



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chamber/Meeting Rooms, Market Square, Hailsham, on Wednesday 25th January 2017 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 Council, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

Councillor P. Holbrook thanked members for their kind wishes whilst he had recently been hospitalised.

The Town Clerk read a letter from Mr. S. Cross asking why there had been no environmental audit of the Pevensey Levels. It was agreed to refer the letter to the Planning and Development Committee.

County Councillor L. Keeley asked by email about the Business Rate relief available to High Street businesses affected by the road works currently taking place. It was agreed to refer this matter to the Planning and Development Committee.

Mr. S. Wennington reported that Mr. J. West, Chairman of the Hailsham and District Sports Alliance had passed away. He made the suggestion that the new sports facility at Welbury Farm be called the Jim West Centre. It was agreed to refer this matter to the Strategic Projects Committee for future reference.

Mr. K. Hinton thanked Mrs. K. Giddings for her work on the Battle Road Allotments.

Mr. Ford asked why the Council had no detailed business plan with budget information. The Town Clerk responded that the Council was addressing this and all the budget information for the coming year was available on its website.

HTC/16/5
/212 **Present:** Councillors:, Mrs. B. H. Beckett, F. Berry, Mrs. M.A. Clarke, N. A. Collinson, Mrs. C. V. Collinson-O'Toole, N. S. Coltman (Chairman), Mrs. S.P.M. Cottingham, R. T. Grocock, Mrs. B. Holbrook, P.S. Holbrook, G.M. Moore, Ms. A. O'Rawe M. A Pinkney, J. Puttick, C Triandafyllou and Mrs. S. Van Der Geyten.

213 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Mrs. M. Hagger (Finance Officer), Mrs. K. Giddings, Mr. D. Saxby and Mr. T. Hall.

214 **Apologies for Absence:**

Apologies were received and accepted from Councillors Blake-Coggins, Mrs. Burt, Mrs. L. J. Collinson, Mrs. Laxton, Graham Moore, Tasane and Willis.

215 **Declarations of Interest**

None received.

216 **Confirmation of Minutes**

RESOLVED that the Minutes and Reports of the meeting of Hailsham Town Council held on 23rd November 2016 (Ref HTC/16/3/190-211), as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.

217 **Committee Reports**

RESOLVED to receive and note the minutes from the following Committee minutes.

A. Communities Committee Meetings (5th December 2016 and 16th January 2017).

B. Planning & Development Committee Meetings (15th November 2016, 20th December 2016 and 10th January 2017).

C. Finance, Budget and Resources Committee Meeting (15th December 2016 and 10th January 2017).

D. Strategic Projects Committee Meeting (14th December 2016).

Committee Recommendations

218 **Finance, Budget and Resources Committee: 15th December 2016 – Accounts and Audit – Budget for 2017-2018 (minute ref: FBR/16/5/77)**

To be addressed as a separate agenda item.

219 **Finance, Budget and Resources Committee: 15th December 2016 – Finance Assistant (minute ref: FBR/16/5/79)**

To be addressed as a separate agenda item.

220 **Finance, Budget and Resources Committee: 18th January 2017 – Financial Regulations**

To be addressed as a separate agenda item.

Assets Review Sub-Committee

221 **Public Open Space Land**

To be addressed as a separate agenda item.

Hailsham Active

222.1 Councillor P. Holbrook stated that if an area of the Country Park was to be used for sports the car park would need to be enlarged.

The Chairman stated that Hailsham Active is aware of this and would be coming back to the Council with its recommendations.

222.2 **RESOLVED** to approach Hailsham Active to discuss possible uses for the field in the Country Park for sport.

That the Committee has an additional meeting to consider potential revenue streams

223 **RESOLVED** to hold an additional meeting of the Assets Review Sub-Committee to explore potential revenue streams for the Council.

Confidential Business

224 **RESOLVED** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 1E.

8 Land at Grovelands Barn

9 Finance, Budget and Resources Committee: 15th December 2016 –Finance Assistant – (Minute reference FBR/16/5/79)

The reasons for exclusion are

Terms of tenders, and proposals, and counter-proposals in negotiations for contracts (Agenda Item 8)

Engagement, terms of service (Agenda Item 9)

Land at Groveland Barn

225.1 The Chairman invited Mr. N Parrish of Wightman and Parrish to address the meeting on the issue of the company's requirements to expand and relocate the scout hut and potential solutions.

225.2 **RESOLVED** to agree to the proposal in principal subject to necessary legal planning agreements being in place

Finance, Budget and Resources Committee: 15th December 2016 – Finance Assistant (Minute Ref: FBR18/5/79)

226.1 Members were asked to consider the recommendations of this Committee in respect to the finance team and the current staff structure.

226.2 **RESOLVED** to accept the recommendations of the Finance, Budget and Resources Committee that:

- a) the Finance Officer post becomes full-time
- b) the Business Enterprise Assistant role is offered to the Receptionist/Administrative Assistant, and
- c) Support is given to the Finance Officer to the Administrative Assistant.

227 **RESOLVED** to return to non-confidential business.

Precept 2017-18

228.1 The Chairman of the Finance, Budget and Resources Committee (Councillor Triandafyllou) proposed that the precept for 2017/18 be increased by 4 per cent. This equated to an increase of £4.87 per household, per year in order to meet increasing costs and a reducing grant from Wealden District Council

228.2 **RESOLVED** to:

a) approve the budget of £948,818, and to increase the Hailsham Town Council part of the council tax by 4% from £121.66 to £126.53 as set out in the officers' report circulated with the agenda and as Appendix HTC/16/6/** to these minutes.

b) that Wealden District Council is requisitioned for a precept of £910,485.00 for the financial year 2017/2018. This represents a 4% increase in the Band D Tax Rate.

228.3 Councillors Berry, Mrs. Clarke, Mrs. B. Holbrook and P. Holbrook requested that their opposition to the resolution be recorded.

229 **Formal Complaint**

RESOLVED to note the receipt of a formal complaint made to the Council regarding disabled access to the snow globe at the Christmas market and the outcome of the Complaints Panel, which had not upheld the complaint.

230 **Finance, Budget and Resources Committee Recommendation (Assets Review Committee) Public Open Space**

RESOLVED to approach Wealden District Council on the viability of allowing parcels of Hailsham Town Council owned land to be used for development in Solway, Cameron Close and the south side of Factory Lane and to report back to Council.

Neighbourhood Plan Committee

231.1 **RESOLVED** to:

a) note the minutes of the Neighbourhood Plan Committee Meetings (24th November and 12th December 2016)

b) approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting.

231.2 c) **RESOLVED** that the Council appoints a working group comprising councillors sitting on the Neighbourhood Planning Committee to draw up its response to the Wealden Local Plan; and to bring it back to the full Council for agreement

231.3 d) **RESOLVED** that all CIL money received by Hailsham Town Council is ring fenced for use on projects approved by Council.

Hailsham Area Action Plan

232.1 The Chairman stated that the Hailsham Area Action Plan had been expanded to take in the parishes of Arlington and Polegate, and would be looking at transport issues and would become the South Wealden Plan, as a section of the Wealden Local Plan.

- 232.2 **RESOLVED** to note the notes and accompanying documents from the Hailsham Area Action Plan meeting held on 13th December 2016.

Financial Regulations

- 233.1 The Town Clerk explained that the recommendation of the Finance, Budget and Resources Committee brought the Council into line with the latest NALC version. It was also the recommendation of the Internal Auditor.
- 233.2 **RESOLVED** to adopt the updated Financial Regulations as recommended by the Finance, Budget and Resources Committee at its meeting on 15th January 2017.

Report of the Independent Wealden Parish Remuneration Panel 2017/18

- 234.1 **RESOLVED** to accept the recent report and recommendations of the Wealden Parish Remuneration Panel at Level 3 – Basic Allowance of £1,236 and Chairman’s Allowance of £1,706 per annum.
- 234.2 Councillors Grocock and Mrs. Van Der Geyten asked that their opposition to the resolution be recorded.

Civil Parking Enforcement/Decriminalisation of Parking in Hailsham

- 235.1 Members were asked to consider the issues and options regarding civil parking enforcement and the decriminalisation of parking enforcement in Hailsham and Wealden. Considerations included confirmation from the police had confirmed that they would not prioritise parking issues, would East Sussex County Council or Wealden District Council move to parking enforcement across the district and the cost of administration.
- 235.2 **RESOLVED** to refer this item to the Strategic Projects Committee to consider and come back to Council with recommendations.

New Allotment Site

- 236.1 Members were asked to further consider issues with the new allotment site at Battle Road in light of the response received from developers who had issued a report stating that further checks on the site were very difficult.
- 236.2 **RESOLVED** that the Council takes over responsibility and management for the allotment site in Battle Road; and to enter into a formal agreement with all new allotment holders that they must report to the Council immediately any sign of Himalayan Balsam Weed.

Councillor’s Questions/Information Forum

237 Delivery of Agendas and Reports

Councillors Berry, Mrs. B. Holbrook and P. Holbrook said they were concerned about late arrival of the Town Council agenda and reports for this meeting.

The Town Clerk said that the agenda was issued in accordance with Standing Orders and that the majority of the reports were emailed to members on the Friday before the meeting and two others on the Monday.

Councillor P. Holbrook said his and Councillor Mrs. Holbrook's papers had not arrived until the day before the meeting, this did not allow sufficient time to read the reports. This was the third time this had happened. He would be writing formally to the Town Clerk about this.

238 Welbury Farm Community Sports Hall

Councillor N. Collinson asked if there was an update on when the Council would take over responsibility for the Hall.

The Town Clerk said that the surrounding land was not in a fit state for Hailsham Town Council to take it over.

There being no further business, the Chairman closed the meeting at 9.33pm.

CHAIRMAN