



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 23rd January 2020** at **7.00pm**.

Present:

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).

Councillors P Boorman, L Boorman, M Brown, S Dunn, J Edson, M Everden, R Hayder, R Honeyman, O Honeyman, R Morland, R Reed, G Rutland, L Wallraven and B Webb.

James Jenkins, 2019-2020 Young Mayor

Chanel Pritchard, 2019-2020 Deputy Young Mayor

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

There were 4 members of the public.

C77/01/19 Apologies for Absence

Apologies for absence were received from Councillors Cash and M Hayder.

C78/01/19 Disclosure of Interests

There were no interests declared under the Seaford Town Council Code of Conduct or the Localism Act 2011.

C79/01/19 Public Participation

Resident A *Raised concerns on behalf of residents about the West View Beach Huts that he feels weren't properly investigated when presented to the Community Services Committee as objections to the proposals to re-site the huts this year.*

Summarised four issues with the main objections surrounding the safety and congestion issues on a promenade shared by cyclists, runners and walkers.

Response *This was discussed in depth by the Community Services Committee and a decision made at that time; it is therefore not on the agenda for discussion at this meeting.*

Confirmed that, despite not being legally required, the Council is seeking planning permission as good practice but highlighted that the objections raised by the resident were not material considerations in planning law.

Resident B *Requested that the Town Council ask Lewes District Council to publicise the Neighbourhood Planning Regulations on its website, to help ensure the Regulations can be understood and adhered to.*

Response *Confirmed that Town Council officers can certainly request this and that the Town Council is confident it is compliant with the Regulations. A local resident is providing their own leaflet regarding the Neighbourhood Plan, which is separate from the Town Council.*

Resident C *As Chair of the Neighbourhood Plan Steering Group is heavily in the process of publicising the referendum on 6th February across a variety of channels.*

Provided further details on the comments being raised by the Downs Development Neighbourhood Voice and the inaccurate information being shared by the group.

N.A
[Signature]

Clarified that the Neighbourhood Plan will introduce the concept of Local Green Spaces in Seaford and that development cannot take place on those sites and introduce a similar protection policy for Recreation Grounds.

Stressed the many advantages of the Plan being adopted, including a potential £100k additional income for the Town Council as a result of the former Newlands School site, which would not be received without the Plan in place.

Stressed that he passionately believes in the benefit of the Neighbourhood Plan and would welcome meeting with any individuals or groups to discuss any details.

Response No response was given.

C80/01/19 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

C80.1	Full Council	17 th October 2019
C80.2	Full Council	13 th November 2019
C80.3	Finance & General Purposes	28 th November 2019
C80.4	Community Services	14 th November 2019
C80.5	Golf & The View	3 rd December 2019
C80.6	Planning & Highways	10 th October 2019
C80.7	Planning & Highways	31 st October 2019
C80.8	Planning & Highways	21 st November 2019
C80.9	Planning & Highways	12 th December 2019
C80.10	Grievance Sub-Committee	12 th November 2019
C80.11	Personnel Committee	12 th November 2019

C81/01/19 Mayor's Report

The Council considered report 129/19 presenting the Mayor's Update Report.

It was **RESOLVED** to **NOTE** the contents of the Mayor's update report.

C82/01/19 Young Mayor's Report

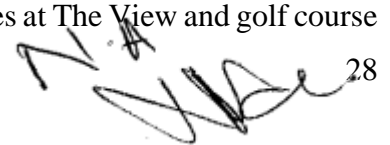
The Young Mayor, James Jenkins, provided a verbal update on recent fundraising activities, including the Young Mayor's Quiz Night which raised over £700 for his charities; he thanked all the staff involved for their help with this. Set out his plans for future fundraising activities alongside Deputy Young Mayor, Chanel Pritchard, for more water refill stations within the town, a 'mocktail' night with young people's homeless charity Centre Point, plans for later in 2020 to plant more trees and working with Seaford Head School to reduce plastic usage and raising awareness in primary schools.

Members discussed the locations for the water refill stations; the Young Mayor confirmed they are mapping these out and happy to receive suggestions.

The Council thanked the Young Mayor for his update and activities to date.

C83/01/19 Clerk's Report

The Council considered report 130/19 presenting the Clerk's Report. The Town Clerk provided a verbal update on policy reviews, the Neighbourhood Plan, leases, finances at The View and golf course

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including the rates challenge and ongoing projects, such as the tennis courts, South Hill Barn, water stations, Martello toilets and the Bönningstedt Beach Huts. Discussions were had on current recruitment, the Town Clerk's appraisal, the ongoing Subject Access Request (SAR), Community Infrastructure Levy (CIL), plans at the former Newlands School site, the Neighbourhood Plan, local polling stations, football pitches and the CCMG meetings (Committee Chairs Management Group).

It was **RESOLVED** to **NOTE** the contents of the Clerk's update report.

C84/01/19 District/ County Council Update Report

Councillor Liz Boorman, Lewes District Council –

Confirmed that business has been on hold with the District Council in Purdah but that the Health Hub Working Group's report will be consider by the District Council's Scrutiny Committee on 6th February.

Councillor Phil Boorman, East Sussex County Council –

Confirmed that the County Council has also been in Purdah but is now sharing its Chief Executive with West Sussex County Council. East Sussex Fire & Rescue Service has also merged with West Sussex and Surrey.

C85/01/19 Final Budget Report 2020/2021 Band Setting of Precept

The Council considered report 126/19 presenting the final draft budget for 2020/2021 and recommended precept amount. The Clerk talked the meeting through the report and factors impacting the recommended precept increase. Members discussed the monetary impact of the increase on taxpayers (22p/pw for an average household), the reasons for the reduced tax base, holding a Skills Asset Register for councillors and other local groups/volunteers, the effect of the increase on future year's budgets, funding avenues with grants, the role of the Finance & General Purposes Committee in reviewing finances throughout the year and ways of reducing the increase to precept.

- C85.1** It was **PROPOSED** to **APPROVE** the budget as presented; allowing the RFO in consultation with the Town Clerk to make any minor amendments, which will not affect the overall budget or Precept, to improve accuracy when producing the budget book for all Councillors.
- C85.2** It was **PROPOSED** to **SET** a Precept of £872,023 which equates to a Council tax increase of 14.20%.
- C85.3** It was **PROPOSED** to **NOTE** the projected budgets for the years 2021/22, 2022/23, 2023/24 and 2024/25.
- C85.4** It was **PROPOSED** to **APPROVE** the transfer of £122,307 from Earmarked Reserves during 2020/21 as set out in 1.4.
- C85.5** It was **PROPOSED** to **APPROVE** the transfer of £54,947 into Earmarked Reserves at the end of the current financial year as set out in 1.11.
- C85.6** It was **PROPOSED** to **AUTHORISE** the Town Clerk & Responsible Finance Officer to place any underspends on projects as presented in an Earmarked Reserve to be used in 2020/21.

A **RECORDED VOTE** was requested:

Councillor Nazish Adil	For
Councillor Liz Boorman	For
Councillor Phil Boorman	Against
Councillor Mark Brown	For



Councillor Sylvia Dunn	Abstained
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Rahnuma Hayder	For
Councillor Richard Honeyman	For
Councillor Olivia Honeyman	For
Councillor Jim Lord	For
Councillor Richard Morland	For
Councillor Rodney Reed	For
Councillor Geoff Rutland	For
Councillor Linda Wallraven	For
Councillor Bill Webb	For

The **MOTIONS** were **CARRIED**.

C86/01/19 The Salts Project Improvement Proposal

The Council considered report 119/19 presenting The Salts Improvement Proposal, initiating a development project in order to create a funding application and associated consultation and documentation to develop The Salts Recreation Ground. Members discussed the report in depth, thanking Emily Piper for her report and presentation to Councillors in December.

It was **RESOLVED** to **APPROVE** the initiation of The Salts Improvement Proposal, securing professional consultation and landscape design of The Salts with Groundwork South in order to develop a Coastal Communities funding application.

C87/01/19 Internal Audit Interim Report

The Council considered report 118/19 presenting the first interim Internal Audit report for 2019-2020. Members discussed the positive report of the auditor and requested that Officers look at alternative Internal Audit companies, as a matter of good practise. The Council complimented its finance team on its hard work.

C87.1 It was **RESOLVED** to **NOTE** the Internal Auditor's report.

C87.2 It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in 1.4 of report 118/19.

C88/01/19 Consultation Response: Strengthening Police Powers to Tackle Unauthorised Encampments

The Council considered report 127/19 highlighting the current Home Office consultation on strengthening police powers to tackle unauthorised encampments and presenting a draft response. Members discussed the draft consultation responses, the need for cooperation across councils, the number of vehicles defined in 'encampment' reducing to two or more and the potential impact of this on homeless people.

C88.1 It was **RESOLVED** to **AGREE** the draft response as presented.

C88.2 It was **RESOLVED** to **INSTRUCT** Officers to send the response to the National Association of Local Councils.

C89/01/19 Coat of Arms Policy

The Council considered report 125/19 presenting the draft Coat of Arms Policy for adoption.

N.A


The Council discussed suggested additions to the policy as a result of feedback from the draft policy being published.

The Council will write its thanks to former Councillor Alan Latham for all his work on this topic.

It was **RESOLVED** to **ADOPT** the draft Coat of Arms Policy as presented with report 125/19 with the additions as discussed in the meeting, namely; sections 1 entire paragraph 2, 3f, 3g and Appendix A.

C90/01/19 Training & Development Policy Review

The Council considered report 120/19 presenting the revised Training & Development Policy for adoption. It was confirmed that a Skills Asset Register for councillors would be created during the Training Needs Analysis process after the Annual Meeting in May.

It was **RESOLVED** to **ADOPT** the revised Training & Development Policy as presented with an amendment to better clarify the assessment of when training costs may be recouped.

C91/01/19 Equal Opportunities Policy Review

The Council considered report 121/19 presenting the revised Equal Opportunities Policy for adoption.

The Council discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Equal Opportunities Policy as presented with report 121/19 with the additions as discussed in the meeting, namely section 4 paragraph 2.

C92/01/19 Parental Leave Policy Review

The Council considered report 122/19 presenting the revised Parental Leave Policy for adoption.

The Council was discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Parental Leave Policy as presented with an addition that postponement would only be done in accordance with current legislation.

C93/01/19 Sickness Absence Policy Review

The Council considered report 124/19 presenting the revised Sickness Absence Policy for adoption.

The Council was discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Sickness Absence Policy as presented with report 124/19 with the additions as discussed in the meeting, namely section 8 paragraph 6.

C94/01/19 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 remainder of the meeting as the item concerned nationally sensitive operational details.

(8.52pm – All remaining members of public, the Young Mayor and Deputy Young Mayor left the meeting)

C95/01/19 National and Local Mourning Procedure

The Council considered exempt report 123/19 presenting the draft National and Local Mourning Procedure for adoption. Members discussed various aspects of the confidential procedure.

The Council a suggested amendment as a result of updated information received by Officers since publishing the agenda.

N.A.


It was **RESOLVED** to **ADOPT** the draft National and Local Mourning Procedure as presented with report 123/19 with the amendment as discussed.

The meeting closed at 9.08pm.

A handwritten signature in black ink, appearing to read 'Nazish Adil', written in a cursive style.

Councillor Nazish Adil
Mayor of Seaford