurance income | 0.00 | 0.00 |
| Contribution from other PC | 0.00 | 0.00 |
| Fees for use of assets (Wfield, BBQ etc) | 150.00 | 1500.00 |
| Other | 0.00 | 73.78 |
| Grants & donations received | 0.00 | 5060.00 |
| Drop In Social Hub receipts | 255.00 | 4287.00 |
| Christmas Cracker | 150.00 | 150.00 |
| CIL | 0.00 | 2664.75 |
| Salaries & Wages Income | 0.00 | 0.00 |
| Faircomm receipts | 0.00 | 55.60 |
| War memorial receipts | 200.00 | 4795.60 |
| RDC lottery receipts | 66.00 | 830.00 |
| Community Loan Sch Receipts | 0.00 | 0.00 |
| VAT receipts from previous year | 5836.05 | 9413.22 |
| TOTAL INCOME | 6806.93 | 120269.28 |

Agenda item 12 - Planning Committee

Planning application decisions

RR/2023/2535/P Halladale, Commanders Walk, Fairlight TN35 4BE

Demolition of existing dwelling. Replacement with new dwelling and detached garage and art studio. Relocation of vehicular access. **Approved conditional**

RR/2023/2279/P 2 Meadow Way, Norwood, Fairlight TN35 4BN

Proposed loft conversion including hip to gable extensions and dormer to front elevation. **Approved conditional.**

RR/2023/2405/P 35 Meadow Way, Igueldo, Fairlight TN35 4BN

Proposed internal reconfiguration with a loft extension (resubmission of RR/2023/1682/P). **Refused**

Agenda item 13(a) - Land Management Steering Group

Cllr Smith – Wood Field/Knowle Wood

I have reinspected the 'French Drain' along the bottom end of Woodfield. In contradiction to an earlier report, I now believe there is a real need to have the top scraped back and new stones laid. Prior to my latest inspection I never realised that at the far end towards Commanders Walk the top is now completely covered with mud and grass for about a 50metre length. I am also aware of the excessive water now coming through the gardens at the top end of Meadow Way and entering the road drains.

At best the top stones are only half as wide as they were when originally installed. I am now in possession of photographic evidence of the drains installation and what it looked like on completion. It is quite feasible that now so much of the stretch is compromised and the far end now completely covered its effectiveness is severely reduced.

Whilst I know there is reasonable flow from the far end after wet weather, I do now believe that a great proportion of top water just runs straight over the drain. To my knowledge this has had no maintenance since 2007 and is now in need of addressing.

I will request that estimates are obtained at the next Land Management meeting. My feeling is that about 25-50 metres at the far end would need about six inches to a foot extracted and new stones laid and a good scrapping back and some fresh top stones for the majority of the rest of the length.

I have spoken with the woodland volunteers and very pleased that Cllr Fellows-Turnbull has been in contact and sorted out concerns and is dealing with the tree work with the volunteer's cooperation. It is very much hoped all round that one can assist the other to aid the incredible work that they achieve.

As soon as I possibly can I will address the small list of defects at the swing park following this year's inspection. I will also make enquiries regarding the top sheet on the small slide and climbing frame.

Cllr Smith – Highways

I have re-reported the lack of full verge clearance along the top end of Battery Hill. I have included a copy to Carl Maynard, the Highways Safety Officer and our local steward. ESCC inspected to say it was not dangerous and would be handed to Rother for sweeping. I have explained that it is less than the legal minimum and must be cleared for health and safety reasons. I am still waiting for a response.

I have also complained and reported the verges in Knowle Road and Woodland Way. These have been left in a terrible state by the contractors. I spoke with them on site and enquired if they had intention of addressing the damage. Needless to say, the response was no. I have reported the entire length of Pett Level Road yet again and await a response.

I have re-reported the sink hole outside Shepherds Court and the pavement by Just Property. The first two case numbers had 'disappeared from their system'!

Cllr Horsley – Water and drainage issues/Other

The new slide and swings are on order. This will be fitted when Wood Field is dry enough to allow the lorries to get to the play area without causing a lot of damage to Wood Field.

The seat beside the bus stop near the Circle has collapsed. Subject to permissions this will be replaced, probably with another seat.

The bench outside St Peters will be replaced, once the replacement has been agreed with the church on whose land it stands.

There has been a land slip behind the Compressor House. The Preservation Trust is investigating and monitoring this situation and Rother DC has been informed.

The amounts of water pumped were still much higher than average for January and rainfall in February has so far been higher than the average for this time of year.

Cllr Fellows-Turnbull – Knowle Wood/Rights of Way/Emergency Plan/Neighbourhood Watch

I recently attended the addresses of several residents whose homes are abutted by Knowle Wood in response to their concerns about trees leaning over into their rear gardens and were extremely tall, restricting light into their properties. I informed them that the Council were awaiting the result of an arboreal expert's inspection of the wood and left them with a copy of the FPC policy document outlining that these trees did not appear to be dangerous and the trimming that they wished was not within the FPC's remit but a cosmetic matter for them to resolve. The arboreal inspection was then undertaken and a contract subsequently issued to a local tree surgeon to undertake the recommendations of the report. This will begin on Mon 26th Feb when I'll maintain a liaison with the contractor as they conduct the work.

I held a discussion with two volunteers who regularly carry out remedial coppicing in the wood, noting their comments which I've shared with FPC. They appreciated the steps taken so far and are aware of the work starting on 26th inst.

I continue to review the FPC Emergency Plan and look to resurrect a Neighbourhood Watch scheme.

Agenda item 13(c) - Southern Water Pathfinder Project (Cllr Cooke)

No written report received

Agenda item 13(d) CCTV update (Cllr Williams)

No written report received

Agenda item 14 - Finance and Administration Committee (Cllr Horsley)

The F&A Committee meeting looked at the revised Co-option policy and has recommended it to the Full PC for acceptance before any future co-options take place.

The budget monitoring and earmarked reserves were noted.

The meeting then went into confidential session to discuss the draft reply to the external auditors following two objections raised by a local elector. A few minor changes were suggested and it was decided to hold an extraordinary Parish Council meeting on 19th February 2024 to finalise the document before it being voted on at the February Parish Council meeting. A copy of the revised draft reply was circulated to all councillors in advance of the extraordinary meeting.

Agenda item 15 - Drop-In Social Hub Group (Cllr Sharpe)

No written report received

Agenda item 16 - Parish Council Website and Facebook

No written report received

Agenda item 17 - War Memorial Steering Group (Mr H Luke)

Verbal report to be given with slides

Agenda item 18 - Fairlight Pavilion Project (Cllr Cooke)

- Confirmation has just been received that Fairlight Pavilion has been entered onto the Register of Charities with the Registered Charity Number 1206922.
- The applications for the first two bank accounts have been submitted and we are now waiting for the accounts opening to be confirmed.

- Regrettably, it will not be possible to apply for VAT exemption or Gift aid status until the bank accounts are open.
- We have applied for estimates from more building companies and the initial stages of a business plan and promotional ideas are in progress.
- In addition, the building of Facebook and webpages has begun.
- At the last committee meeting there was agreement that progress on future activity was not possible until all the banking applications have been finalised and the bank accounts confirmed.
- Also, we will not progress further until the website is confirmed.

Agenda item 19 - Hastings Country Park (Mr H Luke)

Verbal report to be given

Agenda item 21 - Training/meetings attended

Flooding and Coastal Erosion online conference. (Cllr Horsley)

This was a national conference with many experts talking about the problems of flooding in general and coastal erosion. Most of the discussion was on flooding and the problem of surface water. This is something the Pathfinder project is investigating locally, as Southern Water have identified that surface water ingress into leaky pipes is a problem in Fairlight.

The discussion on coastal erosion was interesting. In Fairlight we are very lucky to have the coastal defences and the wells/pumps to help to reduce the risk of further loss of properties. Many parts of the country are not so lucky. It does put a bit of perspective on the annual cost of these local defences.