



FULL COUNCIL MEETING

Minutes of the Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday January 18th 2022** at **7.22pm**

PRESENT: Councillors: Lesley Boniface (Chairman)
George Taylor (Vice Chairman)
Graham Amy (Chairman Environment & Amenities
Committee)
Steve Saunders (Chairman Planning & Development
Committee)
Angela Simmons (Chairman Promotion, Partnership & Finance
Committee)
Paul Boswell (Chairman Strategy & Regeneration
Committee)
Julie Carr (Chairman Personnel Committee)
Sean Macleod
Kim Bishop
Joe Emery
Pinky McLean
Charlie Carr
Marlene Amy
James MacCleary
Christoph Von Kurthy

ALSO ATTENDING: Cllr. Paula Woolven (Remote/online)
Ken Dry, Clerk to the Council
Steph Georgalakis, Assistant to the Clerk.

C058/22 The Chairman opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C059/22 **APOLOGIES FOR ABSENCE**

Cllr's. Giles (Chairman Audit Committee), Lees Martin and Woolven

C060/22 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None.

C061/22 TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE ADDITIONAL TOWN COUNCIL HELD ON TUESDAY OCTOBER 12TH 2021 ARE AN ACCURATE RECORD OF THE MEETING.

RESOLVED:

That these minutes be signed by the Chairman as a true record of the proceedings.

C062/22 PETITIONS AND PUBLIC QUESTIONS.

None.

C063/22 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:

Planning & Development	26 th October 2021 23 rd November 2021 14 th December 2021
Environment & Amenities	23 rd November 2021
Promotion Partnership & Finance	9 th November 2021 14 th December 2021
Regeneration & Strategic Development	26 th October 2021
Personnel Committee	1 st November 2021 1 st December 2021

All noted.

C064/22 AN OPPORTUNITY FOR THE YOUNG MAYOR TO REPORT TO THE TOWN COUNCIL ABOUT ANY ISSUES HE WISHES TO RAISE.

The Clerk informed the meeting that an email inviting the Young Mayor to attend had been sent to those email addresses held on file, though without response.

C065/22 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

Cllr. MacCleary reported that;

There have been mixed reports on the reopening of the level crossing following the crash on the 17th Jan 2022. Cllr. MacCleary believes it will be at the end of the week, but is seeking confirmation

Road markings at Lewes Road and outside the port are due to be repainted. Money coming from Lines and Potholes fund

Residents are concerned about the plan to implement changes to the bus service, particularly replacing existing routes with Demand Responsive Route. It is a plan at this stage and subject to Government funding.

Major Road Network, there are two reviews happening simultaneously. Cllr. McCleary has attending one workshop and had a separate meeting to raise issues regarding the A259 Southcoast Road. A heat map has been used to show working from home patterns and Newhaven has the least number of people working from home. Cllr. MacCleary pointed out that this would be due to the number of trades people in the

town needing to drive. Next workshop will be next week.

Cllr. Amy reported that a resident had contacted him regarding the signage on the C7 as you come into town was either dirty or obscured by bushes. Cllr. McCleary confirmed the signs had been cleaned and that he has requested that other signage be replaced.

Cllr. G Amy reported that C7 near Iford was breaking up and was particularly bad for cyclists, as well as the road going through the tunnel at Kingston. Cllr. MacCleary is aware of the issue and will speak to the Cllr. Sarah Osbourne about it and that potholes were being marked up.

Cllr. Saunders said he'd spoken to Sarah who confirmed the signs were being changed.

Cllr. Saunders asked Cllr. MacCleary about the travellers' site on McKinley Way, after reports of motorbikes. Cllr. McCleary confirmed the LDC had removed 40 bags of rubbish and that ESCC had started Section 77 proceedings to have them removed and is receiving regular updates.

Cllr. Saunders concerned about the number of cars that had come off the road on the A259 Seaford Bends. Cllr. MacCleary agreed to raise it.

Cllr. MacCleary reported on the ongoing works in the old Co-Op building. There have been issues with the electrics as well as asbestos. He confirmed that residents will be receiving an update.

Cllr. Boniface invited other District Councillors for updates.

Cllr. Saunders reported on the Land Availability Assessment and there not being enough houses being built required for the 2030 target. Suggestions have included expanding Newhaven to Peacehaven. The report will be released shortly.

Cllr. J Carr reported that the refuse strike at Eastbourne BC has now come to an end and hadn't spread to Lewes.

Cllr. J Carr attended the opening of new LDC homes in Plumpton. They comprise of shared ownership and renting

LDC Anti-Litter Strategy includes support for groups wishing to litter pick. A fine was issued to a member of the public for fly tipping in Newick. Cllr. J Carr urged all Cllrs to report litter, fly tipping and graffiti on the app.

Cllr. G Amy reported that he and Cllr. Von Kurthy visited the Thakeham Homes site on Eastside to find out how long they are pile driving and about the hoardings. He reported that huge drainage works were underway. A site visit to the Stonewater site will be taking place this Thursday.

Cllr. G Amy reported that he was in touch with the solicitor regarding the draft lease for the (East Side) Community Garden and that planting will commence in June.

C066/22 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST MEETING OF THE COUNCIL.

Cllr. Saunders reported that the CTLA AGM had taken place and that their financial

report showed that they are in a strong position moving forward, with their focus on transport.

Cllr. Boniface reported that the final section (Newhaven End) of Egrets Way is being laid on Monday. There will be a delay completing a section of the works at Piddinghoe whilst the Committee work through a number of issues.

C067/22 BUDGET & PRECEPT FOR FINANCIAL YEAR 2022/23 – REPORT BY THE CLERK

The Clerk summarised his report. Following discussion, it was;

Proposed by Cllr. Macleod,

1. That the sum of £70,200 be transferred from the councils' general reserves into its proposed 2022/23 budget to achieve a Precept of £579,241 for that financial year,
2. That, following ratification of the revised Council Tax Reduction Scheme (CTRS) by Lewes District Council, circa £15-£17K (exact amount to be confirmed) also be transferred from the councils' general reserves into the 2022/23 council budget, and
3. That £5000 be immediately released from the councils' general reserves to provide a fund for which residents could apply to for financial assistance in organising street parties (£500 maximum) to celebrate the HM The Queens' Platinum Jubilee, and that this be initiated and publicised as soon as possible.

Seconded by Cllr Taylor.

Following further discussion,

Proposal 1 by Cllr. Macleod was confirmed by a majority vote in favour by those councillors present with one abstention.

Proposal 2 by Cllr. Macleod was confirmed by a unanimous vote by those councillors present in favour.

Discussion then took place regarding Proposal 3 by Cllr Macleod where it was further clarified and determined that applications (for street parties to celebrate HM The Queens Platinum Jubilee) should be to a maximum of £500 and with an application deadline of March 31st 2022. Applications to be determined and administered by the Chairman and the Clerk.

Proposal 3 by Cllr. Macleod, with the additional practical details of its operation (maximum of £500 per application and an application deadline of March 31st 2022), was confirmed by a unanimous vote of those councillors present.

20:07HRS Cllr. C Carr joins the meeting.

Cllr. Boswell requested that suitable bunting to be identified/sourced for the High Street to mark the Queens Platinum Jubilee. The Clerk agreed to take this forward and arrange accordingly.

It was therefore

RESOLVED

1. That the sum of £70,200 be transferred from the councils' general reserves to achieve a Precept of £579,241 requirement for the FY 2022/23.

2. That, following ratification of the revised Council Tax Reduction Scheme (CTRS) by Lewes District Council, circa £15-£17K (exact amount to be confirmed) to be transferred from the councils' general reserves into the 2022/23 council budget, and
3. That £5000 be immediately released from the councils' general reserves to provide a fund from which residents could apply to for financial assistance in organising street parties to celebrate HM The Queens' Platinum Jubilee (£500 maximum) and that this be initiated and publicised as soon as possible with a March 31st 2022 deadline followed by review/confirmation by the Chairman and the Clerk.

C068/22 NEWHAVEN TOWN COUNCIL STRATEGIC VISIONING & BUSINESS PLAN – REPORT BY THE CLERK.

The Clerk summarised his report and indicated that initial market testing suggested a cost of circa £3-4K and an additional £1600 if the council wished to also review its committee structure, and that an earmarked reserve of £15K had been identified from the FY 22/23 budget.

Following discussion, it was

Proposed by Cllr. Saunders that the Clerk be authorised to procure an external professional service in line with existing financial regulations to complete this work and report to the next Full Council meeting.

Seconded by Cllr. Boswell.

Following a unanimous vote of those councillors present it was,

RESOLVED

That that the Clerk be authorised to procure an external professional service in line with existing financial regulations to complete this work and report to the next Full Council meeting.

C069/22 BUILDING ASSETS STRATEGY - REPORT BY THE CLERK

The Clerk summarised his report and indicated that initial market testing suggested a cost of circa £11.5-14.5K, and that an earmarked reserve of £15K had been identified from the FY 22/23 budget. Following discussion, it was

Proposed by Cllr. Taylor, that the Clerk be authorised to procure an external professional service in line with existing financial regulations to complete this work and report to the next Full Council meeting.

Seconded by Cllr. Saunders

Following a unanimous vote of those councillors present it was,

RESOLVED

That that the Clerk be authorised to procure an external professional service in line with existing financial regulations to complete this work and report to the next Full Council meeting.

C070/22 NEWHAVEN CEMETERY WALL – PAYMENTS SCHEDULE – REPORT BY THE CLERK

The Clerk summarised his report.

During discussion Cllr. Saunders indicated that he would support the recommended payment schedule on the proviso that the Stage payment 2 would only be made on initiation of site clearance and preparation works have commenced ready for the new build and that its wording be amended to reflect this.

Following additional discussion, it was,

Proposed by Cllr. Boswell that

The council authorises;

1. The issue of an official Purchase Order for the previously agreed contract price (£16230) incorporating the following payment schedule as amended,
 - Stage 1 payment as an initial payment before works starts to buy materials and hire plant to be made Monday 28th March. **£6500**
 - Stage 2 payment to cover labour and materials to be made on Friday 15th April and only once site clearance and preparation works have commenced **£5000**
 - Stage 3 payment of wages to be made on April 29th **£4730**
2. An identified contingency of £3246 (20% of works value) to be released from general reserves where any additional material costs or on-site physical issues arise which are confirmed and agreed with the Clerk for additional invoicing.

Seconded by Cllr. Taylor

Following a unanimous vote of those councillors present it was,

RESOLVED that

The council authorises;

1. The issue of an official Purchase Order for the previously agreed contract price (£16230) incorporating the following payment schedule as amended,
 - Stage 1 payment as an initial payment before works starts to buy materials and hire plant to be made Monday 28th March. **£6500**
 - Stage 2 payment to cover labour and materials to be made on Friday 15th April and only once site clearance and preparation works have commenced **£5000**
 - Stage 3 payment of wages to be made on April 29th **£4730**
2. An identified contingency of £3246 (20% of works value) to be released from general reserves where any additional material costs or on-site physical issues arise which are confirmed and agreed with the Clerk for additional invoicing.

C071/22 EVENTS FUNDING APPLICATION BY FUTSAL – REPORT BY THE CLERK

The Clerk summarised his report.

Following discussion, it was

Proposed by Cllr. MacCleary that the council supports this application for £3000 and instructs the RFO to make payment from the FY22/23 budget provision.

Seconded by Cllr. McLean

Following a unanimous vote of those councillors present it was

RESOLVED that

The council supports this application for £3000 and instructs the RFO to make payment from the FY22/23 budget provision.

C072/22 FISHERMANS MEMORIAL - REPORT BY THE CLERK

The Clerk summarised his report and informed the meeting that the report recommendations had effectively been made redundant for the foreseeable future following a refusal by the owners of the Newhaven Marina Promontory to permit the memorials installation.

The Chair informed the meeting that the family were obviously very disappointed with this decision and were consulting amongst themselves as to their next steps, whilst the Lewes District MP, Maria Caulfield would be taking this up directly with Marina Promontory owners in the meantime.

Once there were any further developments the Clerk will bring this back to Full Council for fresh consideration.

C073/22 QUEENS PLATINUM JUBILEE – REPORT BY THE CLERK

The Clerk summarised his report.

During discussion, Cllr. Amy suggested the idea of a Jubilee commemorative tree with a suitable plaque at Memorial Green.

Cllr. Boswell then raised the issue of the trees in the High Street which were effectively failing. The Clerk updated the meeting on this particular issue indicating that they did need replacing and with more appropriate species for that location, but importantly that the current 'split-doughnut' shaped raised planters currently located around each were a key factor in their demise.

It was generally agreed that the Clerk continue with his work/research to date concerning the High Street trees in an effort to develop this provision in commemoration of the Platinum Jubilee.

C074/22 FINANCIAL MATTERS - TO CONSIDER AND ADOPT

- Bank Reconciliation for September to December 31st 2021
- Lists of Payments made during September to December 2021
- List of NTC Credit Card transactions for September to December 2021
- Detailed income and expenditure by committee headings up to December 31st 2021

Cllr. Boswell made an observation that the council appeared to be expending a lot of money in respect of 'Computer-Eyze (South Ltd).

The Clerk confirmed that 'Computer-Eyze (South Ltd)' aka Ingenio provide all of the councils IT hardware and software support for staff and councillors plus helpdesk, and broadband provision. The Clerk further explained that since before his appointment (Sept 2019) this provision has been on an ad-hoc annual provision and that once human resource capacity had improved, he would endeavour to market test and place provision within a specific contract.

Thereafter all financial reports were noted and adopted.

C075/22 EXCLUSION OF PRESS AND PUBLIC - TO RESOLVE THAT THE PRESS AND PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE PERSONNEL MATTERS TO BE DISCUSSED.

The council resolved to exclude the press and public for the remainder of the meeting.

20:50HRS Cllr. Von Kurthy leaves the meeting.

C076/22 CONFIDENTIAL – STAFFING – REPORT BY THE CLERK.

The Clerk summarised and where appropriate clarified his report.

Following discussion, Cllr. J. Carr queried the context/wording of the reports 2nd recommendation and asked that it be amended to “...provide a report to the Personnel Committee covering these matters for its urgent consideration.”

Proposed by Cllr. Taylor that the council resolve to

- Delete the post of Head of Strategic Development, and
- Authorise the Clerk to commission Mr. C. Rolley to evaluate those roles identified and provide a report to the Personnel Committee covering these matters for its urgent consideration.

Seconded by Cllr. J. Carr

Following a unanimous vote of those councillors present, it was, **RESOLVED** that the council,

- Delete the post of Head of Strategic Development, and
- Authorise the Clerk to commission Mr. C. Rolley to evaluate those roles identified and provide a report to the Personnel Committee covering these matters for its urgent consideration.

There being no further business, the Meeting closed at 21:10HRS.

Date: **Town Mayor**