



Seaford Town Council

**MINUTES** of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 25<sup>th</sup> January 2018 at 7.00pm.**

**Present:**

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).  
Councillors S Adeniji, D Argent, P Boorman, D Burchett, B Burfield, J Elton, L Freeman, N Freeman, T Goodman, R Hayder, O Honeyman, R Honeyman, A Latham, P Lower, A McLean, M Wearmouth, B Webb and C White.

Thomas Exley, Young Mayor of Seaford

Dominic Avey, Deputy Young Mayor of Seaford

James Corrigan, Town Clerk – Seaford Town Council

Karen Singleton, Responsible Financial Officer – Seaford Town Council

Lucy Clark, Finance Manager – Seaford Town Council

Tony Jackson, Projects & Facilities Manager – Seaford Town Council

7 members of the public

**C77/01/17 Apologies for Absence**

There were no apologies for absence.

**C78/01/17 Disclosure of Interests**

There were no disclosures of interests under the Seaford Town Council Code of Conduct or the Localism Act 2011.

**C79/01/17 Public Participation**

*Sylvia Dunn*

*Was pleased to read the Internal Auditor's Report at agenda item 11, recommending that the Council set up a reserve fund for maintenance on its fixed assets so as not to make a demand on the precept; in particular considering the seafront which is looking very deteriorated. Questioned raising precept over the level of inflation and value for money if the basics are not being carried out.*

*Asked if agenda item 17 was regarding a damage claim against the Council or a claim the Council is making.*

*Asked if The View Business Plan, which is currently a confidential document, will be available for the public to view at some point.*

Town Clerk

Confirmed that The View Business Plan would be reviewed once adopted to determine which parts can be released publicly and which would have to remain confidential.

Confirmed that the damages claim is against the Council.

Agreed that the bins on the seafront have deteriorated much quicker than expected due to their exposure compared to identical bins elsewhere in Seaford. Confirmed that the Council are looking at bins with no metal components which should be more durable but may have to be bespoke. Confirmed that there will be some repairs to the bins in the interim for the summer period.

*Christine Brett*

*Asked for clarification that any funds received from the three proposed land sales (The Holt, North Way and Southdown Road) must go on revenue projects for the town and not go in to reserves.*

*Further questioned if the plots would be sold with outline planning permission and if so, would make stipulations such as being eco-friendly, having solar panels and being sensitive to the surrounding developments.*

Town Clerk

Confirmed that the intention is that the capital receipts (funds from land sales) cannot be spent on the revenue account but that they be reinvested in capital projects which are revenue generating activities; the projects within the Seafront Development Plan, for example.

Confirmed that the sale of all three sites will be subject to receiving planning permission; without planning permission the sales would not go ahead.

Confirmed that the design for Southdown Road is very in keeping with the surrounding area and will have environmentally friendly aspects.

*Jill Wilson*

*Asked if there was an update on the scaffolding works at Talland Parade. Confirmed it has been six months since she has been able to get access to the back of her property. Raised concerns over the safety of the scaffolding boards, three of which have blown off.*

Town Clerk

Confirmed that the Town Council has been receiving complaints regarding this and continues to make contact with Lewes District Council, as the planning authority with enforcement power. Understands that it is not an easy problem to resolve. Confirmed that the Head of Planning Policy at Lewes District Council, Aidan Thatcher, has had a meeting on site and will be coming to the Town Council's Planning Committee meeting on 22<sup>nd</sup> February to discuss this in more detail. Confirmed that there is a new owner, a shell organisation, but that they are getting work contracts in place and plan to undertake the work; exact details are not known however.

Councillor O Honeyman

Confirmed that District and Town Councillors are both pushing this to progress, raising concerns about the safety of the scaffolding and questioning the roof not being water tight.

Read out the most recent email from the Head of Planning Policy giving an update from the new owner confirming that; they are in the latter stages of creating the development team, they intend to start onsite in six weeks, the demolition would take six weeks following which the new building would then commence.


Information will be held by the District Council for the development team to ensure that issues arising do not remain unresolved.

Confirmed that if works commence in the next six weeks this would negate the need for the District Council to serve a notice to remove the scaffolding.

*Ernie Hill*

*Asked if the Council was still producing hard copies of the agenda to be displayed in the library and tourist information centre.*

Town Clerk

Confirmed that there has been no change in policy but that he would check with staff to make sure this was still being carried out. Requested that if officers are made aware at the time that papers are missing, they can arrange for a replacement copy to be printed. 

Roy Bennett

*Raised concerns with the return on investment with regards to The View and golf course, which is currently around 1.5% (£20,000). Asked if the Council is getting advice on how this can be improved and whether any measures are being taken.*

*Raised concerns regarding the proposed 9.99% increase to Council Tax which appears to be in order to replenish the General Reserves, which would appear to have been created by the £250,000 shortfall on income with the beach huts. Concerned that residents in Seaford will receive an increase in Council Tax through no fault of their own and not receive any benefit for it.*

Town Clerk

Confirmed that the Council has spoken to lots of professionals within the industry regarding the golf course. Confirmed that generally speaking, Seaford Head Golf Course is doing better than its neighbouring courses. Confirmed that the golf course is projected to make a profit of £45,000 and The View is running at a small profit; this is however before the loan repayments are deducted of £105,000. Explained that the aspiration of the Council is to have them running at a profit including the loan repayments.

Explained that income from the beach huts would be a capital receipt and therefore cannot be used to replenish the revenue account; the proposed Council Tax increase is therefore not due to this shortfall. Confirmed that two more beach huts sales would see the project breakeven.

*(The Council agreed to move agenda item 6 forward.)*

#### **C80/01/17 Young Mayor's Report**

The Young Mayor gave a verbal update on the fundraising activities for his project to put an accessible swing in The Salts. The coach trip to the Chichester Christmas Market raised £270 and there is a further coach trip to Hampton Court Palace on 12<sup>th</sup> February, which is now sold out. The Young Mayor was thrilled to be able to donate a food hamper from young people to the Rotary Club to be shared with the less fortunate over Christmas. The fund currently stands around £4,000 and discussions are now being had regarding purchasing the swing and its exact location.

*(The Young Mayor exited the meeting.)*

#### **C81/01/17 Minutes**

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

**C81.1** Full Council 19<sup>th</sup> October 2017

**C81.2** Golf & The View 21<sup>st</sup> November 2017

*N.B. Recommendation at G20.2 considered separately under item 9 on the agenda.*

**C81.3** Community Services 30<sup>th</sup> November 2017

**C81.4** Personnel 13<sup>th</sup> December 2017

**C81.5** Finance & General Purposes 14<sup>th</sup> December 2017

*N.B. Recommendation at F17.1 considered separately under item 9 on the agenda.*

**C81.6** Planning & Highways 5<sup>th</sup> October 2017

**C81.7** Planning & Highways 26<sup>th</sup> October 2017



<b>C81.8</b>	Planning & Highways	16 <sup>th</sup> November 2017
<b>C81.9</b>	Planning & Highways	7 <sup>th</sup> December 2017
<b>C81.10</b>	Planning & Highways	21 <sup>st</sup> December 2017

### **C82/01/17 Mayor's Report**

The Council considered report 106/17 presenting the Mayor's Report and details of the Mayoral engagements.

It was **RESOLVED** to **NOTE** the contents of the Mayor's Report.

### **C83/01/17 Clerk's Report**

The Clerk apologised for not having circulated a Clerk's Report prior to the meeting and gave members a list of current activities and progress. The Clerk confirmed he would produce a Clerk's Report and publish it in the usual method in due course.

Members discussed the current activities list, asking questions regarding the Clerk's workload and the delegation of certain tasks within the new staff structure and the resolution of the Hurdis House contract works.

### **C84/01/17 District/County Councillor Update Report**

*Councillor Olivia Honeyman – Lewes District Council*

*Updated on the Holocaust Memorial Day events within the District over the next few weeks. Explained that phase 2 of the new recycling programme is due January/February; every resident should have received an information envelope. The District Council are looking at options with the recycling of plastic but is not affected by the recent decision by China not to import recyclable plastic.*

*Councillor Sam Adeniji – Lewes District Council*

*Confirmed that the District Council is reviewing its tourism strategy; it should come before the District's Council meeting next month. The branding is 'Stay Lewes, Coast & Country', with a branch off referred to as 'Stay Coastal'. Stay Coastal will be promoting Seaford, Peacehaven and Newhaven.*

*Confirmed that Universal Credit has been implemented from December and that Lewes District Council have increased the funding to Citizen's Advice Bureau to help the Bureau cope with the expected increase of people requiring their time and advice.*

*Asked that if anyone has any comments on the new Lewes/Eastbourne combined website, to pass these on to a District Councillor so they can be included in the review of the website.*

*Members discussed the Avondale Hotel decision, promotion of tourism within the town by the Town Council and the new recycling program.*

*Councillor Phil Boorman – East Sussex County Council*

*Confirmed that the County Council's Council Tax level has increased by 5.99%; 2.99% of this is Council Tax increase and 3% is an increase in Adult & Social Care funds.*

*Confirmed that plans were being looked at to close the Household Waste & Recycling Site in Seaford, however these plans have not progressed, and the site will remain open.*

### **C85/01/17 Final Budget Report 2018/19 and Setting of Precept**

The Council considered report 107/17 presenting the final draft Budget for 2018/19 and the recommended precept amount.

The Clerk provided a verbal update on the process taken to draft the budget, the considerations made, comparative Council Tax levels in the District and the necessary repairs and maintenance that has had to be carried out in the last year. The Clerk gave an overview of some unexpected items that are yet to

be factored in to the budget, including the proposed 2% increase to local government salaries, the costs of maternity cover and potential litigation outcomes/costs.

Members discussed the contents of the report and draft Budget in great depth; including the sale of beach huts, the seafront defence wall for the huts, the water ingress in the Martello Tower and potential grant funding for repair costs, the Martello toilet facility project progress, comparative local authority increases and inflation rates, the potential of a litigation earmarked reserve, savings that can be made within the Council, staffing costs for a public sector organisation providing services, the impact of the proposed increase on the residents of Seaford and creating a working group to review the Council's precept level, the terms of reference of which will be reported at the next Council meeting.

**C85.1** It was **PROPOSED** to **SET** a Precept of £709,949 which equates to a Council Tax increase of 5.99%;

A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	For
Councillor J Elton	Against
Councillor L Freeman	Against
Councillor N Freeman	Against
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Against
Councillor A Latham	For
Councillors P Lower	Against
Councillor A McLean	For
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	Against

The **MOTION** was **CARRIED**.

**C85.2** It was **RESOLVED** to **APPROVE** the budget as presented; allowing the Town Clerk to make any minor amendments, which will not affect the overall budget or Precept, to improve accuracy when producing the budget book for all Councillors.

**C85.3** It was **RESOLVED** to **NOTE** the projected budgets for the years 2019/20, 2020/21, 2021/22 and 2022/23.

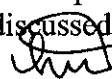
**C85.4** It was **RESOLVED** to **APPROVE** the transfer of £16,286 from Earmarked Reserves to the General Reserves as per section 1.4 of the report.

#### **C86/01/17 Annual Return 2016/17 Update**

The Council considered report 112/17 providing an update on the 2016/17 Annual Return.

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

#### **C87/01/17 First Internal Audit Report for 2017/18**

The Council considered report 111/17 presenting the Internal Auditor's report from their first visit in 2017/18. Members discussed the process for appointing an Internal Auditor and the drafting of the Investment Strategy. 

**C87.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report.

**C87.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B to the report.

### **C88/01/17 Policy Updates**

The Council considered report 108/17 seeking approval to make necessary updated to Council policies.

It was **RESOLVED** to **DELEGATE** power to or to **INSTRUCT** the Town Clerk to make the necessary amendments to the responsible roles identified in Council policies, in accordance with the changes from the Staffing Review in 2017, namely:

‘Support Services Manager’ to ‘Finance Manager’

‘Town Clerk’ to ‘Responsible Financial Officer’ (where relevant)

‘PA to the Town Clerk’ to ‘Executive Support Officer’

*(The Council's Finance Manager and Responsible Financial Officer exited the meeting.)*

### **C89/01/17 Strategic Objective Working Group**

The Council considered report 109/17 seeking to establish a working group to review the Council's Strategic Objectives. Members discussed an alternative option, whereby officers review the document and bring back an amended version to a future Council meeting, in light of the Council's changed financial position and staff resources.

It was **PROPOSED** that the contents of the report be **NOTED**.

### **C90/01/17 Committee Chairs' Management Group**

The Council considered report 97/17 presenting a proposal regarding formalising a Committee Chairs' Management Group. Members discussed the communication and transparency of the dates of the meetings and the notes from the meetings, the way in which all councillors can get involved with the meetings and the membership of the group.

A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	For
Councillor J Elton	For
Councillor L Freeman	Abstained
Councillor N Freeman	For
Councillor T Goodman	For
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Abstained
Councillor A Latham	For
Councillors P Lower	Against
Councillor A McLean	Against
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	For



It was **RESOLVED** to **AGREE** to formalising the Committee Chairs' Management Group, its purpose, aims and jurisdiction, as per the report, with the addition of the Mayor and Chair of Personnel to the membership.

#### **C91/01/17 Martello Tower Entertainment Area Policy**

The Council considered report 110/17 providing an update on the Martello Tower Entertainment Policy.

Members discussed the way in which licensing authorities police buskers, land ownership on parts of the beach, the review of the Events Policy, the Council's standards condition of hire not including amplification of music, the capabilities of the Council's website for taking bookings and showing performance times, alternative locations for buskers and clarifying proposing differing approaches for the Martello Entertainments Area and buskers. The Clerk would strongly advise against creating a policy whereby the Council imposes restrictions on buskers such as having to book, which would raise expectations that Council staff would be unable to enforce, namely when buskers play without booking. This would potentially place staff under undue stress due to now being responsible for the enforcement of a policy proposing to control busking which they have no means of enforcing. Such tight regulations are not imposed by neighbouring Environmental Councils (who have more powers than a Town Council) such as Brighton and Hove and Lewes District Council. Both of these have a light touch approach to busking one of mutual respect and toleration.

It was **PROPOSED** to **REVIEW** the Council's Events Policy as per the policy schedule, including the process for bookings of main events (not buskers) for the Martello Entertainments Area, **FURTHERMORE** to create a Busking Policy, based on Brighton & Hove City Council's policy, to be brought back to Council at a later date; this **MOTION** was **CARRIED**.

#### **C92/01/17 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 remainder of the meeting as the items concern confidential business information, ongoing litigation and legal negotiations, and business sensitive data which is intended for future publication.

*(The Deputy Young Mayor and all members of press and public exited the meeting.)*

#### **C93/01/17 Golf Course Damages Claim**

The Council considered exempt report 116/17 regarding a claim for damages as a direct result of the construction works at The View and Seaford Head Golf Course.

It was **PROPOSED** to **AGREE** to write off the existing loan with the claimant in full and final settlement of any claim, to be done by the Town Clerk in consultation with the Chair of the Golf & The View Committee. **FURTHERMORE**, that power be **DELEGATED** to the Town Clerk to negotiate a suitable service agreement going forwards and report back to Full Council; this **MOTION** was **CARRIED**.

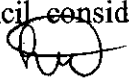
*(It was **RESOLVED** to **SET ASIDE** Standing Order 3g to allow the meeting to exceed three hours.)*

#### **C94/01/17 Hurdis House Litigation**

The Council considered exempt report 101/17 regarding ongoing litigation with a former tenant of Hurdis House.

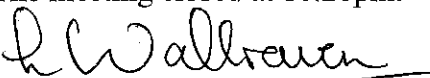
It was **PROPOSED** to **REFUSE** the offer of settlement from the claimant. **FURTHERMORE**, to **AUTHORISE** the Town Clerk to enter in to negotiations/mediation to secure a reasonable conclusion; this **MOTION** was **CARRIED**.

#### **C95/01/17 The View Business Plan**

The Council considered exempt report 114/17 presenting the draft The View Business Plan for adoption. 

It was **PROPOSED** to **DEFER** the remaining two agenda items to an extraordinary Council meeting to be held on 8<sup>th</sup> March 2018 at 7pm; this **MOTION** was **CARRIED**.

The meeting closed at 10.26pm.

 8/3/18

Councillor L Wallraven

Mayor