



## **Minutes of a meeting of Seaford Town Council's Full Council on Thursday 25<sup>th</sup> July 2024**

Held at 7pm at Cross Way Church, Clinton Place, Seaford, BN25 1NP

### **Present:**

Councillor S Markwell (Mayor) M Wearmouth (Deputy Mayor)

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, S Dubas,

F Hoareau, O Honeyman, R Honeyman, J Lord, O Matthews, J Meek, R Stirton, L Stirton and L Wallraven.

Adam Chugg, Town Clerk

Isabelle Moulard, Assistant Town Clerk

Georgia Raeburn, Governance Manager

Becky Terry, HR & Governance Assistant

There were four members of the public in attendance

### **C36/07/24 Apologies for Absence**

Apologies for absence were received from Councillors G Rutland and I Taylor

### **C37/07/24 Disclosure of Interests**

There were no disclosures of interests.

### **C38/07/24 Public Participation**

Speaker	Statement
<i>Resident A</i>	<i>Resident A – Agenda item 12 - Resident raised confidentiality concerns regarding the submission of the complaint form and requested that this is changed so complaints / concerns regarding an individual employee are sent to the Mayor who will then pass it onto the complaints panel. Resident asked Councillors to reconsider the Appeal deadline which is proposed to be 10 days, Resident requested that it is 21 days instead, as per the current complaints procedure.</i>
Town Council Response	Thanked the resident for their contribution.

<i>Resident B</i>	<i>Resident B – as an independent book seller trading in and around Seaford, raised queries and concerns around the street trading applications and concessions processes. Explained that they had submitted an expression of interest as a concession, including as a reading room at Old Town Hall, which was unsuccessful, and a pop up concession at Bönningstedt, which is on hold until 2025. Concerned that they have not received a response to their street trading licence and queried which authority issues the licenses, as this is not clear. Stressed that as a local, independent seller they had missed the potential for maximising income in the peak months. Resident requested that the Council confirm that it will provide clear guidance online on how to complete a street trading application.</i>
Town Council Response	Thanked the resident for their contribution.
<i>Resident C</i>	<i>Resident C - Resident discussed the ongoing reviews of policy and procedural documents and their concerns with: the current complaints policy that is not fit for purpose, the need for proof reading Standing Orders and mindfulness of how this links with other policies and the need for clear English, significant work to make policy documents clear and not self-contradictory, and the way in which Standing Orders are applied by councillors including in meetings.</i>
Town Council Response	Thanked the resident for their contribution

(7.06pm - Councillor O Matthews arrived at the meeting)

### **C39/07/24      Petitions**

There were no petitions presented for consideration at this meeting.

### **C40/07/24      Minutes**

It was **RESOLVED** to **APPROVE** the following minutes:

C40.1	Full Council	9 <sup>th</sup> May 2024
C40.2	Planning & Highways	27 <sup>th</sup> June 2024

**C41/07/24 Mayor's Update Report**

Full Council considered report 49/24 presenting the Mayor's update and details of engagements attended.

The Mayor introduced the contents of the report, updating members on recent and future Mayoral events and confirming that their chosen charity, Seafriends, has introduced a 'Men's Shed'.

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

**C42/07/24 Town Council Working Group Reports**

Representative	Statement
Councillor R Buchanan, South Hill Barn Working Group	Members of the working group wanted to update members on the timetable of completion of the report. The report will be issued to the working group mid-August and the finalised report will then be completed ready for Full Council on 26 <sup>th</sup> September.

*(7.22pm - two members of the public exited the meeting)*

**C43/07/24 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.

Representative	Statement
Councillor R Honeyman, East Sussex Association of Local Councils	Updated the meeting on a seminar attended by councillors and clerks in Newhaven in June. Items discussed were: funding for smaller councils, local transport plans, sewerage and run off fields issues and flooding, funding cross-council to avoid duplication and sharing of resources, street lighting at crossings and rural areas on busy roads, water issues for new housing estates, Neighbourhood Plan and housing sites, Section 137, and permitted development issues.

Councillor C Bristow, Seaford Allotment Society	Updated the meeting having attended the Seaford Allotment Society Open Garden in June. Society members discussed the amazing work that is being carried out at the allotments whilst ensuring sustainability. Confirmed that the allotments are a social point / lifeline and wellbeing area. Encouraged fellow councillors to visit future open days if they are able to.
---	--

### **C44/07/24 District & County Councillor Update report**

A standard agenda item 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.

Representative	Statement
Councillor S Adeniji, East Sussex County Council	County council have announced £1 million extra funding to fix potholes across the county, although only two roads approved in Seaford. £22 million has been spent on fixing potholes in the county. County Council will be trialling wellbeing technology with adult social care and NHS Sussex, to see how Artificial Intelligence and IT can be used for the wellbeing of the residents. Seaford Library held a children's book day to encourage children to read and ran a competition for favourite children's book. Flexibus booking has changed, you can now book any journey within 14 miles from their zone. Members should encourage residents to use the Flexibus.
Councillor O Honeyman, Lewes District Council	The District Council meeting was cancelled as there was not much on the agenda. The meeting in September will happen. Confirmed that the roll out of Seaford wheelie bins are in the fourth and final phase. District Council are collecting bins that need to be changed.

Councillor J Meek, Lewes District Council	Confirmed that a new development has been passed for West Quay in Newhaven, including a restaurant and a children's play area, which is of interest to Seaford albeit not directly impacting. Confirmed that items put into the proposed Local Plan are not necessarily developments that are happening, they all must be assessed before they are chosen.
Councillor F Hoareau, Lewes District Council	Confirmed that Lewes District is identifying additional sites to be included in the draft local plan, moving forward to the next consultation stage.

### **C45/07/24 Town Clerk's Update Report**

Full Council considered report 56/24 updating Full Council on key Town Council work and work priorities for the Town Council.

Members queried the progress with actions to address issues with motorhome and caravan parking on the seafront, the feasibility of introducing a bylaw to prohibit this parking and make this enforceable, an upcoming meeting with East Sussex Highways to discuss parking issues and the intention to present an options report to the Community Services Committee.

Members discussed using the nationally-used phrase of Climate Action Plan, concerns about the Climate Change Sub-Committee meetings being postponed and not being a prioritised.

Members discussed the Seaford Town Football Club Working Group, the temporary nature of the arrangements with the gates, adverts and floodlights and that a report needs to come to Full Council to enable a resolution to be made.

Members discussed residents' question on street trading licences. The Town Clerk confirmed that officers are looking at those points and will inform the residents accordingly.

Members discussed ensuring that local shops were involved in the 2024 Christmas Magic event and the partnership working with Seaford Traders Group and Seaford Chamber of Commerce this year.

Members discussed achievement with the Martello Toilets facility, ongoing public feedback and the assessment of this when received, with an update back to councillors on this at a later date.

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

### **C46/07/24      Seaford Health Stakeholders Working Group**

Full Council considered report 46/24 recommending that a Seaford Health Stakeholders Working Group is established.

Members highlighted the link between health, wellbeing and climate change and recommended that a member of the Climate Change Sub-Committee joins the Seaford Health Stakeholders Working Group. Members requested more information on the working group and its parent committee (Full Council).

**C46.1**      It was **RESOLVED** to **ESTABLISH** a Seaford Health Stakeholders Working Group.

**C46.2**      It was **RESOLVED** to **NOTE** the Working Group's Stakeholder invite list.

**C46.3**      It was **RESOLVED** to **AGREE** the Working Group's Terms of Reference.

**C46.4**      It was **RESOLVED** to **APPOINT** up to four town councillors to the working group, including Councillors Markwell and Taylor.

### **C47/07/24      Task & Finish Group review of Complaints Procedure**

Full Council considered report 41/24 presenting the revised and retitled Concerns and Complaints Policy.

Members discussed: how to ensure confidentiality with concerns or complaints about an employee or councillor and the complainant identity not always being able to be anonymous, scope to simplify the policy flowchart and make this more user-friendly, increasing the appeal period from 10 to 21 days, the order of the document, colour coding and layout, progress updates and ongoing communication with complainants, the plans to review this document after one year, clarity needed with the policy title, the technology supporting the online complaint form, trialling the proposed timescales within the policy and assessing these at the one year review, ensuring timescales do not hinder any ability to seek informal resolutions to concerns or complaints, reporting on complaints and concerns being back through Full Council, and the Lewes District Monitoring Officer handling complaints against councillors.

It was **PROPOSED** to **REFER** the review back to the Task & Finish Group to review the documentation in line with the amendments and discussion by Full Council and present back to September Full Council; this **MOTION** was **CARRIED**.

## **C48/07/24 Internal Communications Procedure**

Full Council considered report 48/24 presenting the draft Internal Communications Procedure.

Members discussed: the status of the document as a chapter of the future overarching Communications Strategy document, the proposed key principles, the restrictive tone of the proposed document, the definition of 'roles' within the document, having a simpler guidance document in place of the lengthier policy document, the use of a flowchart as a process map for councillors with queries, the document not including internal meetings or document sharing, concerns around hampering urgent items and collaborative working, the possibility of an external review of the documents, the importance of the document reflecting the mutual trust and respect between councillors and officers, and the role of Full Council with final adoption of policy documents.

*(9.19pm - one member of the public exited the meeting)*

It was **PROPOSED** to **REFER** back to the Task & Finish group to reconsider internal communications based on discussions at the meeting, presenting options available with the revised documents and options for external consultancy involvement back to September Full Council; the **MOTION** was **CARRIED**.

*(9.25pm - Assistant Town Clerk and Councillor Adeniji exited the meeting)*

## **C49/07/24 Standing Orders Review from Finance & General**

### **Purposes Committee**

Full Council considered report 50/24 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Standing Orders policy document and additional amendments recommended based upon feedback on the report.

Members discussed the discussion of the Finance & General Purposes Committee when first considering the document, the way in which policy reviews are presented, ensuring other relevant policy documents are updated accordingly where they link to Standing Orders, the annual review of the document, the timescales and notice period with agendas and reports, outstanding policy reviews and the schedule of policy reviews presented annually to Full Council in May.

It was **RESOLVED** to **ADOPT** the Standing Orders Policy document as recommended by the Finance & General Purposes Committee and amended based upon feedback received.

The meeting closed at 9.49pm.

*Councillor S Markwell*

Councillor Sally Markwell

Mayor of Seaford