

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28<sup>th</sup> March 2011 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.**

**Present: Cllrs T Voyce (Mayor/Chair), M Cunningham, T Wright, G Carter, Mrs M Piper, R Martin, Mrs C Berry, J.Harmer, Mrs J Voyce, A Watkins, Mrs J Bigsby**

**Also present Mrs J Ognjanovic Town Clerk  
1 member of the public - Mr M May**

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**9645 Apologies for absence**

Cllrs S Barber (work); Mrs C Berry (Holiday); S Shing (other council meeting); J Rogers (illness)

**9646 Declarations of interest**

Cllr T Voyce Non prejudicial in item 9666a, 9666b and 9667  
Cllr Mrs J Voyce Non prejudicial in item 9666a,9666b and 9667  
Cllr Mrs J Bigsby Non prejudicial in item 9666a  
Cllr J Harmer Non prejudicial in item 9666a, 9666b, 9674  
Cllr Mrs M Piper Non prejudicial in item 9667  
Cllr R Martin Non prejudicial in item 9666b 9660a  
Cllr A Watkins non prejudicial in item 9660a  
Cllr A Watkins non prejudicial in item 9668  
Cllr Mrs J Bigsby non prejudicial in item 9668  
Cllr Mrs J Voyce non prejudicial in item 9668  
Cllr T Voyce non prejudicial in item 9668

**9647 Opportunity for public comment**

None

**9648 Notification of items to be dealt with as urgent**

East Sussex County Council lease renewal request for Oakleaf drive Play area  
A discussion took place regarding the lease and fences and what would happen in the event of a termination of lease from ESCC. Suggestions were made that a request whether there was an option to purchase be made. A suggestion to extend the lease to 15 years was made. A councillor asked on the lease cost which was stated as being £150 p.a. A councillor asked what would happen to the equipment should the lease were to be terminated. The clerk stated that she would check with ESCC.

**It was resolved that the clerk would make a request for details to purchase the land if that were possible and for the clerk to arrange for the lease to be extended by 15 years if possible. VOTE All in favour**

**9649 Minutes of the Council Meeting held on 21<sup>st</sup> January 2011.**

**It was resolved to adopt the minutes of the Meeting held on 21<sup>st</sup> January 2011 and they were duly signed by the chairman as a true and accurate record of the meeting. VOTE 10 for 1 abstention (not present)**

**9650 Polegate Mayor's Report**

The report had been circulated to Council prior to the meeting and noted by all present.

**9651 PCSO report**

The report had been circulated prior to the meeting and noted by all present. The clerk stated that she had been told by PCSO Hannah Parks that there had

been 10 stops in Polegate 1 resulting in a prosecution and 1 being processed. The prosecution was for theft.

### **9652 District/County Councillors' Reports**

No written reports had been received.

Cllr R Martin gave a verbal report detailing the alterations and disruption in Wealden District Council over the coming 18 months. Planning meetings are due to be held at Crowborough, with a view that in 18 months everything will have been transferred to Hailsham.

### **9653 Town Clerk's Report**

The report had been circulated prior to the meeting and noted by all present. It was requested that the report be bullet pointed in future if possible. A councillor asked about the planning reasons and how this was reflected in the recent McDonald's planning application. The clerk stated that no objections had been raised but it was resolved to add a condition to the approval, being that relevant litter would be cleared locally. The clerk had been informed by the case officer that should this application go to committee the condition would be considered as an objection by committee. Another councillor asked if Wealden's case officer had indicated that the condition would be applied. The clerk stated that the indications were that as it could not be applied as policy a condition regarding litter would not be able to be applied to the application. The Councillor stated that should Polegate give formal objections and a number of residents submit objections the application would normally trigger going to committee. The clerk was asked if this was a major and she stated that it was not. It was due to be looked at by Wealden on 4<sup>th</sup> April. The clerk was asked about the reserves. She stated that she had looked at reserves and had spoken with the chair of Finance about the previous recorded reserves and the current reserves.

### **9654 Reports from Representatives of outside bodies**

#### **Cuckmere Community Bus**

The AGM was to be held in April. ESCC had now conceded the 9am start and CCB are currently awaiting details of any grants that may be forth coming from ESCC.

#### **Citizens Advice**

The Uckfield new branch had now been open by Princess Royal, the new premises are near the Civic Centre and was already being well used.

#### **Civil Protection**

The Council representative stated that he had asked if this was now defunct, but had been told that a new person was taking over at Wealden and it was possible that this would be revitalised.

#### **Children/Playgroup**

The clerk has requested updates from the Playgroup but had not yet received any to feed back to Council.

#### **Crime prevention Neighbourhood Watch**

The Mayor was thanked for attending the recent coffee morning. It was stated that there was a shortage of street co-ordinators and there was a possibility that Neighbourhood Watch was close to being wound up.

#### **Eastbourne Area Transport Forum**

A meeting was due in July and it appeared that some serious thinking about Transportation in the area was going to be discussed, including the quality bus corridor. Larger companies were being involved

#### **Polegate Windmill**

Timber had been bought for replacing the joists which had rotted due to water. The open day was 11<sup>th</sup> June and everyone was encouraged to attend and find out if they could be a volunteer, member, cashier etc. Their fete was on 10<sup>th</sup> July, which would be a bric a brac stall and they would be holding a Barbeque on 15<sup>th</sup> May.

### **Press Liaison – No report**

**South Wealden Association of Local councils** – There had been no meetings since the last report.

**Parish Planning Meeting** – the next meeting is due on 19<sup>th</sup> April.

**Tree Warden** – the clerk stated that she had tried to contact Mr Hammond but he was now on holiday and on his return the clerk would ask him if he could produce a report on the local trees and any Dutch Elm disease issues.

Cllr carter informed Council that he had attended a stay Warm meeting and this was likely to be revitalised in the area.

### **9655 Youth report**

The new agreement had been sent to YDS and the office was waiting for it to be returned. The clerk has been in contact with Mel at Willingdon Community school with regard to attending the Youth Forum there.

### **9656 Elderly Report**

Wealden were holding an over 50's day which had been designed based on the original day held by Polegate Town Council.

### **9657 Minutes and recommendations from committees and standing committees - Finance & Policy 15<sup>th</sup> March 2011.**

The chair presented the recommendations of the minutes 9630 to Full Council for approval.

**It was resolved to adopt the recommendation 9630 to adopt the amendment to the financial regulations. VOTE All in favour.**

The Planning Minutes had been circulated prior to the meeting for information only. These were noted by all present.

### **9658 Councillors Question time**

None

### **9659 Financial Update**

#### **a) Accounts for payment (copies attached)**

**It was resolved to approve the accounts for payment VOTE All in favour.**

**b) The Barclaycard statement was noted by all present.**

**c) The Bank Reconciliation was noted by all present.**

**d) Update re funds for Skatelite; Shelter & Soffits**

A discussion took place regarding the skate lite works at the skate park. The Chair of Finance & Policy stated that there was enough remaining to fund the work at a cost of £3592.80 + VAT

**It was resolved to go ahead with the skate lite repairs at a cost of £3592.80 to be funded from surplus funds from this years budget total. VOTE All in favour.**

A discussion took place regarding the soffit work which could now be funded from the remaining budget for 2010/11 and the pavilion reserve account to remain at £5500.

**It was resolved to fund the soffit, barbed wire and brackets work from the surplus in the budget 2010/11. VOTE All in favour.**

A discussion took place regarding the shelter. The shelter that had been budgeted for was unable to be supplied due to delivery issues. The next shelter up would require additional funding from the total budget for 2010/11. Funding from Safer Wealden Partnership (SWP) was discussed. The clerk stated that she had approached SWP and there was not enough funding available for this year, but it may be available in next year.

**It was resolved to allocate a total of £5000 (an additional £2700) to the youth shelter reserve. VOTE 8 for 1 against 1 abstention.**

**9660 Correspondence**

**a) Request to carry out specific tree works on trees overhanging private property. Email request.**

**It was resolved to give permission for the resident to carry out the specified tree works in accordance with her email request, at her own cost as stated. VOTE All in favour**

**b) ESCC Children's Centre**

A discussion took place on the level of vandalism of the board as the board is still on the fence and the lock appears to be the only item damaged. Concerns were raised if the board were to be moved into the park, there would be a level of liability on behalf of Polegate Town Council should a child run into the notice board. It was also questioned how close to the fence the board would be placed. It was agreed that the clerk would speak and meet with ESCC to discuss the health and safety issues and where the board would be located. A councillor commented that she was concerned that the damage had been listed as vandalism, when it appear to be minor damage and may have been caused by someone using the lock forcefully.

**c) Email regarding link to website**

The email had been circulated prior to the meeting. A discussion took place whether to allow advertising of a non charity on the website.

**It was resolved that the request for a link for the non charity organisation would be denied as it was contrary to Council policy. VOTE All in favour.**

**d) Email regarding Diamond Jubilee**

A discussion took place regarding the possibility of having a group set up to make arrangements for the Diamond Jubilee 2012.

**It was resolved to form a Diamond Jubilee Advisory Committee. VOTE All in favour.**

A discussion took place on the royal wedding and due to lack of interest in partnership parties a street party was unable to be arranged. A card for the public to sign would be available in the office, which would be sent off to the Palace before the wedding. The school were doing a small event for the children of the school only on the Thursday.

It was agreed to put a notice on the website and the notice board to notify the public that the card would be available to sign.

**e) Request from Twinning Association to use Polegate Town Council Coat of arms on a commemorative plate as a Twinning Gift.**

A discussion took place regarding the proposal.

**It was resolved to give permission to the Twinning Association to use the Polegate Coat of Arms on a commemorative plate as a twinning gift. VOTE all in favour.**

#### **9661 Proposed Cycle of next cycle of meetings**

The dates were agreed as follows:

4<sup>th</sup> April 2011 Environment & Leisure Meeting

26<sup>th</sup> April 2011 Full Council

Town Assembly 23<sup>rd</sup> May 2011

Annual Town Meeting 16<sup>th</sup> May 2011

24<sup>th</sup> May 2011 Finance & Policy

20 <sup>th</sup> June 2011 Environment & Leisure	27 <sup>th</sup> June 2011 Full Council
18 <sup>th</sup> July 2011 Finance & Policy	25 <sup>th</sup> July 2011 Full Council
12 <sup>th</sup> September 2011 Environment & Leisure	26 <sup>th</sup> September 2011 Full Council
10 <sup>th</sup> October 2011 Finance & Policy	24 <sup>th</sup> October 2011 Full Council
14 <sup>th</sup> November 2011 Environment & Leisure	28 <sup>th</sup> November 2011 Full Council
12 <sup>th</sup> December 2011 Full Council	
23 <sup>rd</sup> January 2012 Finance & Policy	30 <sup>th</sup> January 2012 Full Council
13 <sup>th</sup> February 2012 Environment & Leisure	27 <sup>th</sup> February 2012 Full Council
12 <sup>th</sup> March 2012 Finance & Policy	26 <sup>th</sup> March 2012 Full Council

#### **9662 Annual Town Assembly**

It was agreed to ask the following if they are able to make a presentation at the annual town assembly.

Charles Lant – Chief Executive Wealden District Council

A representative from South Down National Park Authority

New chief executive of East Sussex Health Service.

Mark Richie – Sergeant Polegate Police station

A representative of Transport from either Stagecoach or Network Rail

A representative who makes decisions on parking within Polegate from ESCC Highways Authority.

It was agreed that the clerk would book an available hall for the meeting in order of preference as follows:

Community Centre; St John's; St Georges; United Reform. The clerk stated that she thought United reform was the only hall available and had provisionally booked the hall the cost of this would be £10 per hour, total cost at 3 hours £30.

**It was resolved that the clerk would book the appropriate hall for the annual town assembly and make a choice based on availability and best cost. VOTE All in favour.**

#### **9663 Fire Risk Assessment Update**

A verbal report was given by the clerk on the actions taken and those required.

**It was resolved that the clerk would ask the contractor to install a linked detector if required. VOTE 9 for 1 abstention (Cllr Harmer)**

#### **9664 Corporate Comment on LDF Core Strategy**

A discussion took place regarding the grounds on which anyone could make comments on. The chair stated that a corporate opinion was made on the accuracy of the Core Strategy. A councillor commented on his role as a district councillor and the amendments that had been submitted for consideration. The specific concerns regarding the Eastbourne road were transport infrastructure. There were some major concerns about education. The volume of traffic cross the level crossing and up through the High Street was discussed as new figures

had been received. A councillor asked about the saved policies and the clerk stated that she had inquired about this question and the answer was the excluding those policies that were specifically excluded from the LDF all other saved policies were still being used. The formation of an advisory committee was discussed.

**It was resolved to appoint an LDF Core Strategy Advisory Committee who would have delegated authority to submit an appropriate response to the LDF Core Strategy on behalf of Polegate Town Council before the deadline 18<sup>th</sup> April 2011. The committee would be formed of Cllrs J Rogers; A Watkins; R Martin; M Cunningham, Mrs M Piper and T Voyce. VOTE All in favour.**

#### **9665 Tree Works Spurway Park**

A discussion regarding the costs involved in the report and the insurance claims took place. It was suggested that with the high levels of costs it may be more economic to cut the trees down, those that were causing issues. Previous reports had been substantially more expensive. If no tree works were notified there would be no charges for works each year.

**It was resolved to go ahead with the tree report and the clerk would ask for a further discount. VOTE All in favour**

#### **9666 Grant Requests**

##### **a) Twinning Association**

The request and accounts had been submitted to all councillors present.

**It was resolved to grant £175 from the grants budget to the Twinning Association. VOTE All in favour**

##### **b) Polegate Windmill**

The request and accounts had been submitted to all councillors present.

**It was resolved to grant £175 from the grants budget to Polegate Windmill. VOTE All in favour**

#### **9667 Filching Quarry Application - WD/657/CMS(EIA)**

The clerk stated that she had in the office a DVD with all of the documentation on as there were no paper copies available from ESCC. The design and Access statement with details of traffic movements had been included as this was most relevant to Polegate Residents living along Wannock Road. A detailed discussion took place on the size of the lorries and the impact they would have on Polegate and surrounding areas, including the landslip of the road when it was previously used.

It was agreed by all present that they were opposed to this application. A motion to delegate authority to 3 Cllrs, Mrs J Voyce, Mrs M Piper and T Voyce was submitted.

**It was resolved that Cllrs Mrs M Piper, Mrs J Voyce and T Voyce would represent Polegate Town Council with regards to the application. It was agreed that they would attend the Filching Landfill Action Group meeting on Friday 8<sup>th</sup> April 7pm Wannock Village Hall. VOTE All in favour**

#### **9668 Corporate View on Proposed Extensions at Willingdon School**

A discussion took place regarding possible extensions to Willingdon and the affect on the classrooms and main functions such as canteen and hall.

A motion to formulate a corporate opinion was moved. A discussion took place regarding the options available and the views of councillors present.

**It was resolved that the corporate view of Polegate Town Council regarding any proposed extensions for expansion would be that Polegate Town Council would prefer to see a new school built either on site rather than continuing with extensions to the existing site and submit that view to the relevant authorities. VOTE 6 in favour 2 against 2 abstentions (Cllr A Watkins abstained)**

#### **9669 Parking Review**

A discussion took place regarding the previous reviews and the action that had been taken. A councillor referred to the recent SLR (Strengthening Local Relationships) meeting and stated that at that meeting it was indicated that should Council's wish to "purchase" faster progression of their required traffic works there may in the near future be an option available for that. This option may be available because of lack of funding for ESCC Highways. The Victoria Road/Hailsham Road was discussed further with the approximate cost of £800-1000 to pay for those works required. If a parking review were to be taken, Polegate Town Council could prioritise the preferred works and the priority list could be included in the Masterplan.

**It was resolved that the new Council elected in May should review the parking within Polegate and for a priority list to be included in the Polegate Town Council Masterplan. VOTE All in favour**

#### **9670 Corporate View of Gainsborough Lane Junction Works**

The clerk read out the reply from the Highways agency (HA) regarding the possibility of having the temporary traffic lights left in place. Councillors discussed the lack of consultation from the HA as no councillor present could recall the agency asking the Council of their views on the junction improvement. The point was made that the HA made this scheme without consulting PTC and the junction was now considered by PTC and many residents as more dangerous than before the alterations. The stated reason that traffic lights were not installed was due to cost, comments were made that money had been wasted on the current improvement scheme, which considered not to be working, so the general feeling was that it would have been better for the HA to have consulted with PTC and the residents who live in that area on the scheme in depth.

Council still felt that a reply from the Highways Authority (ESCC) was still required.

**It was resolved to send a letter to Norman Baker MP stating PTC view on the egress of the right hand turn being more dangerous since the works were carried out. VOTE All in favour.**

**It was resolved to send a letter to the Highways Authority asking for their official opinion on the alterations at the junction of the A27, do they consider them to be more dangerous than before. VOTE All in favour**

#### **9671 ESCC Highways Discussions with developers**

A discussion took place regarding meetings that Highways authority (ESCC) had had with developers in between the application being refused and the inquiry, which PTC had been unaware of until the appeal was under way. A motion to write a letter to Lawrence Stringer was discussed with regard to the meetings and the non attendance at the inquiry.

**It was resolved to send a letter to Lawrence Stringer stating the disappointment of PTC with regard to the non inclusion of the discussions and the lack of opportunity to question the authority on aspects of their decisions due to their non attendance at the inquiry. VOTE All in favour.**

**9672 Use of email to councillors**

A discussion took place on whether Councillors could choose to receive either emails paper copies.

**It was resolved that each councillor would submit their preference to the clerk and would receive information by email or paper copy as per their preference, new councillors would also be asked to state their preference. Summons would still be issued by paper copy as per law. VOTE All in favour**

**9673 Committee to consider in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.**

**It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting. VOTE All in favour.**

**9674 Minutes and recommendations from committee and Standing Committees – Personnel Advisory Committee 2<sup>nd</sup> March 2011.**

**It was resolved that an advisory group be set up to discuss points for a business plan. To consist of Cllrs Mrs J Voyce, Mrs C Berry, T Voyce, M Cunningham. To be developed as a skeleton plan for the new council to add to from May 2011. Point would be submitted to the clerk to add to the skeleton plan prior to May. VOTE All in favour**

Minute 9657 had already adopted 9630 as recommended at Personnel.

**It was resolved to accept the amendments to the Clerk/RFO permanent contract and job description as per reports. VOTE All in favour.**

**It was resolved that Mrs Ognjanovic would be appointed to the permanent post of clerk/RFO from 1<sup>st</sup> April 2011 at LC2 SCP 32. VOTE 9 in favour 1 abstention Cllr A Watkins.**

**It was resolved to appoint the administrative assistant to a permanent contract as from 1<sup>st</sup> April 2011 on his current pay grade. VOTE All in favour**

**The meeting closed at 22.15pm**