



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on Wednesday 14<sup>th</sup> September 2011 at 7.30 p.m.

## **Public Question Time**

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

None presented.

HTC/11/4/195 **Present:** Councillors: Mrs. S. J. Bentley, W. A. Bentley, J.E. Bentley-Astor (Chairman), J. L. Blake, Mrs M. Burt, Ms C. V. Collinson, N. A. Collinson, N.S. Coltman, Mrs. J. Cook, W. F. Crittenden, R. T. Grocock (Vice Chairman), Mrs. S.E. Henstock, Mrs. B. Holbrook, P.S. Holbrook, B. Marlowe, S. McAuliffe, G.G. Rowe, Mrs. M. Rowe, Mrs. D. M. Ryan, M.J. Ryan, Mrs. M. Skinner, S. K. Towner, C Triandafyllou and A. Williams.

196 **Officers in Attendance:** Mrs. L. G. Jones, M Cairra (Deputy Town Clerk) and D. Saxby.

197 **Apologies for Absence:** None received.

198 **Declarations of Interest:** None received.

## 199 **Confirmation of Previous Minutes**

**RESOLVED** that the Minutes and Reports of the Meeting of the Hailsham Town Council (Ref: HTC/11/3/157-194) held on 13<sup>th</sup> July 2011, as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.

## 200 **Matters Arising**

None.

## **Police Report**

201.1 Inspector Tony Wakefield was unavailable to attend the meeting to speak in respect of the Police report.

201.2 **RESOLVED** to note the Police Report as circulated, as Appendix HTC/11/4/201A to these minutes.

## **Variation of Standing Orders**

- 202.1 **RESOLVED** that the following motions to permanently vary Standing Orders, as proposed and seconded at a meeting of the Hailsham Town Council held on 13<sup>th</sup> July 2011, be adopted,
- 202.2 Standing Orders No.1 (A) and (B)  
 (A) the meeting time of Hailsham Town Council to 19:30 hours (7.30 p.m.), and  
 (B) Questions from members of the public to commence at 19:30 hours (7.30 p.m.).
- 202.3 Standing Order 71 (b) to read  
 “The Chairman and Vice-Chairman of the Council and appointed members of the Finance and Oversight Committee and the leader of the majority party council group, (if the leader is not a member of the Finance and Oversight Committee) shall be invited to form the Hailsham Town Council cheque signatory panel. If any member wishes to decline this invitation an alternative member of the Council will be sought to serve as a signatory for each vacancy.”
- 202.4 Standing Order 35 to read  
 “Members of committees, sub-committees and panels, may (in cases of their own anticipated absenteeism at a specific meeting), appoint a substitute member of the council at their own discretion, to attend a specified meeting, who shall be permitted to speak and vote in the place of that member. Notification of such substitution shall be given to the Town Clerk or Deputy Town Clerk prior to the commencement of the meeting and not later than by 12 noon on the day of the meeting.

#### **Committee and Panel Reports**

- 203.1 **RESOLVED**, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations contained therein and the actions taken as reported therein.
- 203.2 A. Hailsham in Bloom Committee – 25<sup>th</sup> July 2011 (ref: HIB/11/105/25-37)  
 B. Hailsham in Bloom Committee – 22<sup>nd</sup> August 2011 (ref: HIB/11/06/38-50)  
 C. Planning & Development Committee – 26<sup>th</sup> July 2011 (ref: PLAN/11/01/48-61)  
 D. Planning & Development Committee – 16<sup>th</sup> August 2011 (ref: PLAN/11/1/62-79)  
 E. Planning & Development Committee – 6<sup>th</sup> September 2011 (ref: PLAN/11/1/80-89)  
 F. Finance & Budget Oversight Committee – 27<sup>th</sup> July 2011 (ref: F&BO/11/4/09-30)
- 203.3 **RESOLVED** to note there were no “reserved” items from the above listed reports of Committees and Panels.

#### **Accounts and Audit**

##### 204 Annual Grants

**RESOLVED** to note the letter of thanks received from Computers for Charities.

#### **Review of Council’s Vehicle Fleet**

- 205 **RESOLVED** to  
 a) give the required one years notice to end the current lease/rent agreement on 1 October 2011 for three of the Council’s vehicles, and  
 b) to undertake a review of the vehicles required to manage the Council’s services over the next five years, as set out in the officer’s report as circulated with the

agenda, and as Appendix HTC/11/4/205A to these minutes.

## **Risk Management Strategy & Policy**

- 206 **RESOLVED** that a Working Party comprising Councillors N. Collinson, N. Coltman, R. Grocock, P. Holbrook and S. McAuliffe be set up to examine the Annual Review as circulated with the agenda, and as Appendix HTC/11/4/206A to these minutes, and report back to the meeting of Hailsham Town Council to be held on 14<sup>th</sup> December 2011.

## **Environment and Leisure**

### Common Pond: Island Erosion Scheme

- 207.1 Councillor S. McAuliffe spoke in respect of the report circulated with the agenda. He stated that it was a joint report written by himself, Councillor P. Holbrook and the Pond Warden, Mr. P. Hobden.
- 207.2 Councillor N. Coltman said that he had spoken at length with Mr. Hobden and wished to thank him for all his work in respect of the Common Pond.
- 207.3 **RESOLVED** that rather than implementing the erosion prevention proposal put forward in July 2011 (using coir rolls to protect the island from erosion at a cost of £4,000-£5,000), existing vegetation can be transplanted around the island to achieve the same result; and that up £1,000 be transferred from Contingency Funds for the project, as detailed in the report circulated with the agenda, and as Appendix HTC/11/4/207A to these minutes.

## **Cemetery**

### Grave Digging Contract

- 208 **RESOLVED** to appoint Mr A Phillips as the new grave digging contractor for Hailsham and Hellingly Cemeteries for a initial period of one year; to be extended for a further two years subject to satisfactory performance, as set out in the officer's report as circulated with the agenda, and as Appendix HTC/11/4/208A to these minutes.

## **Council Owned and Managed Properties**

### Cemetery Lodge

- 209 **RESOLVED** to agree the request from the tenant of the Cemetery Lodge for permission to install a wood burning stove, as circulated with the agenda, and as Appendix HTC/11/4/209A to these minutes subject to the tenant's agreement that if at any time he removed the stove he re-instated the existing fireplace.

### Grovelands Barn: Site Works to provide Additional Storage

- 210.1 The Officers report was circulated with the agenda, and is Appendix HTC/11/4/210A to these minutes
- 210.2 **RESOLVED** that Hailsham Town Council carry out the necessary access and building works to the Grovelands Barn site to provide storage and works facility for

the Town Council at a cost of £4,200 funded by the Council's Contingency Fund

## **Christmas Festivities 2011**

### Festive Lighting

- 211 **RESOLVED** to allocate up to £7,500 from the Contingency Fund to improve the festive streetscape in year-one of the new lighting scheme, the sum being commensurate with anticipated savings in future years, as set out in the report circulated prior to the meeting and as Appendix HTC/11/4/211A to these minutes.

### Christmas Event 10<sup>th</sup> December 2011

- 212.1 Discussion ensued on the report circulated with the agenda,
- 212.2 **RESOLVED** to allocate up to £2,500 for the Christmas event as set out in the officer's report, circulated with agenda and as Appendix HTC/11/4/212A to these minutes

### **Closed Churchyards**

- 213.1 Members discussed the officer's report as circulated with the agenda.
- 213.2 **RESOLVED** that in response to the options made by Wealden District Council that Hailsham Town Council takes on the maintenance themselves under an agency agreement with Wealden District Council, as detailed in the officers' report circulated with the agenda, and as Appendix HTC/11/4/213A to these minutes.
- 213.3 Councillors Mrs S. J. Bentley, J. L. Blake, N. A. Collinson, N. S. Coltman, B. Marlowe, S. K. Towner and C. Triandafyllou declared interests as there were Wealden District Councillors and did not participate in the vote.

### **Quality Bus Partnership**

- 214.1 Councillor Marlowe updated the members on a meeting that had taken place on Tuesday 13<sup>th</sup> September 2011. He thanked the Deputy Town Clerk, M. Caira and T. Hall for their work in providing support to this project.
- 214.2 Discussion ensued on the report circulated with the agenda, and as Appendix HTC/11/4/214A to these minutes
- 214.3 **RESOLVED** to
- a) Approve the wording of the Agreement;
  - b) Allow the Bus Passenger User Group to use the Fleur de Lys Meeting Room free of charge for up to six months; and
  - c) Set up a Website for the Hailsham Quality Bus Partnership.

Councillor W. A. Bentley abstained from voting as he is an East Sussex County Councillor.

### **Town Council Newsletter (The Town Crier)**

- 215.1 Members discussed the officer's report as circulated with the agenda and as

Appendix HTC/11/4/215A to these minutes.

215.2 Councillor Williams stated early indications were that revamped newsletter was being well received.

215.3 **RESOLVED** to note the progress of discussions to produce audio recordings of *The Town Crier* and to provide a £150 grant to Wealden Talking News to enable this to happen.

#### **Christmas and New Year Office Opening Hours 2011/2012**

216 **RESOLVED** that the office close at 12.00pm on Friday 23<sup>rd</sup> December 2011 and re-open on Tuesday 3<sup>rd</sup> January 2012, and that staff be required to take three days leave during that period.

#### **Councillor Representation Reports**

217 **RESOLVED** to note the report from Councillor B. Marlowe on the Cuckmere Community Bus as circulated with the agenda and as Appendix HTC/11/4/217A to these minutes.

#### **Town Mayor's Report**

218 The Chairman stated that Wealden District Council had indicated that saw no problem with Hailsham Town Council's plans for the public toilets in Vicarage Field.

#### **COUNCILLORS' QUESTIONS/INFORMATION FORUM**

219 Broadband

Councillor W. Bentley stated that British Telecom had announced that Broadband connections in the Hailsham area were to be improved 1n 2012.

220 **Councillor' Training Courses**

The Town Clerk said that she would re-circulate details of training courses available to councillors.

There being no other business, the meeting closed at 9.00pm.

**CHAIRMAN**

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