



Proper Officer/RFO: Mrs Pauline Collins

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**Minutes of Annual Parish Meeting held on Tuesday 28th May 2024  
at 7.00 pm in Fairlight Village Hall**

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

County and District Councillors – Mr C Maynard and Mr T Grohne

Proper Officer/RFO - Mrs P Collins

Members of the Public – 14

**Recording of the meeting**

The meeting was filmed and audio recorded by members of the Public for their own usage. Cllrs Horsley, Baker and Cooke had given permission to be filmed. The remaining Councillors, Proper Officer and members of the Public were excluded as they had not given their permission for appropriate reasons. The Public and Councillors were reminded to be careful when naming individuals during the filming/audio recording period.

**ACTION**

**2222 Election of the Chairperson of Fairlight Parish Council**

**2224** Councillors to propose and second a member to be Chair of Fairlight Parish Council for the next 12 months

**111** Cllr Horsley was elected Chair for the next municipal year. (Votes 7 for, 1 against)

**2411 Election of the Vice Chair of Fairlight Parish Council**

- 2224** Councillors to propose and second a member to be Vice Chair of Fairlight Parish Council  
**112** for the next 12 months  
Cllr Sharpe was elected Vice Chair for the next municipal year. (Votes 7 for, 1 against)

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

- 2224** Apologies received from Cllrs – Mr A Mier  
**113** **Resolved** to accept the reasons for absence.

**2411 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

**2411 Chairman's Report**

- 5** The Chair welcomed members of the Public and presented their report  
(See reports below)

**2411 Public questions in respect of items on the agenda**

- 6** Standing orders were suspended

The Public wished to raise questions on agenda items –

- 14) External audit report 2022/23
- 17a) Payment schedule - PKP Littlejohn invoice
- 17f) Proposed use of solicitors to draw up leases
- 24) Proposed new logo

Standing orders were reinstated

Questions were answered at the appropriate agenda item

**2411 Minutes of meeting held on Tuesday 23<sup>rd</sup> April 2024**

- 7** The minutes were distributed to Councillors prior to the meeting and made available to the Public.  
**Resolved** minutes were agreed as an accurate record and signed by the Chair.

**2411 Matters arising from the minutes not otherwise on the agenda**

- 8** There were no matters arising

## **2411 County and District Councillors reports**

- 9** Cllr Mier had sent in a report which Cllr Horsley read out. Cllr Grohne added details in respect of changes to the running of the RDC Planning Committee.  
Cllr Maynard arrived later and was heard after Agenda item 13. He reported on the discussions re the CCTV and associated costs, a new subcontractor for the highway's repairs and proposed village walkabout with the Highways Steward after the 4<sup>th</sup> July elections.

Cllr Horsley re-iterated the need for white lining on the edges of Battery Hill

## **2412 Policies and Practices including GDPR**

- 0** (a) To discuss and adopt the new recording of meetings policy  
**Resolved** to refer this item to the Finance and Administration Committee on 3rd June 2024.
- (b) To discuss and adopt the Policies and Practices of the Parish Council for 2024/25 (see website)  
Policies and practices will continue to be reviewed by the Finance and Administration Committee throughout the year.  
**Resolved** to adopt all the Policies and Practices of the Parish Council for 2024/25 including GDPR policies

## **2412 Appointment of members to Committees and Working Groups**

- 1** (a) To appoint to and resolve the membership of the following Committees, Working Groups and Roles.

Councillors appointed to the following roles:

Planning Committee – Chair, Vice Chair and members – Horsley, Sharpe, Greenup, Shortman

Finance and Administration Committee – Chair, Vice Chair and members - 4 councillors - Horsley, Sharpe, Shortman, Fellows-Turnbull

Land Management Working Group – 4 councillors – Horsley, Fellows-Turnbull, Baker

Rights of Way Officer – 1 councillor -Fellows-Turnbull

Tree Warden – 1 Councillor – Fellows-Turnbull

Highways Officer – 1 councillor – Baker

Water and Drainage Officer (inc SW Pathfinder) – 1 councillor – Horsley

Emergency Plan Co-ordinator and one warden – 2 councillors – Fellows-Turnbull, Sharpe

Grants Officer and Panel – 3 councillors – Greenup, Cooke, Fellows-Turnbull

Awards Panel - 3 councillors – Fellow-Turnbull, Greenup, Sharpe

Fairlight Watch Officer (Police, Speedwatch, Neighbourhood Watch etc) – 1 councillor – Greenup, Fellow-Turnbull

War Memorial Steering Group – 1 councillor – Sharpe

Website and Facebook co-ordinators – 2 councillors – Sharpe and husband

Fairlight Drop-in Social Hub Group – 3 councillors – Sharpe, Horsley, Shortman

Staff Appraisal – Chair and 1 councillor – Horsley, Greenup

Fairlight Preservation Trust Liaison Link – 1 councillor – Horsley, Cooke

Village Hall Liaison Link – Proper Officer and Councillor – Sharpe, Proper Officer

**2412 Appointment of members to official roles within the Council and representatives to  
2 outside bodies for the ensuing municipal year**

(a) Rother Association of Local Councils – 2 councillors – Horsley, Sharpe

(b) East Sussex Association of Local Councils – 1 councillor and Proper Officer – Horsley,  
Proper Officer

## 2412 End of year AGAR and reports – 2023/24

- 3 (a) To review, accept and resolve to adopt any recommendations given in the submitted internal audit report for the financial year 2023/24. (Copy circulated)  
To note at very short notice the internal auditor requested the audit be changed from on-site to remote. This was agreed by the Councillors by email and the resolution noted here.  
The internal auditor report was reviewed and no corrections were requested to be carried out by Mulberry & Co. Cllr Horsley read out parts of the report to inform the Public. This report will be posted on the website with the final accounts.  
**Resolved** the Finance and Administration Committee would deal with items raised and report to the Full Council for approval.

- (b) To consider the Annual Governance Statement to go to the external auditor (Documents circulated inc year end accounts, variances and Governance Statement)  
Councillors discussed and reviewed the Annual Governance Statement and confirmed the following statements in Section 1:

- YES – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- YES – We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- YES – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- YES – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- YES – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- YES – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- YES – We took appropriate action on all matters raised in reports from internal and external audit.
- YES – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- N/A – (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/ assets, including financial reporting and, if required, independent examination or audit.

Section 2: The Proper Officer had circulated section 2 with other year end documents (year- end accounts, variances analysis etc). **The figures were discussed and noted.**

- (c) To approve the Annual Governance Statement to go to the external auditor (Items 1 -8 of this statement to be agreed – see table below)  
**Resolved** to approve Section 1 and 2 of the annual governance and accountability return.

- (d) Chair or presiding person to sign and date the accounting statements for which approval has been given, to send to PKF Littlejohn external auditor  
**Resolved** the Chair and Proper Officer to sign these documents and forward

Standing orders were suspended for Cllr Maynard to present his report as he arrived late.

Details of this report are included under County and District Councillors reports

Standing orders were reinstated and the meeting continued

#### **2412 External audit report 2022/23**

- 4 (a) To review the updated external audit report for year 2022/23  
Parish Councillors have received a copy of this report but have not had sufficient time to review the document. The report is to be discussed at the Finance and Administration Committee on 3<sup>rd</sup> June 2024 and if necessary, referred back to the next Full Council meeting. The Public question was answered.

#### **2412 General Power of Competence**

- 5 (a) To consider and propose to re-adopt the General Power of Competence  
Following the May 2023 elections, where 8 Councillors were returned elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members are recommended to make the following resolution: “Fairlight Parish Council resolves from 10th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence”.  
**Resolved** from 10th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence.

#### **2412 Civility and Respect Pledge**

- 6 (a) To consider and propose to re-adopt the NALC civility and respect pledge  
**Resolved** to re-adopt the NALC civility and respect pledge.

#### **2412 Financial Matters**

- 7
- (a) To consider and approve schedule of payments and receipts for May 2024  
The Proper Officer replied to the public question  
**Resolved** to approve the payments for May 2024
- (b) To consider and sign the monthly bank reconciliations.  
**See report below**
- (c) To consider monthly budget monitoring figures.  
**See report below**
- (d) To consider and resolve the annual insurance renewal  
**Resolved** to approve the renewal of the annual insurance policy

(e) To resolve the engagement of Surrey Hills Solicitors to provide employment advice.  
**Resolved** to approve the engagement of Surrey Hills Solicitors to provide employment advice.

(f) To resolve the proposal to use solicitors to draw up new lease agreements - Fairlight Bowls Club, Fairlight Tennis Club and Fairlight Pavilion.

Standing orders were suspended to answer the Public's question

Standing orders were reinstated and the meeting continued

**Resolved** to seek quotations for the contracting of a solicitor to carry out this work

## **2412 Planning Committee**

**8** (a) To receive the monthly report  
See report below

## **2412 Land Management Group**

**9**

(a) To receive the monthly report (Cllrs Horsley and Fellows-Turnbull)  
**See reports below.**

(b) To receive an update in respect of the CCTV power outage. (Cllr Williams)  
Cllr Williams reported on discussion held with Cllr Maynard. ESCC have ascertained that the Parish Council were not paying to date for the electricity being used for the CCTV and cannot determine the amount of past costs. Written confirmation in respect of writing off of these costs by ESCC will be required by the Parish Council. Future charges cannot be metered and Cllr Williams suggested that the Parish Council propose an amount to ESCC for the annual electricity usage.

## **2413 Finance and Administration Committee**

**0**

(a) To receive a monthly report (Cllr Horsley)  
There was no Finance and Administration Committee held in May.

## **2413 Fees and charges**

**1** (a) To note no changes to fees and charges levied by the Parish Council for 2024/25  
It was noted that there were no changes to be made to fees and charges levied by the Parish Council in 2024/25

## **2413 Drop-In Social Hub Group**

**2** (a) To receive an update on the Drop-In Social Hub Group  
**See reports below.**

## **2413 Parish Council Website and Facebook**

**3**



- (a) To receive a monthly report  
Cllr Sharpe continues to support the current website and Facebook page and requested that if any omissions or errors were spotted to report them to her. A new website is being developed. **See reports below**  
**Resolved** to allow Cllr Sharpe to continue with the development of the new website.

**2413 Parish Council Logo**

- 4 (a) To review and resolve to adopt a new logo  
**Resolved** to adopt option 2 as the new Parish Council logo. Permission has been received from the FRA to use their images.

**2413 D-Day 80th event – 6th June 2024**

- 5 (a) To discuss and approve proposed events  
Events planned:  
9.15 am - Pett and District British legion to raise the flag at St Andrews Church  
10am onwards – Fish and Chips Lunch – funded by the Parish Council DISH, FRA and donations on the day  
9.15 pm Lighting of the Beacon by the Hastings Bonfire Society on behalf of the Parish Council  
All events are Public and free of charge.  
Cllr Horsley to check the Mountain Field and adjoining verge for accessibility.

**2413 War Memorial Steering Group**

- 6 (a) To receive an update on the project (Mr H Luke)  
Mr Luke has contacted EB and the lead time for receiving the stone is still considered viable. The final names and the layout are still to be finalised.

**2413 Hastings Country Park**

- 7 (a) To receive a monthly update (Cllr Baker and Mr H Luke)  
See report below  
**Resolved** to discuss anti-social behaviour with the local PCSOs initially. To raise a freedom of information request with Hastings BC in respect of the Bale House and what conditions are in place between Groundworks and Hastings Borough Council

**2413 Fairlight Pavilion Project (Mr G Smith)**

- 8 (a) To receive an update on this project  
See report below

**2413 Rother Parking Review 2 - Formal consultation**

- 9 (a) To review and resolve to respond to this consultation.  
**Resolved** not to respond to this consultation

**2414 Rother draft Local Plan 2020-2040**

**0** (a) Following the presentation given by Rother Officers and discussions at the FPC Planning Committee meeting held on 21st May 2024 Councillors will resolve the proposal to formulate a full response to the consultation which closes on the 23rd July 2024.

A small group of three Councillors and three residents has been formed and will be holding an initial meeting on 30th May 2024. A further public meeting is planned for early June to discuss proposed submissions and gather views/comments from residents.

**2414 Training/meetings attended**

**1** ESALC – see reports below  
Councillor’s induction training – Cllr Shortman

**2414 Correspondence**

**2** All correspondence had been circulated to Councillors and was available to the Public where appropriate.

**2414 Information and/or Future Agenda Items**

**3** **Future Agenda Items**  
- Community Infrastructure Levy – proposed projects etc

**2414 Date of next meeting –**

**4** Tuesday 25<sup>th</sup> June 2024 at 7.00 pm

**2414 Close of meeting**

**5** Meeting closed at 8.40 pm

**Open Forum**

Discussions and questions were raised in respect of the Fairlight Pavilion proposed lease agreement, white lines on Battery Hill, mental health of Councillors and minutes on website.

**Signed:** \_\_\_\_\_  
Chair

**Date:**

## **REPORTS FOR PARISH COUNCIL MEETING – 28TH MAY 2024**

### **Agenda item 5 – Chair’s Report**

The Parish Council have had another busy month and a long agenda tonight.

I would like to draw everyone’s attention to the prevalence of fake emails and social media posts. As there have been a few local instances recently.

Parish Councillors and some of my contacts will be aware that my name has been used in emails which have not come from me. Also, just today a member of the Tennis Club had their email hacked resulting in a large number of people receiving e mails supposedly from them. If you receive an email that doesn’t ‘sound ‘as if it is from the named sender, either because of grammar or spelling mistakes, or their sign off not being the usual one, i.e. all my love from a casual acquaintance, then be suspicious. I suggest that you contact the person either with a new email thread, or by text or phone or just ignore it. The email sender will try to get you to engage and then buy something for them or send money.

It is also well known that scams occur often on social media even on supposed private sites. These can be posts coming from someone who you don't recognise as being part of the group or an offer that just seems too good to be true e.g. Taylor Swift concert tickets. If you suspect a post on social media inform the moderator for that site.

If you have relatives who might text you beware if it seems out of character especially if they ask you to buy something for them or send them money. These can be very convincing and use information gained from other e-mails or texts. If you need further advice, we have leaflets and can discuss issues with you in confidence.

### **Agenda item 13 - End of year AGAR and reports – 2023/24**

#### **Section 1 – Annual Governance Statement**

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.

6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have	<i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

## **Section 2 – Accounting Statements**

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	82,595	96,622	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	70,000	90,000	Figure confirmed to central precept record
3	Total other receipts	20,788	37,348	Agrees to underlying accounting records
4	Staff costs	35,547	38,577	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	2,473	2,473	Confirmed to PWLB documents
6	All other payments	38,741	88,679	Agrees to underlying accounting records
7	Balances carried forward	96,622	94,241	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	96,622	94,241	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and	75,136	76,181	Matches asset register total and changes from previous year have been traced
10	Total borrowings	57,969	56,794	Confirmed to PWLB documents
11a	Disclosure notes re Trust Funds (including charitable)	NO	NO	No – the council is not a sole trustee

11b	Disclosure notes re Trust Funds (including		N/A	N/A	N/A – the council is not a sole trustee
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Inspection – key dates	2022/23 Actual	2023/24 Proposed
Date AGAR signed by council	23 May 2023	28 May 2024
Date inspection notice issued	2 June 2023	14 June 2024
Inspection period begins	5 June 2023	17 June 2024
Inspection period ends	14 July 2023	26 July 2024

### Agenda 17(a) – Schedule of payments – May 2024

<b>DIRECT DEBITS</b>						
15/05/2024	01/05/2024	Tesco Mobile	21.99	18.33	3.66	Tesco - Mobile phone inv 134207917988
<b>PAYPAL</b>						
02/05/2024	02/05/2024	Fasthosts	13.20	11.00	2.20	Web hosting inv 76304880
06/05/2024	06/05/2024	Fasthosts	10.20	8.50	1.70	Web hosting inv 76343756
30/04/2024	30/04/2024	Viking Office Supplies	77.38	64.48	12.90	Stationery inv 4155753
21/05/2024	21/05/2024	Viking Office Supplies	71.44	68.36	3.08	Stationery/DISH supplies inv 4248626
<b>CHEQUES</b>						
28/05/2024	28/05/2024	Pauline Collins	****	****	****	Salary- ay 2024
28/05/2024	28/05/2024	Pauline Collins	****	****	****	Mileage claim - May 2024
28/05/2024		Pauline Collins				Expenses claim - £460.31
28/05/2024	11/04/2024	" "	11.50	11.50	0.00	Bookers - DISH Supplies
28/05/2024	18/04/2024	" "	17.34	17.34	0.00	Bookers - DISH Supplies
28/05/2024	20/04/2024	" "	3.33	3.33	0.00	Aldi - DISH Supplies
28/05/2024	24/04/2024	" "	51.99	43.32	8.67	RBLI - D-Day lamp posts signs
28/05/2024	24/04/2024	" "	42.50	42.50	0.00	Post Office - Stamps
28/05/2024	25/04/2024	" "	20.47	20.47	0.00	Bookers - DISH Supplies
28/05/2024	25/04/2024	" "	11.00	11.00	0.00	Top Flight Supplies - Shield
28/05/2024	26/04/2024	" "	14.99	12.49	2.50	Design and Personalise - Inked stamp
28/05/2024	27/04/2024	" "	238.00	238.00	0.00	SLCC membership
28/05/2024	28/04/2024	" "	5.12	5.12	0.00	Aldi - DISH Supplies
28/05/2024	02/05/2024	" "	15.00	15.00	0.00	Slim Butcher - DISH Supplies
28/05/2024	02/05/2024	" "	7.00	7.00	0.00	Bookers - DISH Supplies
28/05/2024	12/05/2024	" "	11.47	11.47	0.00	Aldi - DISH Supplies
28/05/2024	14/05/2024	" "	6.00	6.00	0.00	Asda - DISH Supplies

28/05/2024	14/05/202	" "	4.60	4.60	0.00	Post Office - Recorded delivery
28/05/2024	02/05/202	HMRC	****	****	****	HMRC Tax & NI 06/05/24 - 05/06/24
28/05/2024	22/04/202	AB Fire & Security	44.73	37.28	7.45	CCTV inv 366125
28/05/2024	28/05/202	Activate Fairlight Youth	50.00	50.00	0.00	Use of hut by HFC for May 2024
28/05/2024	30/04/202	Fairlight Village Hall	10.00	10.00	0.00	Storage charge 01/04/24 to 31/03/25
28/05/2024	05/05/202	Fairlight Village Hall	63.00	63.00	0.00	Hall Hire - PC - inv 157
28/05/2024	06/05/202	Fairlight Village Hall	190.00	190.00	0.00	Hall Hire - DISH - inv 161
28/05/2024	08/05/202	Countrymans Contractors	446.40	372.00	74.40	Grass Cutting - April 24 inv SI-4262
28/05/2024	15/05/202	Beverley Price	150.00	150.00	0.00	Caretaker- May 2024
28/05/2024	14/05/202 4	Mulberry Local Authority Services Ltd	214.50	178.75	35.75	Internal audit 2023/24 accs inv INV-0197
28/05/2024	21/05/202	ESALC Limited	48.00	40.00	8.00	Councillor training inv 1837
28/05/2024	22/05/202	AB Fire & Security	44.73	37.28	7.45	CCTV inv 366654
28/05/2024	23/05/202	PKF Littlejohn LLP	2486.70	2072.25	414.45	External Audit 2022/23 inv 0200000007
28/05/2024	28/05/202	Unity Trust Bank	10000.0	10000.0	0.00	Transfer of funds to Instant Access
28/05/2024	17/04/202	Zurich Municipal	846.91	846.91	0.00	Annual Insurance inv 532646508

**Agenda item 17(b) and (c) – Bank Reconciliation and Budget Monitoring - Proper Officer’s report**

The current budget monitoring and bank reconciliations have not been completed for April and May yet due to the close down of 2023/24 accounts being carried out. However, both income and expenditure are being checked by myself in line with the current budget.

Details of expenditure has been circulated on each agenda as payment schedules.

Income received in April includes the first payment of the Precept of £47500 and the earlier than expected payment of the CIL monies for the Market Garden site - £43409.81. (This was not expected until June)

The early release of the CIL monies has caused the Natwest Bank account to increase to £109 376.49 at the end of April. From this amount should be deducted £5193.81 in uncashed cheques at the end of April.

Also, expenditure for May currently stands at £8793.12 and an additional £10000 has been transferred to the Unity Trust Bank account.

	£
Balance in Natwest 30/04/24	109376.49
Uncashed April cheques	(5193.81)
Expenditure May 2024	(8793.12)
Transfer to Unity Trust Bank – May 24	(10000.00)
	-----
Balance	85389.56

It is expected for the Natwest account in June to be reduced to the acceptable FSCS £85k figure and below. One large item of expenditure due to be paid for in June is the new playground equipment - £15k. This will reduce the balance even more.

The Unity Trust Instant Access account balance will be £80k plus interest once the May deposit has been made.

Future provision for another bank account should be considered if thought necessary.

### **Agenda item 18 – Planning Committee**

#### **(a) RR/2024/560/P 34 Knowle Road, Cotillion, Fairlight TN35 4AT**

Adaptions for respite care for elderly relative comprising single storey side extension with link bridge to accommodate wheelchair access and extended driveway for Assisted Vehicle access.

Following discussions the Committee agreed the following comments and concerns:

- Councillors do not approve of this application.
  - More clarification is required in respect of the plans provided and accessibility for the elderly wheelchair bound relative.
  - The changes requested do not appear to be fit for purpose for respite care or a wheelchair bound person.
  - No internal lift is shown to access the lower floor facilities – wet room/toilet or other facilities
- 
- The first-floor bathroom and toilet near the respite bedroom do not provide adequate amenities and are too small to be used by a wheelchair user.
  - There would seem to be only a provision for a bedroom for the relative and no lounge/sitting room for daytime use or use by visitors or family to connect with the relative.
  - The facilities should be used only for respite and not as a permanent residence for the relative.
  - Access to other parts of the property are restricted due to no adaptations being requested for widening of doors or changes to kitchen facilities.
  - Details raised in the RDC decision notice in respect of a prior planning application RR/2021/2556/P should be taken into account.
  - An additional dropped kerb will be required for the additional large mobility vehicle parking space.
  - The overall appearance of the property would be changed.
  - The concerns of the Forestry Commission were noted.
  - The additional roof light on the extension will omit additional light and should be covered at night to assist with the dark skies in this area.
  - No large lorries should be used for deliveries as this road is narrow.
  - All materials and contractor's vehicles should be stored on site as this road is narrow and neighbours require access to their properties.
  - Comments/views from the neighbours should be considered.

#### **(b) RR/2024/751/P 31 Knowle Road, High Trees, Fairlight TN35 4AT**

Single storey replacement extension of the existing conservatory, as well as a complete replacement of the existing roof with new accommodation at first floor level.

Following discussions the Committee agreed the following comments and concerns:

- Questions were raised in respect of the new roof height as no comparison was made with the



current roof height on the plans.

- An increase in height of the roof will change the appearance of this house compared to other houses in the road.
- The large windows/doors on the first-floor – both front and rear may raise concerns of overlooking other properties.
- The additional roof light on the extension and large windows/doors on the first floor will omit additional light and should be covered at night to assist with the dark skies in this area.
- Concerns may be raised as this property is close to ancient woodland.
- No large lorries should be used for deliveries as this road is narrow.
- All materials and contractor's vehicles should be stored on site as this road is narrow and neighbours require access to their properties.
- Comments/views from the neighbours should be considered.

### **Agenda item 19 – Land Management**

Water Issues – Cllr Horsley

The compressors for the cliff pumps have been serviced and re set, this may reduce electricity costs.

### **Agenda item 22 – Drop in Social Hub**

As we have now been running for more than a year, we had our first inspection from the Food Standards Agency on the 13th May. We were told not to expect a 5 on our first inspection, that never happens. We did get a 4 though, which we are really pleased about. The Inspector said “I am pleased with what I observed”. The only thing needed is one more document to add to the mountain of paperwork we already have to do. We will have another inspection in 3 months' time.

### **Agenda item 23 – Parish Council Website and Facebook**

There still seems to be some confusion over this, despite it having been explained a number of times at a number of meetings.

The domain is currently hosted by Fasthosts. There is nothing wrong with the domain.

Fasthosts have a very poor customer service and will not update our PHP.

Our PHP currently stands at PHP 7.4.33 and our Word Press is 6.0.8

PHP versions from 5.6 up to 7.4 are now, what is termed, End of Life.

This means that they are no longer supported and are vulnerable to bugs and unpatched security issues.

Up to date PHP is now at version 8.2 and Word Press is at version 6.5.3

Because we can't update the PHP, that means we are also unable to update Word Press and all the plugins.

In summary, the website is unstable and is constantly dropping links, losing formatting, and has even crashed completely on one occasion, which meant many hours working to get it back online.

This is why I am currently building a fresh site that will be hosted on GoDaddy, a host that I have had many years' experience with and who's customer service is excellent.

### **Agenda item 24 – Proposed New Parish Council logo**

**OPTION 1**



**OPTION 2**



**Agenda item 25 – D-Day 8<sup>th</sup> event**

As part of the D-Day celebrations, the Parish Council and the FRA are putting on a Fish & Chip Lunch in the Village Hall on Thursday 6th June. This will be a free event although it will be ticketed to help the catering.

Tickets are available at DISH on Mondays and MOPPs on Fridays.

**Agenda item 27 – Hastings Country Park – Cllr S Baker**

Proposal to FPC regarding Upper Fairlight and Country Park Issues

**1. Antisocial behaviour**

There is a reported issue of youths using the upper Fairlight car park for driving badly, doing wheelies and doughnuts late at night is an antisocial behaviour and upsets residents and is a potential danger.

**Proposed Action.**

- FPC to contact the local Police Community Support Officer to seek clarity or any action proposed. (I am happy to pursue the details and information on this.)
- FPC should write to the Crime Commissioner early in their tenure following election to request action. (Should come from the Proper Officer if Police information insufficient.)
- Clearly attendance by roving police on a Friday and Saturday night will act as a deterrent.

## 2. **Bale House Licence**

There are local concerns that Groundworks South, the management company for the Bale House appears to be seeking to push the boundaries of the licence in terms of alcohol and events. This would have a significant negative impact of the area.

### **Proposed Action.**

- FPC should request Haydon Luke to engage the company and convene a meeting to discuss the longer term plans of the Bale House specifically related to alcohol sales, late night usage and potential events that might affect the environment, area and community.
- Should this be declined, formal approaches should occur to secure the information prior to appropriate action. This should be via the Proper Officer.
- Hastings BC should be included in the dialogue especially as there will be a newly elected councillor at Hastings BC.

## **Agenda item 28 – Fairlight Pavilion Project – Mr G Smith**

Fairlight Pavilion project is still ticking over albeit with ‘teething’ problems.

Two of the members recently met with two Fairlight Parish Council members to discuss a lease and conditions. This was discussed at our last meeting. The committee has sent a reply to the Parish Council requesting a lease agreement.

We have/are questioning the building regs regarding surface water of car parking areas. *Faircomm* were told and assumed that the ground was permeable. However, plans accepted by Fairlight Parish Council and Rother planners forming condition 6 of the planning permission show excessive plans or unknown to us. This puts relaying of the car park out of financial reach.

As this is now a separate project and the committee will not be requiring a lease of the car park which is shared by numerous users. It still requires sorting due to planning conditions. A situation I am verifying with Pump House Designs and Rother Planning Dept

Until a lease is granted the project cannot move forward with finalising opening bank accounts (although Lloyds is now imminent, at last), a business plan or seek funding.

## **Agenda item 31- Training/meetings attended**

ESALC Chairs Forum – 22<sup>nd</sup> April 2024

This is a zoom meeting of Chairs and Vice Chairs from across East Sussex. It is chaired by Trevor Leggo CEO.

The first topic was a plea to make sure that the Proper Officer is not bullied or harassed by Councillors or the Public in the course of their work. If anyone witnesses such behaviour it should be called out. Do not look the other way, or you are condoning it.

The importance of the Councillors having consent from Parish Council before committing the Council to any expenditure was emphasised.

The problem of unacceptable behaviour and comments including on social media was discussed. A lot of councils are having issues with resident's behaviour. Keyboard warriors were discussed and there was advice about personal and on-line safety. It was advised that councils should look at their social media policies and make sure they publicise what will not be tolerated in communications concerning the Parish Council.

The recording of meetings was discussed, several council's audio record meetings for their own use.

### **District Councillor Mier – Report**

Rother held its annual meeting on 20 May.

Cllr Richard Thomas was elected Chair and I was elected Vice-Chair (an office I have held previously).

I am now back on the Planning Committee (not as chair) together with Cllr Tim Grohne.

In addition, I have returned to be Chair of the Licensing and General Purposes Committee.

A proposal to reform the Planning Committee by measures including the reduction in size of the committee from 14 to 10 members and a restriction on cabinet members serving on the committee was (put simply) deferred by the narrowest of margins - that is by the Chair's casting vote.

I voted for deferral as I think the measures deserve more thought. Speakers' reservations about the measures included the question of securing proper representation across our diverse district - Ancient towns / Bexhill / Rural.

Council voted to take a position in favour of "Zane's Law" which would better regulate waste disposal sites.

Last Sunday I attended a meeting in Fairlight Village Hall called by residents ("The Village People") to discuss parking issues in Fairlight.

The public lavatories at Pett Level reopened in time for the late May bank holiday. My thanks to Pett Parish Council for negotiating a compromise with Rother. At present the agreement covers only this summer, but I hope it will be extended. The lavatories were very busy last weekend.