



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 2<sup>nd</sup> August 2018 at 7.00pm.**

### **Present:**

Councillor L Wallraven (Mayor) and Councillor L Freeman (Deputy Mayor).

Councillors D Argent, M Brown, B Burfield, J Elton, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, J Lord, P Lower, M Wearmouth and C White.

Dominic Avey, Young Mayor

James Jenkins, Deputy Young Mayor

James Corrigan, Town Clerk – Seaford Town Council

Georgia Raeburn, Executive Support Officer – Seaford Town Council

4 members of the public

The Mayor welcomed new Deputy Young Mayor, James Jenkins, to his first Council meeting and wished him well in his first year.

### **C59/08/18 Apologies for Absence**

Apologies for absence were received from Councillors S Adeniji, P Boorman, D Burchett and A Latham.

### **C60/08/18 Disclosure of Interests**

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### **C61/08/18 Public Participation**

*Resident A*

*Raised concerns about the number of plastic bottles at Armed Forces Day and the lack of any provision to refill water bottles, and at any Town Council open spaces. Requested that the Town Council look at installing simple drinking water taps with push down tops at its open spaces.*

*Invited all members to the official launch of the Refill Seaford and Newhaven campaign; Saturday 1<sup>st</sup> September 11am – 2pm at Frankie's Beach Café, sponsored by South East Water.*

*Resident B*

*Questioned why it was felt Regulation 14 would have to be undertaken again with the Neighbourhood Plan; were there significant changes being made to the draft plan? Questioned at what point the research in to the Dane Valley project would be sufficient enough for Regulation 16 to be progressed.*

Town Clerk

Confirmed that the Neighbourhood Plan Steering Group would be meeting at a public meeting on 21<sup>st</sup> August at 7pm to discuss the two changes to the draft that are being requested by the District Council's planning officers. The planning officers also want to ensure the viability of the Dane Valley project before progressing further, so the group are awaiting the Aecom report, which it hopes to have by the end of 2018 at the latest.

*Resident C*

*Urged the Council to prioritise reinstating concrete blocks by the Martello Fields, as these were very effective when in place.*

Town Clerk Confirmed that the blocks have been temporarily replaced with one tonne bags of aggregate and officers are continuing to look at quotes for blocks and how to minimise these costs, which at first look are proving quite expensive.

### **C62/08/18 Minutes**

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

<b>C62.1</b>	Finance & General Purposes	14 <sup>th</sup> June 2018
<b>C62.2</b>	Full Council	21 <sup>st</sup> June 2018
<b>C62.3</b>	Planning & Highways	28 <sup>th</sup> June 2018
<b>C62.4</b>	Planning & Highways	19 <sup>th</sup> July 2018

*N.B. Recommendation at minute ref P16/6/18 discussed separately under agenda items 11.*

### **C63/08/18 Mayor's Report**

The Mayor gave a verbal update on her Civic Service, Armed Forces Day, 18 engagements attended since the last meeting, two funerals attended for the later former Town Councillor Rita Scarfe and former Chaplain Father Martin Yould, the previous Young Mayor Thomas Exley's opening for the wheelchair swing in The Salts and the upcoming Mayor's Charity Golf Day on 21<sup>st</sup> September.

### **C64/08/18 Young Mayor's Report**

The Young Mayor gave a verbal update on his planned fundraising activities this year, including a rounders event, theatre trips and murder mystery evenings. This will be raising much needed funds for Seaford Head School's Art & Drama department. Dominic welcomed new Deputy Young Mayor, James Jenkins on board.

### **C65/08/18 Clerk's Report**

The Council considered report 83/18 presenting the Clerk's update report from June 2018 to date. The Clerk gave a verbal update on further Freedom of Information requests received, the recent Traveller encampment, the caravan that had been parked on the Esplanade, Armed Forces Day, the filming of Hope Gap, lease progress, the land sale at North Way, ongoing litigation, The View's new 'green' roof, the Brown Signage scheme, a planned project for commemorative elm trees to be planted around the town remembering those from Seaford and Bishopstone who died in World War I, the options going forwards with regards to grass verge cutting, the financial performance of The View and Golf Course and the sale of a further beach hut.

Members discussed the Clerk's meetings with members of the public and the Brown Signage scheme.

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

### **C66/08/18 C8 Safety, Health & Environment Policy**

The Council considered report 81/18 presenting the review of the Council's Safety, Health & Environment Policy. Member's discussed certain points of the policy, including asbestos and notifiable diseases.

It was **RESOLVED** to **ADOPT** the revised Safety, Health & Environment Policy as presented in report 81/18, subject to the two minor changes discussed in the meeting.

#### **C67/08/18 FS4 Memorial & Donation Policy**

The Council considered report 82/18 presenting the review of the Council's Memorial & Donation Policy. Members discussed the locations of benches, the availability for the scattering of ashes within the town and the communication surrounding the removal of any mementoes. The policy was amended to include that officers will notify memorial donors immediately after removing items placed on memorials that these have been removed and are available for collection for 14 days where details are held on file.

It was **RESOLVED** to **ADOPT** the revised Memorial & Donation Policy as presented in report 82/18 on the basis of the amendment at section 5 of the policy.

#### **C68/08/18 FS10 Tree Policy**

The Council considered report 80/18 presenting the review of the Council's Tree Policy. The Clerk provided an update on the plan to issue a press release helping members of the public to identify Dutch Elm Disease in their own trees and the possibility of the Council employing a Tree Inspector to inspect and label all high and medium risk Council-owned trees on the Town Councils land.

It was **RESOLVED** to **ADOPT** the revised Tree Policy as presented in report 80/18.

*(Three members of the public exited the meeting.)*

#### **C69/08/18 FS13 Concession & Street Trading Policy**

The Council considered report 50/18 presenting a draft Concession & Street Trading Policy for adoption. Members discussed the draft policy in great depth, including the supporting documentation provided, the process for vetting and scoring applications, the process for the review of the policy, the differences from Lewes District Council's documentation, the day-to-day management of concession and licence holders, implementation dates and including a restriction on the use of single-use plastics within the licence conditions.

It was **PROPOSED** to **DEFER** the Concession & Street Trading Policy to a meeting of the Community Services Committee, to be presented with and discussed in more detail, and then subsequently recommended back to Council for adoption; this motion was **CARRIED**.

#### **C70/08/18 M3 Traveller Policy**

The Council considered report 79/18 presenting the review of the Council's Traveller Policy. The Clerk provided an update on the Pleasure Ground Bylaw, which will need to be reviewed at a future date.

It was **RESOLVED** to **ADOPT** the revised Traveller Policy as presented in report 79/18.

#### **C71/08/18 M4 Twinning Policy**

The Council considered report 77/18 presenting the review of the Council's Twinning Policy.

It was **RESOLVED** to **ADOPT** the revised Twinning Policy as presented in report 77/18.

#### **C72/08/18 Christmas Shutdown**

The Council considered report 65/18 seeking approval to close the Council offices over the Christmas period.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 4.30pm on Friday 21<sup>st</sup> December 2018 to Tuesday 1<sup>st</sup> January 2019 inclusive, re-opening Wednesday 2<sup>nd</sup> January 2019.

### **C73/08/18 Hurdis House Blue Plaque Request**

The Council considered report 66/18 seeking approval to a blue plaque being installed on the exterior wall of Hurdis House.

**C73.1** It was **RESOLVED** to **APPROVE** a blue plaque being installed on the exterior wall of Hurdis House, subject to the exact location being agreed in advance with the Projects & Facilities Manager.

**C73.2** It was **RESOLVED** to **APPROVE** up to £55 being allocated to the cost of the plaque and installation.

### **C74/08/18 Seaford Twittens Working Group**

The Council considered report 67/18 seeking to establish a working group to survey footpaths and twittens within Seaford and consider the implications of the proposed changes to the Rights of Way and Countryside Act 2000.

**C74.1** It was **RESOLVED** to **ESTABLISH** a working group comprising of Councillors N Freeman, R Honeyman, P Lower, L Wallraven and C White, to look at the footpaths and twittens within Seaford and consider the implications of the proposed changes to the Rights of Way and Countryside Act 2000; reporting its findings back to a future meeting of the Planning & Highways Committee.

**C74.2** It was **RESOLVED** to **DELEGATE POWER** to the working group to co-opt members of the public to the working group as it deems fit.

### **C75/08/18 Internal Audit Report Year Ended 31<sup>st</sup> March 2018**

The Council considered report 74/18 presenting the final report from Mulberry & Co Ltd, Internal Auditor for the year ending 31<sup>st</sup> March 2018. Members discussed the beach huts sales and guarantee scheme arrangements with the Council's bank accounts.

**C75.1** It was **RESOLVED** to **NOTE** the Internal Auditor's Report.

**C75.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of report 74/18.

**C75.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2018/19.

### **C76/08/18 Bank Account Changes**

The Council considered report 75/18 informing the Council of changes and increased charges to the Council's Bank Account. Members discussed the charges incurred and the process for reviewing and choosing bank account options.

**C76.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C76.2** It was **RESOLVED** to **DELEGATE POWER** to the Responsible Financial Officer and Finance Manager to research other bank accounts and switch to a more suitable account if necessary, reporting back to the Finance & General Purposes Committee on any action taken.

### **C77/08/18 Donations Box at South Hill Barn**

The Council considered report 78/18 regarding the donations box at South Hill Barn. Members discussed the proposal in great depth, including the charity selection, duration of the arrangement,

process for collecting the money and the possibility of applying to designate Cuckmere Haven to Splash Point as a World Heritage Site.

**C77.1** It was **PROPOSED** to **APPROVE** that the donations box at Seaford Head Nature Reserve be made in to a joint donations box, with the Cuckmere Haven SOS Campaign and Plastic Free Seaford Campaign each receiving 25% of donations made and the remaining 50% towards the upkeep of the Nature Reserve; the motion was **CARRIED**.

**C77.2** It was **RESOLVED** to **NOTE** that a new information sign will be placed on the box to reflect this fact.

#### **C78/08/18 Exclusion of the Press & Public**

It was **RESOLVED** 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 on the agenda as it concerns confidential personnel and employment details.

*(8.57pm - All remaining members of press, public and the Young and Deputy Young Mayors exited the meeting)*

#### **C79/08/18 Maternity, Paternity & Adoption Leave Policy Review EXEMPT**

The Council considered report 73/18 seeking adoption of the revised Maternity, Paternity & Adoption Leave Policy. Members discussed the revised policy and implications in great depth.

**C79.1** It was **RESOLVED** to **ADOPT** the revised Maternity, Paternity & Adoption Leave Policy as presented with exempt report 73/18.

**C79.2** It was **RESOLVED** to **APPROVE** two staff members being granted a one-off amount of additional annual leave, as per report 73/18.

The meeting closed at 9.24pm.

Councillor Linda Wallraven  
Mayor of Seaford