



Seaford Town Council

MINUTES of the meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 6th November 2014** at **7.00pm**.

Present:

Councillor M Brown (Mayor), Councillor T Goodman (Deputy Mayor)
Councillors S Adeniji, R E Allen, B Burfield, G Cork, S Dunn, P Franklin, S Gauntlett, A Hayder, A Latham, L Lord, S McStravick, R Needham, A White and I White.
James Corrigan, Interim Town Clerk – Seaford Town Council
Ben King, Projects & Facilities Manager – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
Police Sergeant Stuart Mullins

17 members of the public.

C88/11/14 Apologies

Apologies for absence were received from Councillors B Groves, P Heseltine, L Wallraven and B Warren, and the Young Mayor, Millie Hemsley.

C89/11/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

C90/11/14 Presentation by Seaford Town Football Club

A verbal presentation was made for Seaford Town Football Club by Jason Hall, Rob Bull, Maria Caulsfield and Bob Thompsett, requesting that the Council set up a working group to look at the regeneration of football facilities for the club and the town.

Further to the presentation, the members discussed the request and it was **RESOLVED** that the request to set up a working group be **NOT CARRIED** due to the development plan for the Salts Recreation Ground being discussed later in this agenda and the football facilities likelihood to be assessed and included in the creation of a development plan for Crouch Gardens.

C91/11/14 Public Participation

Bob Brown *Voiced his concern for the request from the football club regarding the sale of the Crouch and his support for agenda items 14, 18 and 25, noting that East Sussex County Council had not replaced all of the flood barriers in the storm wall along the promenade.*

Roger Foxwell *Urged the Council to consider creating a Neighbourhood Plan. Regarding agenda item 14, questioned how much is paid for the Ranger services on the Nature Reserve; whether the land management needed to be looked at; and how the Council planned to utilise South Hill Barn with no utilities available at the site.*

Interim Town Clerk The Council pays £10k per annum for the Ranger service from Sussex Wildlife Trust. There is a Management Plan in place for the Nature Reserve incorporating work from 2014 to 2017. There is £3,250.00 HLS funding available for the Nature Reserve this year.

*Debbie Ward
(Seaford
Residents'
Voice)* *Questioned whether the Council, if selling property in Seaford, could put a covenant on the land so it stays as housing for the residents of Seaford not further homes for the elderly?*

Questioned what had happened with the S106 monies from McCarthy & Stone?

Cllr S Adeniji Lewes District Council are yet to receive any S106 monies from McCarthy & Stone. The Inspector agreed that S106 money would be paid if the 10 affordable houses were built. McCarthy & Stone have said in principle that they are committed to build the properties yet have said they do not know who owns the land so are unable to build on it. Any attempts to get a further update from McCarthy & Stone have so far gone unanswered.

C92/11/14 Minutes

It was **RESOLVED** to **NOTE** and **ADOPT** the following minutes:

- C92.1** Disciplinary Sub-Committee – 14th August 2014
- C92.2** Finance & General Purposes – 14th August 2014
- C92.3** Full Council – 21st August 2014
- C92.4** Disciplinary Sub-Committee – 27th August 2014
- C92.5** Planning & Highways – 28th August 2014
- C92.6** Golf – 2nd September 2014
- C92.7** Planning & Highways – 18th September 2014
- C92.8** Community Services – 25th September 2014
- C92.9** Personnel Sub-Committee – 8th October 2014
- C92.10** Planning & Highways – 9th October 2014

- C92.11** The Interim Town Clerk was requested to chase up the action from minute reference C66.1 (Full Council – 21st August 2014).

C93/11/14 Police Report

Police Sergeant Stuart Mullins gave a verbal presentation of his Police Report that had been circulated to all members ahead of the meeting.

Sergeant Mullins commended Seaford Bonfire Society and all those involved with Seaford Bonfire Night for such a great event.

(Police Sergeant Mullins and three members of the public exited the meeting)



C94/11/14 Mayor's Report

Members considered report 149/14.

It was **RESOLVED** that the proposal to set up a working group to look at the structure of the Council be **NOT CARRIED**.

C95/11/14 Deputy Mayor's Chain

Members considered report 150/14.

It was **RESOLVED** to **AGREE** to the Deputy Mayor wearing the Deputy Mayor's chain at the same time as the Mayor wearing the Mayor's chain, when at functions within the town of Seaford.

C96/11/14 Young Mayor's Report

Members **NOTED** the content of report 148/14 and thanked the Young Mayor for submitting the report.

C97/11/14 Clerk's Report

The Interim Town Clerk provided a verbal update on the written Clerk's report (report 155/14) and took questions from members.

C97.1 The Interim Clerk confirmed that the Section 38 agreement for the road access to the new clubhouse is being processed however there are some delays in getting the necessary residents signatures; two of six have been obtained.

There are some delays with the delivery of the interior furniture and it may therefore be necessary to hire furniture for the first few weeks of operating. The utility company delayed putting in the necessary meters meaning there is no gas to heat the building and dry it out.

C97.2 The Interim Clerk confirmed that the hire of additional support for the Council on a casual basis (as mentioned in section 1.26 of the Clerk's report) has been done by utilisation of the Professional Support budget and is within the spending power of the Clerk according to the Council's Scheme of Delegation.

C97.3 It was suggested that three additional priorities be added to the Clerk's priorities going forwards;

- i. Assessing if the Council have enough staff to cover future plans;
- ii. Creating a plan/mission statement for the Council going forwards;
- iii. Looking at ways in which to raise the Council's revenue other than precept.

C97.4 The contents of the report were **NOTED** and it was **RESOLVED** that the priorities going forwards, including the aforementioned additions at C97.3, be **AGREED**.

C98/11/14 District & County Council Update

- C98.1** Cllr S Adeniji (Lewes District & Seaford Town Councillor) -
Confirmed that Lewes District Council has said it will look at providing green waste collections for the District.
- C98.2** Cllr C Lambert (East Sussex County Councillor) –
Gave a verbal update on work done at County level regarding safe crossings in Seaford, Cycle Seahaven's 'Accessible Seaford' master plan, the cycling on the promenade scheme, the reduction of days at Seaford's Household Waste & Recycling Site, green waste collections, Seaford Library and the planning application for the former Caffyns site.
- Cllr Lambert confirmed that she had opposed the proposals to changes to the Meals in the Community service; she would check whether or not Cabinet had voted on this.
- Cllr Lambert confirmed that the Adult Social Care department would consider a transfer of Homefield Place but would require a business proposal to be put forward in order to do so.

C99/11/14 Closure of Entrances to The Crouch on Match Days

Members considered report 139/14.

It was **RESOLVED** to **AGREE** to Seaford Town Football Club closing some entrances to The Crouch for half an hour prior to kick off on match days. Seaford Town FC are to ensure notices are placed on entrances to The Crouch informing members of the public of the club's fixtures for the coming month.

(a short break was held from 8.25 to 8.40pm – 10 members of public exited the meeting)

C100/11/14 Partnership Working with Sussex Wildlife Trust

Members considered report 141/14.

- C100.1** Cllr Gauntlett declared a non-pecuniary interest as he is an appointed member of the Seaford Head Local Nature Reserve Management Committee.
- C100.2** It was **RESOLVED** to **AUTHORISE** Council Officers to progress the South Hill Barn project working in partnership with Sussex Wildlife Trust, with a view to presenting a final proposal; and to **APPROVE** circulation of a draft proposal to Councillors prior to the Council meeting at which it will be considered.

C101/11/14 Salts Development Plan

Members considered report 145/14.

- C101.1** The Interim Clerk confirmed that the Council is working with Lewes District Council to get some of the other open spaces S106 monies reallocated to The Salts.
- C101.2** The Interim Clerk confirmed the working group set up to look The Salts has concluded at the moment as this Development Plan, if adopted, becomes Council policy for Council Officers to work from.

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- C101.3** The Interim Clerk confirmed that the plan has little impact on the Capital Wishlist; The Salts has always been high priority in the wishlist.
- C101.4** The Interim Clerk confirmed that external funding possibilities will be looked in to, as will working with local clubs for external grants they can get for their specific areas. The development plan would be implemented in stages, with spend coming from external sources not precept.
- C101.5** Council Officers will create a Gantt/project chart for the development, initially regarding the consultation stages, that can be distributed to Councillors to keep them aware of the progress/timescales.
- C101.6** It was **RESOLVED** to **APPROVE** that the Salts Development Plan be adopted as a Council policy document.
- C101.7** It was **RESOLVED** to **APPROVE** that Council Officers pursue the implementation of priority projects starting with children's play space; commencing projects at appropriate stages when funding is identified.
- C101.8** It was **RESOLVED** to **APPROVE** the Capital Wishlist be amended to properly reflect the contents of the Development Plan.
- C101.9** It was **RESOLVED** to **NOT APPROVE** that the format of the Development Plan be used as a general template to work from with future development plans for Seaford Town Council assets, and to reserve judgement until the Council has more experience of the proposal.

C102/11/14 Standing Orders

Members considered report 152/14 and discussed the Standing Orders proposed for adoption.

- C102.1** It was **PROPOSED** to **ADOPT** the Standing Orders with the following amendment;

7.a. 'A resolution shall not be reversed within six months except either by a special motion which requires written notice by at least seven Councillors for Council, Committee and Sub-Committee resolutions, to be given to the Proper Officer in accordance within Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.'

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	Abstained
Cllr M Brown	For
Cllr B Burfield	Against
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Against
Cllr S Gauntlett	For
Cllr T Goodman	For
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For

Cllr R Needham	For
Cllr A White	For
Cllr I White	Against

The **MOTION** was **CARRIED** (12 for, 3 against, 1 abstention).

C102.2 It was **PROPOSED** to **AGREE** to remove the positions of Leader and Deputy Leader of the Council with immediate effect but that they (the Councillors holding those positions) may continue in their role at meetings, as councillors, for the remainder of the Municipal Year if they wish to do so.

A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	For
Cllr B Burfield	Abstained
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Abstained
Cllr S Gauntlett	For
Cllr T Goodman	Abstained
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For
Cllr R Needham	For
Cllr A White	For
Cllr I White	Against

The **MOTION** was **CARRIED** (12 for, 1 against, 3 abstentions).

C103/11/14 Travellers Policy

Members considered report 136/14.

It was **RESOLVED** to **ADOPT** the Travellers Policy and Procedure and to **APPROVE** a review date either after the next occurrence of an unauthorised encampment or September 2017, whichever is sooner.

C104/11/14 Remuneration for Town Councillors

Members considered report 144/14.

It was **RESOLVED** to **DEFER** a decision on this item until the next Council have taken office in May 2015.

C105/11/14 Tree Policy

Members considered report 142/14.

It was **RESOLVED** to **ADOPT** the Tree Policy and to **APPROVE** a review date of November 2017.

MD

C106/11/14 Memorial Policy

Members considered report 143/14.

It was **RESOLVED** to **ADOPT** the Memorial Policy as presented with an additional section incorporating;

‘The Council will welcome memorial/sponsorship donations, of any size, towards general projects, with an entry going in a memorial book to be set up by the Council.’ and to **APPROVE** a review date of November 2017.

C107/11/14 Internal Auditor Correspondence

Members considered report 146/14.

C107.1 Members **NOTED** receipt of the letter from Auditing Solutions Ltd dated 6th October 2014.

C107.2 It was **RESOLVED** to **INSTRUCT** the Responsible Finance Officer to investigate options for actions to be taken with regards to the Council’s internal audits and report back to Full Council at their next meeting.

C108/11/14 Freedom of the Town

Members considered report 138/14.

C108.1 It was **RESOLVED** to **APPROVE** the Council’s Honorary Freedom of the Town Policy, with the removal of the parentheses and use of a slash for ‘freeman/freewoman’, and to set a review date of November 2017.

C108.2 It was **RESOLVED** to **INSTRUCT** Council Officers to implement and oversee the process to appoint a Freeman/Freewoman of the Town as per the policy, formally reporting back to Full Council on 15th January 2015.

C109/11/14 VAT Notice of Assessment

Members **NOTED** the content of report 140/14.

It was **RESOLVED** to **SUPPORT** the Interim Town Clerk in appealing against the Ambulatory Concessions.

C110/11/14 Direct Debit Cards for the Council

Members considered report 153/14 and discussed the proposed procedure for the use of Debit Cards and safeguards in place.

C110.1 It was **RESOLVED** to **AGREE** to the Council obtaining three Direct Debit Cards.

C110.2 The Responsible Finance Officer took an action to review the Purchase Order procedure.

C111/11/14 Seaford’s Flood Plan

Members considered report 154/14.

C111.1 It was **AGREED** to **ESTABLISH** a working group consisting of Councillors S Adeniji, G Cork, S Dunn, S McStravick and A White, to look

in to the flood plan in place for Seaford and develop a strategy for the Council going forwards, reporting back to Full Council at a later date.

C111.2 It was **AGREED** to permit the working group to co-opt external members as it deems necessary.

C112/11/14 Newsletter Distribution

Members considered report 147/14.

It was **RESOLVED** to **AGREE** to the proposal to continue printing 1,000 copies of the newsletter for distribution at commercial properties in town, as has been done for the last two editions, and to try to be more proactive via the internet and through social media.

C113/11/14 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 28 on the agenda as the items concern confidential Personnel matters.

(All remaining members of the public and the Interim Town Clerk exited the meeting)

C114/11/14 Approval of Chosen Town Clerk Candidate

Members considered exempt report 151/14.

(Cllr I White exited the meeting)

Members discussed the recent recruitment process for the position of Town Clerk, the candidates interviewed, the chosen candidates suitability and employment references, and the remuneration package and terms and conditions of employment being offered.

It was **PROPOSED** to **APPROVE** appointing the chosen candidate, Mr J R Corrigan, to the permanent position of Town Clerk on the following terms:

Salary:

Spinal points 56-61, starting on SCP 60 £56,330.00 per annum.

Rising to SCP 61 upon completion of CiLCA qualification (currently £58,053.00 per annum).

This post will be subject to the annual salary increase each April.

Commencement:

Start date: 1st January 2015.

Continuous service will be reinstated (23 years).

A probationary period will not be in force but a review will be held in June 2015 (after six months).

Hours of Work:

37 hour per week (7½ hours on Mondays to Thursdays and 7 hours on Fridays).

Hours to fit around core office hours of 9.00am to 5.00pm where possible.

The Clerk is responsible for managing his TOIL accrual and usage (as per the Council's TOIL Policy) and his monthly timesheet will be signed off by any two councillors.

Notice Period:

3 months' notice would need to be given by both parties to terminate the employment contract.

Holiday:

In accordance with the Green Book taking in to account the reinstated continuous service. To be calculated pro-rata for the current leave year (leave year runs 1st April to 31st March).

Reporting Structure:

The Clerk is responsible to the Council, reporting through the Mayor of Seaford where it is not possible to consult the Council as a whole.

Training:

The Clerk is to complete the CiLCA qualification within one year (by 31st December 2015).

MsC in Human Resource Management: The Council will cover the cost of the Clerk undertaking an MsC in Human Resource Management at the University of Brighton. The cost is approximately £3,300.00 per annum.

This is a three year course, requiring a half day release once a week. The Clerk will use accrued TOIL to cover this absence as per the Council's TOIL Policy.

The Council will put in place a repayment scheme whereby if the Clerk leaves during the three years of study he will be required to refund the entire cost of the course. Thereafter, if the Clerk leaves within two years of completing the course he will be required to pay back the cost of the course minus 1/24th for each month beyond the completion date of the course. This means the repayment clause runs until August 2019.

Relocation:

The Council will agree to cover relocation costs up to £1,500.00, when required.

SLCC:

The Council will pay the Clerk's membership for the Society of Local Council Clerks, this is approximately £260.00 per annum and is renewed each January.

The Clerk is continuing in his role of Advisor for the SLCC. As before, the Clerk has asked the Council to accept that he may be required to act in this role on an ad hoc basis. This would mean taking a maximum of one or two phone calls a day, of a short duration, that he would consider being taken out of his own time i.e. he would offset the time spent on SLCC advisory duties by staying longer at the end of the work day.

Primary Function:

It has been agreed that his role at the Council is his primary function and if such a situation arises, that Council duties supersede his university course, SLCC advisory duties and any work he undertakes in his personal consultancy capacity.

Other Terms and Conditions:

All other terms and conditions of employment will be as per the Terms and Conditions of Employment agreed at the Personnel Sub-Committee meeting on 26th August 2014.

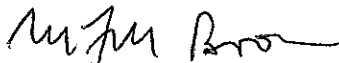
A **RECORDED VOTE** was requested:

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	For

Cllr B Burfield	Abstained
Cllr G Cork	For
Cllr S Dunn	For
Cllr P Franklin	Abstained
Cllr S Gauntlett	For
Cllr T Goodman	For
Cllr A Hayder	For
Cllr A Latham	For
Cllr L Lord	For
Cllr S McStravick	For
Cllr R Needham	For
Cllr A White	For

The **MOTION** was **CARRIED** (13 for, 2 abstentions).

The meeting closed at 11.47pm.



Councillor Mark Brown
Mayor of Seaford