

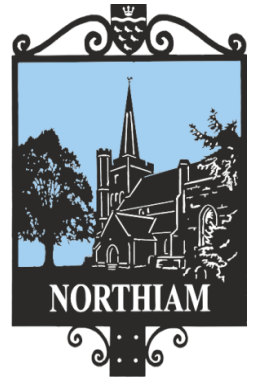
Northiam Parish Council

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Minutes of the Full Council meeting held on Thursday 18th May 2023 held at Northiam Village Hall

Present: Cllr Biggs, Cllr Fairbrass, Cllr Fenton, Cllr Harding, Cllr Lockett, Cllr Russell, Cllr Sargent, Cllr Schlesinger, Cllr Wadie

Also Present: Georgina Jackson, Locum Clerk, Cllr Redstone, Cllr Ganly, Cllr T Biggs and 18 Members of the Public

Date: 22nd May 2023

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- FC23/1. To Elect a Chairman for the Parish Council for 2023/24 and receive declaration of acceptance of Office for Chairman.**
Nominations were received, seconded and majority vote taken. It was **RESOLVED** that Cllr Fairbrass be appointed as Chairman. The Declaration of Acceptance of Office for Chairman was signed.
- FC23/2. To elect a Vice Chairman for the parish council for 2023/24.**
Nominations were received, seconded and majority vote taken. It was **RESOLVED** that Cllr Wadie be appointed as Vice Chairman. The Declaration of Acceptance of Office for Vice Chairman was signed.
- FC23/3. To receive declaration of office forms from the new council.**
All declarations of office forms were received from councillors present at the meeting.
- FC23/4. Apologies for Absence**
There were none.
- FC23/5. Minutes** – It was **RESOLVED** that the minutes of the Full Council Meetings held on 13th April 2023 be approved and the minutes were duly signed.
- To consider Committee and Working Group Terms of Reference and scheme of delegation for approval**
- FC23/6. To agree committee terms of reference and scheme of delegation.**
It was **RESOLVED** to adopt the Finance and Human Resources Committee Terms of Reference.
- FC23/7. It was **RESOLVED** to adopt the St Francis Field Committee Terms of Reference.**

FC23/8. It was **RESOLVED** to adopt the scheme of delegation.

Committee and Working Group structure for 2023/24

FC23/9. To appoint membership of committees and working groups for 2023/24.
It was **RESOLVED** that the following councillors would make up the Finance and Human Resources Committee.

Cllrs Fairbrass, Harding, Sargent, Schlesinger and Wadie.

FC23/10. It was **RESOLVED** that the following councillors would make up the St Francis Field Committee.

Cllrs Biggs, Russell and Sargent.

FC23/11. To appoint Chairman of Finance and Human Resources Committee.
It was **RESOLVED** to appoint Cllr Sargent as the Chairman of the Finance and Human Resources Committee.

To review the following for adoption:

FC23/12. Standing Orders.
It was agreed by **RESOLUTION** that the Standing Orders be adopted with the following Amendment to 3G:

“A member of the public shall not speak for more than 3 minutes”.

It was also **AGREED** to check whether these were the most up to date Standing Orders.

FC23/13. Financial Regulations.
It was agreed by **RESOLUTION** that the Financial Regulations be adopted.

To complete annual review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

Documents can be found on the parish council website

<https://northiamparishcouncil.org/contracts-and-leases/>

FC23/14. Management Agreement with St Francis Field CIC
It was **noted** that the Management Agreement would need to be renegotiated.

FC23/15. Northiam Bowling Club Lease
It was **noted** that the attestation clause would need to be changed to reflect the standing orders.

FC23/16. St Francis Field Stables Lease
It was **noted** that the stables lease is currently being regularised.

FC23/17. St Francis Field Stables – Letter of Intent.

This was reviewed and **noted**.

FC23/18. SSE Business - Electricity

This was reviewed and **noted**.

FC23/19. John O'Connor Landscape Maintenance

This was reviewed and **noted**.

FC23/20. Moloney – Lollipop Lady

It was **noted** that there was a problem finding the paperwork and the clerk would follow this up.

FC23/21. Dog Bin Emptying Contract.

This was reviewed and **noted**.

FC23/22. East Sussex County Council – Grass Cutting

This was reviewed and **noted**.

FC23/23. It was noted that there should be a football pitch contract and it was **AGREED** that the clerk would investigate this further.

To appoint Representatives to External Bodies for 2023/24 and agree arrangements for reporting back to Full Council

FC23/24. Rother Association of Local Councils.

It was **RESOLVED** that Cllrs Fairbrass and Harding would represent the council.

FC23/25. To consider reporting arrangements back to Full Council.

It was **RESOLVED** to place all external meetings on the Full Council agenda each month for reporting back to councillors.

FC23/26. **To resolve that the parish council having more than two thirds of its councillors elected on 4th May 2023 and having a qualified Clerk adopts the General Power of Competence.**

It was **RESOLVED** to adopt the General Power of Competence.

To complete annual review of the following: -

FC23/27. Asset Register.

It was **noted** that the asset register was not completely up to date and work will be undertaken on this.

FC23/28. Insurance.

The insurance cover was reviewed and **noted**.

To complete annual review of the Council's subscriptions: -

FC23/29. East Sussex Association of Local Council membership

It was **RESOLVED** to continue with this subscription.

FC23/30. Information Commissioner
It was **RESOLVED** to continue with this subscription.

FC23/31. RALC
It was **RESOLVED** to continue with this subscription.

FC23/32. Institute of Cemetery and Crematorium Management.
It was **RESOLVED** to continue with this subscription.

To complete annual review of the complaints procedure: -

FC23/33. Complaints Procedure – To note that this was undertaken in April 2023.
It was agreed by **RESOLUTION** that the Complaints Policy be adopted.

To complete annual review of the council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation: -

FC23/34. Model Publication Scheme.
It was agreed by **RESOLUTION** that the Model Publication Scheme be adopted.

FC23/35. Freedom of Information Policy
It was agreed by **RESOLUTION** that the Freedom of Information Policy be adopted.

FC23/36. Privacy Notice
It was agreed by **RESOLUTION** that the Privacy Notices be adopted.

FC23/37. Data Protection Policy
It was agreed by **RESOLUTION** that the Data Protection Policy be adopted.

FC23/38. Data Protection Breach Management Plan
It was agreed by **RESOLUTION** that the Data Protection Breach Management Plan be adopted.

To complete annual review of employment policies and procedures:-

FC23/39. Employee Handbook – Northiam Parish Council do not have one.
It was **AGREED** that the clerk would create an employee handbook.

To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.

FC23/40. To agree holding council meetings at Northiam Village Hall.
It was **RESOLVED** that council meetings would be held at Northiam Village Hall.

FC23/41. To consider meeting dates for the next municipal year.
It was **RESOLVED** to agree the meeting dates for the next municipal year, these dates can be found on the parish council website.

FC23/42. **To commence Ordinary Meeting of the Council.**

FC23/43. To receive Declarations of Interest

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.

Cllr Wadie declared an interest in item FC23/66.

FC23/44. Chairman's Announcements

There were none.

The meeting was closed at 19.31.

FC23/45. To adjourn the meeting to enable members of the public and Councillors to address the meeting. This is a 'for information' session only and no action can be taken upon those items raised.

A member of the public congratulated the new council and gave an update on the appointment of transport engineers for change of use applications at St Francis Fields.

The meeting was re-opened at 19.35

FC23/46. To receive report from County Councillor

Cllr Redstone reported on the following:-

- Potholes; the new contractor started on 1st May and you should start to see an improvement in the pot hole position shortly.

FC23/47. To receive report from District Councillors

Cllr Ganley reported on the following:

- Rother District Council reserves.

FC23/48. Cllr T Biggs reported on the following:-

- Congratulated the new council.
- Commented on the lack of police vision and stated that he would work with the local councils to bring back regular meetings with parish council representatives.

Finance**FC23/49. To receive and approve the payment report for May 2023**

The payments of £24,677,29 for May 2023 were circulated and **AGREED**.

FC23/50. To receive the bank reconciliation August to February 2023

The Chairman and RFO will review bank statement and reconciliation statement for signature.

It was **RESOLVED** that the bank reconciliation for August 2022 were approved and duly signed.

Coop	£73,885.54
Hodge	£81,683.08
Unity Trust Bank	£25,997.48
Nationwide	£51,622.24

Barclays	£120,552.84
Petty Cash	£62.31

FC23/51. It was **RESOLVED** that the bank reconciliation for September 2022 were approved and duly signed.

Coop	£58,781.92
Hodge	£81,683.08
Unity Trust Bank	£25,997.48
Nationwide	£51,622.24
Barclays	£87,540.14
Petty Cash	£62.31

FC23/52. It was **RESOLVED** that the bank reconciliation for December 2022 were approved and duly signed.

Coop	£58,974.18
Hodge	£81,683.08
Unity Trust Bank	£26,143.73
Nationwide	£51,622.24
Barclays	£90,469.81
Petty Cash	£62.31

FC23/53. It was **RESOLVED** that the bank reconciliation for January 2023 were approved and duly signed.

Coop	£52,242.95
Hodge	£81,683.08
Unity Trust Bank	£26,143.73
Nationwide	£51,622.24
Barclays	£93,708.81
Petty Cash	£62.31

FC23/54. It was **RESOLVED** that the bank reconciliation for January 2023 were approved and duly signed.

Coop	£48,863.56
Hodge	£81,683.08
Unity Trust Bank	£26,143.73
Nationwide	£51,622.24
Barclays	£94,975.81
Petty Cash	£62.31

FC23/55. To receive time sheets from the clerk and RFO for the time period 08/04/2023 to 12/05/2023.

The timesheets were **noted**.

FC23/56. To approve travel expenses for the locum clerk.

It was **RESOLVED** to approve the travel expenses for the locum clerk.

FC23/57. To consider the bank mandates.
It was **RESOLVED** to add the following councillors to the bank mandate for 2023/2024:

Cllrs Fairbrass, Sargent and Schlesinger.

It was also **RESOLVED** that the old signatories would remain in place until the bank mandate has been updated.

FC23/58. Items of expenditure to consider outside budget limit
Councillors to consider spend costs outside of the approved annual budgets and outside of officer delegated authority.

(a) To consider the cost of mending the zip wire
CIL Monies Budget Actual YTD £23,987.88.

It was **RESOLVED** to proceed with Safeplay subject to the lead time.

FC23/59. (b) To consider the cost of undertaking the repairs flagged in the annual play inspection of May 22.

CIL Monies Budget Actual YTD £23,987.88.

It was **RESOLVED** to proceed with Safeplay subject to the lead time.

Civility and Respect Pledge

FC23/60. To consider and adopt the Local Government Association Code of Conduct.
It was **RESOLVED** to adopt the Local Government Association Code of Conduct.

Biodiversity Audit

FC23/61. To consider request from Rother District Council to carry out a biodiversity audit on parish council owned land.

It was **RESOLVED** to agree to the request to carry out a biodiversity audit on parish council owned land.

St Francis Field

FC23/62. To consider the appointment of Transport Engineers for Change of Use applications at St Francis Fields.

It was **RESOLVED** to appoint GTA to undertake the report for the change of use application.

It was also **AGREED** that 50% of the cost would come from St Francis Field reserves and 50% would come from the S106 cemetery monies.

FC23/63. To note the dates for the pop up pub.
The following dates were **noted**.

- 26, 27, 28 and 29 May (Whitsun w/e)
- 16, 17 and 18 June
- 30 June, 1 and 2 July
- 14, 15 and 16 July
- 28, 29 and 30 July

- 11, 12 and 13 August
- 25, 26, 27 and 28 August (Bank Holiday w/e)
- 8, 9 and 10 September.

FC23/64. To receive update on the geotechnical survey required for the planning application.
It was **RESOLVED** to defer this item.

Planning applications

FC23/65. RR/2023/798/P - Mill Lodge, New Road, Northiam TN31 6HS - Conversion of existing front & rear dormers to pitched roofs. Remove west facing chimney stack. Re-tile roof to match existing tiles.
It was **RESOLVED** that there was no objection to this application.

FC23/66. R/2023/793/P - Mulberry House, Station Road, Northiam TN31 6QA - Variation of condition 2 and removal of condition 4 imposed on planning permission RR/2022/159/P to allow the removal of the proposed single storey extension and garden roof terrace from the proposal, and changes to the proposed windows and doors.
It was **RESOLVED** to support this application with the following condition:

The first floor window should be conditioned so the lowest opening is 1700 above floor level because of neighbours privacy.

FC23/67. RR2023/706/P - The Mill, Station Road, Northiam TN31 6QT - Demolition of the rear store building range, retention of the Mill as a detached dwelling and construction of 2 dwellings, landscaping, parking and gardens. Use of existing access to Station Road (to replace extant consent issued under RR/2018/328/P and RR/2021/449)
It was **RESOLVED** to support this application.

FC23/68. RR/2023/695/P - Fernbank, Rye Road, Northiam TN31 6NJ - Proposed conservatory to side elevation.
It was **RESOLVED** to support this application.

FC23/69. **To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**
There were none reported.

FC23/70. **Questions from Councillors**
Cllr Wadie enquired about undertaking a business plan for the council. It was suggested that a Strategy Committee is formed to discuss strategy and aims and objectives.

FC23/71. To agree the public's exclusion from the confidential part of the meeting.
It was **RESOLVED** to move into public session at 20.31.

That in view of the confidential nature of the business (employment/legal issues/contractual) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw

Contracts

FC23/72. To consider entering into a new Pest Control Contract at St Francis Field and to agree what budget line this would come from.

It was **AGREED** to ask the tenant what pest control they have in place.

The meeting was closed at 21.00

Signed.....

Date.....