



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at Seaford Baptist Church Auditorium, Belgrave Road, Seaford on **Wednesday 13th October 2021** at **7.00pm**.

Present:

Councillors R Reed (Mayor)

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, S Dunn, J Edson, MA Hayder, R Hayder, O Honeyman, B Payne, G Rutland, L Wallraven and B Webb.

Adam Chugg, Town Clerk (via Zoom)

Georgia Raeburn, Executive Support Officer

Tony Jackson, Projects & Facilities Manager

There were five members of the public physically in attendance.

A minute's silence was held to mark the passing of former Mayor of Seaford and Leader of the Town Council, Jon Freeman.

C71/10/21 Apologies for Absence

Apologies for absence were received from Councillors J Cash, M Everden, R Honeyman, J Lord and J Meek. Councillor B Webb submitted his apologies for lateness.

C72/10/21 Disclosure of Interests

There were no disclosures of interests.

C73/10/21 Public Participation

<i>Resident A</i>	<i>Congratulated officers on recent work undertaken. Expressed regret at not being able to present a progress report on the climate change projects of Seaford Community Partnership; confirmed that a report will be issued via email to councillors. Supported the Memorandum of Understanding regarding Seaford Community Partnership; which has done a lot and been involved in many projects over the years, also providing the Town Council with very able and experienced people to act as free consultants.</i>
Town Council response	Thanked for their contribution.

<i>Resident B</i>	<i>Explained that they were representing two community groups; Trees for Seaford and On the Verge, which both also work with Seaford Environmental Alliance and the CARES project. Strongly urged the Town Council to support the two initiatives surrounding the rewilding of parks and the labelling and assisting community groups to care for green spaces. Discussed the need for, and responsibility to make, local as well as national changes, especially in light of the enthusiasm of local people to get behind this. Urged the Town Council to support the proposals and ensure that climate emergency is at the heart of all of the Town Council's decision-making processes.</i>
Town Council response	Thanked for their contribution.
<i>Resident C</i>	<i>Expressed being pleased to see what the Climate Change Working Group has achieved in such a short space of time. Supported the creation of a new committee but stressed that this is everyone's responsibility and must be considered in all decision-making processes, with the committee there to support and scrutinise decisions taken. Feels strongly that local action will bring about community resilience and making us more able to deal with anything that happens in future. Stressed that the Environment Agency warns that this country not prepared for impact of climate change, which it is already experiencing. Stressed the need for councils and government to make right decisions and help keep communities safe.</i>
Town Council response	Thanked for their contribution.
<i>Resident D</i>	<i>Asked the Town Council to support having a climate change committee that can respond to its climate change statement and consider this in every decision the Town Council makes; children and future children deserve us taking every care at this stage. Feels that Seaford is woefully behind in climate change actions and planning and that the Town Council needs to assist the community to start working together to become adapted.</i>
Town Council response	Thanked for their contribution.

Resident E	<i>Strongly supported the proposal for a new committee and in particular to how the Town Council will assess its impact on climate change, for example the overflow car parking at the Martello Fields. Requested that the Town Council put in place a full plan in place to address climate emergency, including public engagement so the Town Council can make use of public expertise. Suggested all councillors undertake short training to increase their shared understanding of challenges faced, so they can fulfil the Town Council's responsibilities to the fullest. Discussed the extreme risk from climate change being experienced now, including in Europe, and that everything matters and it matters what we do.</i>
Town Council response	Thanked for their contribution.

(7.20pm – Councillor B Webb joined the meeting)

C74/10/21 Minutes

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

C74.1	Golf & The View	14 th September 2021
C74.2	Planning & Highways	18 th August 2021
C74.3	Planning & Highways	9 th September 2021
C74.4	Planning & Highways	30 th September 2021
C74.5	Full Council	25 th August 2021
C74.6	Personnel	23 rd September 2021
	N.B. The recommendation at minute reference PE03.2 was considered under agenda item 29 of this meeting and as such was not approved by Full Council at this stage of the meeting.	

C75/10/21 Mayor's Update Report

Full Council considered report 91/21 presenting the Mayor's update report and details of engagements.

Full Council passed a vote of thanks to Sue Treadwell, current Mayor's Secretary, for her service with the Town Council and wishes her well as she moves on to new employment.

It was **RESOLVED** to **NOTE** the contents of the report.

C76/10/21 Young Mayor's Update Report

A verbal update regarding the Young Mayor's office was read aloud on behalf of the Young Mayor, including updates on the Young Mayor's chosen charity and planning for a free sport day event at Seaford Head School on 6th November.

C77/10/21 Town Council Working Group Reports

There were no working group update reports beyond the Climate Change Working Group update at item 11 on the agenda.

C78/10/21 Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

<i>Councillor Linda Wallraven, representing Bishopstone United Charities</i>	<i>Confirmed that the new residents have settled in well and are happy. Explained that expert repair work is arranged to be done on the flint chimneys, which they hope to start soon, and that the exterior paintwork will need addressing next year.</i>
<i>Councillor Mark Brown, representing Seaford Head Golf Club</i>	<i>Confirmed that the club would be grateful for the assistance promoting the ladies golf open day in November, as the club is keen to promote this as widely as possible.</i>

C79/10/21 District & County Councillor Update Report

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

<i>Councillor Sam Adeniji, East Sussex County Council</i>	<i>Confirmed that a parking review is underway and that if there are any parking restrictions residents want, to encourage residents to talk to their ward County Councillor about this.</i> <i>Confirmed that the Covid-19 booster jab is being administered from sites in Seaford and that ESCC is progressing looking at a pop up Covid-19 clinic for Seaford.</i> <i>Reminded that the secondary school application deadline is 31st October.</i>
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C80/10/21 Town Clerk's Update Report

Full Council considered report 101/21 updating Full Council on key Town Council work and work priorities for the Town Clerk.

It was **RESOLVED** to **NOTE** the contents of the report.

C81/10/21 New Council Committee for Climate Change, Culture and Biodiversity

Full Council considered and discussed report 100/21 presenting the recommendation of the Climate Change Working Group that the group be dissolved at the end of 2021 - 2022 and replaced by a new Town Council committee in 2022 – 2023.

It was **PROPOSED** to supersede the recommendations within the report with a motion to create a Climate Change Sub-Committee, reporting to the Community Services Committee.

A **RECORDED VOTE** was requested;

Councillor S Adeniji	Against
Councillor N Adil	For
Councillor D Argent	For
Councillor L Boorman	For
Councillor M Brown	For
Councillor S Dunn	Against
Councillor J Edson	For
Councillor MA Hayder	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor B Payne	For
Councillor R Reed	Against
Councillor G Rutland	For
Councillor L Wallraven	Against
Councillor B Webb	For

; the **MOTION** was **CARRIED**.

(7.54pm – four members of public left the meeting. Councillor S Adeniji temporarily left the meeting)

C82/10/21 Community Infrastructure Levy (CIL) – Newlands

Full Council considered and discussed report 97/21 updating on the upcoming receipt of significant CIL monies and set out how the spending of these funds can be determined.

C82.1 It was **RESOLVED** to **NOTE** the report.

C82.2 It was **RESOLVED** to **AGREE** the following:

- i) To instruct the Responsible Financial Officer (RFO) to place the October/November receipts in the appropriate earmarked reserve.
- ii) To set aside sufficient CIL receipts to ensure the top up funding of the re-building of the Martello toilets.
- iii) To ask the Community Services Committee to make recommendations to Full Council on CIL expenditure in the spring of 2022.

C83/10/21 Parking Update

Full Council and discussed considered report 87/21 updating on work to look at key parking issues in the town and ask them to endorse the recommendations of the Planning & Highways Committee on parking provision for people with disabilities.

C83.1 It was **RESOLVED** to **NOTE** the report.

C83.2 It was **PROPOSED** to **ENDORSE** the recommendation to request that East Sussex County Council designates and provides six additional accessible parking spaces on the seafront in the following locations, plus an additional seventh space as set out at iv) below:

- i) Two spaces at the eastern end of Bönningstedt Parade
- ii) Two side-on spaces close to the zebra crossing adjacent to The Salts Recreation Ground
- iii) Two spaces at the Martello Toilets to complement the proposed new disabled toilet and changing facilities and the wheelchair access to the beach, and
- iv) On the opposite (town) side of the road by the storm gate / accessible entry point to the promenade

C84/10/21 Newlands S106 Agreement

Full Council considered and discussed report 99/21 updating on the content of the S106 agreement and the steps the Town Council needs to take next and ask Full Council to approve expenditure for expert professional support.

(8.02pm – Councillor S Adeniji re-joined the meeting)

C84.1 It was **RESOLVED** to **NOTE** the report.

C84.2 It was **RESOLVED** to **AUTHORISE** expenditure of £5,000 for a professional evaluation of potential sites for the new football facilities.

C85/10/21 Salts Tennis Project Report

Full Council considered and discussed report 90/21 providing an update on progress of the tennis court project and loan arrangements.

Members discussed creation of additional contingency on top of existing amount,

- C85.1** It was **RESOLVED** to **NOTE** the contents of the report and details of the tennis court development at The Salts.
- C85.2** It was **RESOLVED** to **APPROVE** the new term of the Lawn Tennis Association loan from 10 years to 7 years.
- C85.3** It was **RESOLVED** to **AGREE** a restriction on title, meaning the Town Council will not sell, transfer or change the use of the courts without the agreement of the Lawn Tennis Association, for the term of the loan.
- C85.4** It was **RESOLVED** to **DELEGATE POWER** to the Town Clerk in consultation with the Responsible Financial Officer (RFO) to authorise an additional spend on the project of up to £10,000 from the CIL Receipts Earmarked Reserve (361).

C86/10/21 Option to Tax – Martello Toilets

Full Council considered report 83/21 seeking Full Council's approval to opt to tax the Martello Toilets site.

- C86.1** It was **RESOLVED** to **AUTHORISE** the Responsible Financial Officer to apply to HM Revenue and Customs (HMRC) to opt to tax the Martello Toilets site.
- C86.2** It was **RESOLVED** to **APPROVE** the Mayor signing a letter of authority as required by HMRC.

C87/10/21 Local Council Tax Reduction Scheme

Full Council considered and discussed report 83/21 informing Full Council of potential changes to the Local Council Tax Reduction Scheme.

- C87.1** It was **RESOLVED** to **AGREE** that councillors will advise the Responsible Financial Officer by email by 19th October how to respond to the Lewes District Council online survey on the proposed changes to the Local Council Tax Reduction Scheme, with the draft response to be circulated to councillors for comment before submission.
- C87.2** It was **RESOLVED** to **NOTE** the report.

C88/10/21 Conclusion of Annual Governance and Accountability Return (AGAR) 2020-2021

Full Council considered report 82/21 updating Full Council on the status of the 2020-2021 AGAR.

It was **RESOLVED** to **NOTE** the report.

C89/10/21 Seaford Community Partnership – Memorandum of Understanding

Full Council considered and discussed report 105/21 presenting the memorandum of understanding with Seaford Community Partnership.

C89.1 It was **RESOLVED** to **NOTE** the contents of the report.

C89.2 It was **RESOLVED** to **NOTE** the amendments to the attached memorandum of understanding.

C89.3 It was **RESOLVED** to **DELEGATE POWER** to the Proper Officer in consultation with the Chair of the Council to complete a final agreement with Seaford Community Partnership.

C90/10/21 Local Nature Recovery Strategies Consultation

Full Council considered report 96/21 presenting details of the Local Nature Recovery Strategies consultation and seeking comments for submitting to the National Association of Local Councils to help inform its response to the consultation.

Comments were made on the Local Nature Recovery Strategies consultation document, which will be used by officers to create a response to the National Association of Local Councils.

C91/10/21 Safety, Health & Environment Policy Review

Full Council considered and discussed report 103/21 presenting the review of the Town Council's Safety, Health & Environment Policy.

It was **RESOLVED** to **ADOPT** the revised Health and Safety Policy (previously Safety, Health and Environment Policy) as presented within report 103/21, with the removal of named postholders from the policy and instead just stating job titles.

(one member of public left the meeting)

C92/10/21 Events Policy

This agenda item was deferred and will now be considered by Community Services Committee at its November meeting.

C93/10/21 Public Participation Policy Review

Full Council considered report 93/21 presenting the revised Public Participation Policy for adoption.

It was **RESOLVED** to **ADOPT** the revised Public Participation Policy as presented within report 93/21.



C94/10/21 Document Retention Policy Review

Full Council considered and discussed report 95/21 presenting the revised Document Retention Policy for adoption.

It was **RESOLVED** to **ADOPT** the revised Document Retention Policy as presented within report 95/21, subject to the following amendments:

- The policy clarifying that the Proper Officer and Data Protection Officer can advise on the retention of documents (policy section 2) and,
- An amendment regarding the disposal of confidential documents by councillors to reflect current practice of councillors being responsible for ensuring secure disposal of such documents (policy section 4).

C95/10/21 No Cold Calling Policy Review

Full Council considered report 94/21 presenting the revised No Cold Calling Policy for adoption.

It was **RESOLVED** to **ADOPT** the revised No Cold Calling Policy as presented within report 94/21.

C96/10/21 Town Council Office Christmas Shutdown 2021

Full Council considered report 92/21 presenting details of the proposed closure of the Town Council office activities over the 2021 Christmas period and the emergency contact arrangements.

C96.1 It was **RESOLVED** to **AGREE** to the closure of the Town Council office activities from 4.30pm on Thursday 23rd December 2021 to 9.30am Tuesday 4th January 2022.

C96.2 It was **RESOLVED** to **NOTE** the emergency contact arrangements, as per the report, for during the above closure period.

(9pm – A five-minute comfort break was held. Councillors S Adeniji and N Adil left the meeting)

C97/10/21 Mayor's Portfolio Review

Full Council considered and discussed report 104/21 presenting the review of the Mayor's Portfolio.

It was **RESOLVED** to **ADOPT** the revised Mayor's Portfolio as within report 104/21, subject to the following amendments:

- Ensuring that statutory requirements within the portfolio are highlighted in bold
- Including a definition of 'portfolio'

- Clarification under policy section 8 to confirm that a Mayor cannot canvass, leaflet or conduct electioneering whilst in the capacity of Mayor but may do so in their capacity as councillor
- Amending policy section 2.5.b) so that the Mayor is not having to chaperone the Young Mayor and Deputy Young Mayor, who are usually children between the ages of 14-16, but shall make sure that they are chaperoned by an appropriate adult.
- Including an additional appendix relating to protocol with key dignitaries, this being the Lord Lieutenant, Deputy Lord Lieutenant and High Sheriff of East Sussex, and mention being made to this within the body of the portfolio

C98/10/21 Exclusion of the Press & Public

It was **RESOLVED** to **AGREE** 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 the next item of business for the reasons as set out below.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

*Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.
(9.25pm – The venue staff exited the meeting)*

C99/10/21 Staffing Update – Recommendations from Personnel

Committee EXEMPT

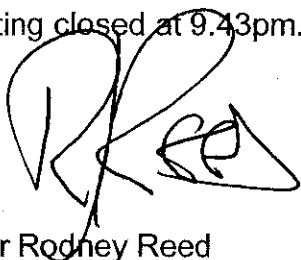
Full Council considered and discussed exempt report 102/21 presenting a recommendation from the Town Council's Personnel Committee as a result of the staffing update received.

Reason for exemption: to provide confidential updates surrounding and impacting certain employees of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

It was **RESOLVED** to **APPROVE** the revised staff structure presented within the report, noting that consultations with staff continue and any subsequent amendments will be presented to the Personnel Committee for approval.

The meeting closed at 9.43pm.

A handwritten signature in black ink, appearing to be 'R Reed', written over the text 'The meeting closed at 9.43pm.'.

Councillor Rodney Reed

Mayor of Seaford

A small, stylized handwritten mark or signature in the bottom right corner of the page.

