**DRAFT Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 11th July 2023 at 7.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell,Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Cathy Norcott-Jones, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Wendy Veck, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Jude Smith.

**Officers**: George Dyson (Deputy Town Clerk), Kevin Bray (Parks Officer).

7 members of the public were in attendance.

**C1053 MAYOR’S/CHAIRMAN’S ANNOUNCEMENTS.**

The Chair opened the meeting at 19:29, went through the building fire procedures, asked that phones be put onto silent, and reminded members to please raise their hand when wanting to speak, and to stand when speaking if they’re able to do so. The Chair then informed the Council of the following:

•Thank you to everyone who attended the Summer Fair on Saturday – the event was a great success and has received positive feedback, despite the changing weather.

•Next Bingo is 19th July, 2 – 4 pm in the Anzac Room.

•Next Cinema is 19th July, 7:30pm, showing Book Club: The Next Chapter.

•Deadline for submissions for August eNews is 24th July 2023.

Mayor’s Highlights since 16th May 2023 (in date order) :-

18th May – Attended the Lewes Town Council Mayor making and Civic Reception.

24th May – Supported the monthly Bingo at Community House.

31st May – Met with ABC Fund to confirm them as one of my charities and discuss plans for the year.

8th June – Attended a SERFCA Armed Forces briefing.

10th June – Attended the Peacehaven Players Magic of the Musicals show.

12th June – Attended the Lord Lieutenant’s Civic Reception in Lewes.

16th June – Raised the Sussex Flag and read out the Sussex Charter to celebrate Sussex Day.

16th June – Joined the Royal Society of St George for a dinner in celebration of our new King.

21st June – Supported the monthly Bingo at Community House.

23rd June – Went around the Peacehaven Horticultural Society Open Gardens.

24th June – Attended the Seaford Veterans and Armed Forces Day event.

27th June – Visited Haven Care Home and met with residents.

8th July – Opened the ABC Fund Colour Run hosted by PCS.

8th July – Opened and hosted the Peacehaven Community Summer Fair.

Deputy Mayor’s Highlights

12th June – Attended the ESALC Chairmans forum.

28th June – Presented awards at the Peacehaven Horticultural Society Open Gardens Presentation.

28th June – Joined the local branch of the Royal British Legion for a dinner.

**C1054 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

**1.Public Questions.**

Lewes District Councillor Laurence O’Connor introduced himself to the meeting and briefly explained the Lewes District Council set up and his role as a portfolio holder in the cabinet, and that he is happy to be contacted directly as a District Councillor.

A member of the public thanked the Council for a recent letter sent to him, and then raised concerns over the dropped kerbs on the junction of Ashington Gardens and Searle Avenue, and the state of the road and footpaths around the Cornwall Avenue and Arundel Road junction which is causing accessibility issues.

Lewes District Cllr O’Connor informed the member of the public that the District Council are aware of the issues around the Cornwall Avenue/ Arundel Road junction and are looking into this.

Another member of the public raised a question relating to planning application LW/23/0276, which Cllr Sharkey was able to respond to.

**2. Demonstration of a dedicated mobile app. for Peacehaven Town.**

The Council were given a presentation and live demonstration of the Peacehaven Town mobile app.

**C1055 TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Cheta, Cllr Ashby-Parkin, and Cllr Harman.

**C1056 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

*2 members of the public left at this point (20:00)*

**C1057 TO AGREE COUNCIL’S POSITION WITH REGARD TO A DEDICATED MOBILE APP. FOR PEACEHAVEN TOWN.**

*The Chair suspended Standing Orders to allow the app developer to participate in the discussion.*

There was a lengthy discussion on the matter and a number of questions asked and answered.

*The Chair reinstated Standing Orders*

It was proposed that the Council agree to support the app, and allow the use of the Peacehaven Town Council logo within the app, but not as the app logo.

Proposed by: Cllr Norcott-Jones Seconded by: Cllr Sharkey

The Council **resolved** to **agree** to this proposal by majority, with one abstention.

**C1058 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 16th MAY 2023**

Proposed by: Cllr Griffiths Seconded by: Cllr Veck

The Council **resolved** to **adopt** the minutes of the 16th May 2023.

**C1059 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

**a. Planning & Highways Committee:-**

**i. To receive the public meeting minutes of the 4th April 2023.**

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher

The minutes were **agreed** and **adopted**.

**ii. To receive the public meeting minutes of the 23rd May 2023.**

**iii. To receive the public meeting minutes of the 13th June 2023.**

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett

The minutes were **agreed** and **adopted**.

**iv. To note the draft public meeting minutes of the 4th July 2023.**

The minutes were **noted.**

**v. To appoint additional members to the Public Safety WG.**

Cllr Campbell introduced the item. There were no additional volunteers to join the Working Group, so this will go ahead with the members already agreed.

**b. Policy & Finance Committee:-**

**i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**

Proposed by: Cllr Griffiths Seconded by: Cllr Gallagher

The Council **resolved** to **authorise** payments and signing of Bank Reconciliation statements.

**ii. To receive the public meeting minutes of the 7th March 2023.**

Proposed by: Cllr Griffiths Seconded by: Cllr Gallagher

The minutes were **agreed** and **adopted**.

**iii. To note the draft public meeting minutes of the 27th June 2023.**

The minutes were **noted**.

**iv. To approve the purchase of a new file server for the computer network.**

Cllr Alexander asked to confirm that the quoted cost included set up/ transfer of data. The Deputy Clerk confirmed that this is part of our contract with the Council’s IT company.

It was proposed that Council approve the purchase of the new file server as per the recommendation in the report.

Proposed by: Cllr Alexander Seconded by: Cllr Campbell

The Council **resolved** to **agree** to this proposal.

**v. Local Government Pension Scheme – Resolution for compliance.**

There was a brief discussion on the item. It was proposed that all employees are eligible for the LGPS scheme providing their Contract is more than 3 months.

Proposed by: Cllr Griffiths Seconded by: Cllr Donovan

The Council **resolved** to **agree** to this proposal.

**c. Personnel Committee.**

 No items in the public session

**d. Leisure, Amenities & Environment Committee;-**

**i. To receive the public meeting minutes of the 18th April 2023.**

Proposed by: Cllr Sharkey Seconded by: Cllr Griffiths

The minutes were **agreed** and **adopted**.

**ii. To note the draft meeting minutes of the 30th May 2023.**

The minutes were **noted.**

**iii. Allotments TFG report.**

Cllr Gallagher introduced the item and there was a lengthy discussion on the report.

It was proposed that Council authorise Cllr Gallagher and Cllr Sharkey to enter the allotments as per Standing Order 25a(i).

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

The Council **resolved** to **agree** to this proposal by majority, with 2 against the proposal.

**e. Civic & Community Events Committee:-**

**i. To receive the public meeting minutes of the 2nd May 2023.**

**ii. To receive the public meeting minutes of the 25th May 2023.**

Proposed by: Cllr Veck Seconded by: Cllr Donovan

The minutes were **agreed** and **adopted**.

**iii. To note the draft public meeting minutes of the 20th June 2023.**

The minutes were **noted.**

**C1060 TO PROGRESS THE COMMUNITY & BUSINESS PLAN**

It was proposed that the Council sets up a Working Group to progress the community and business plan, comprising of all Committee Chairs and any other Councillors that would like to attend.

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

The Council **resolved** to **agree** to this proposal.

The Working Group will consist of all Chairs of Committees plus Cllr Donovan and Cllr Norcott-Jones.

**C1061 TO FINALISE STRUCTURE AND MAKE FINAL APPOINTMENTS TO:-**

1. **Committees.**

It was proposed that the following changes be made to Committee appointments:

* Cllr Cheta and Cllr Norcott-Jones to come off the Planning & Highways Committee.
* Cllr Alexander to come off the Leisure, Amenities, & Environment Committee.
* Cllr Ashby-Parkin to be added to the Civic & Community Events Committee.
* Cllr Harman to be asked if she would like to go onto the Planning & Highways Committee.

Proposed by: Cllr Veck Seconded by: Cllr Norcott-Jones

The Council **resolved** to **agree** to this proposal.

1. **Outside bodies.**

It was proposed that this item be deferred to the next Council meeting and that information about what the organisations do be circulated to Councillors prior to the meeting.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Council **resolved** to **agree** to this proposal.

1. **Council’s Working Groups – Youth, Library, The Hub & Climate Change.**

It was proposed that the library Working Group is not needed at this time.

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett

The Council **resolved** to **agree** to this proposal.

It was proposed that the following Councillors be appointed to the Council’s Working Groups:

**Youth** – Cllr Campbell, Cllr Fabry, Cllr Sharkey, and Cllr Smith.

**The Hub** – Cllr Gallagher, Cllr Smith, Cllr Davies, Cllr Donovan.

**Climate Change** – Cllr Norcott-Jones, Cllr Griffiths, Cllr Campbell, Cllr Sharkey, Cllr Seabrook.

Proposed by: Cllr Campbell Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this proposal.

**C1062 PROPOSALS BY CLLR CAMPBELL:-**

1. **That Peacehaven TC engages with ESCC regarding the new library facilities to be developed as part of the Morrisons project.**

Cllr Campbell introduced the item and proposed that Peacehaven Town Council engages with ESCC regarding the new library facilities to be developed as part of the Morrisons project.

Proposed by: Cllr Campbell Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this proposal.

**2. That Peacehaven TC forthwith permits the careers officer at Peacehaven Community School to use rooms at Community House free of charge during school hours and subject to availability.**

Cllr Campbell introduced the item, and there was a brief discussion about the item.

It was proposed that Peacehaven Town Council permits the careers officer at Peacehaven Community School to use rooms at Community House free of charge during school hours and subject to availability, which can only be booked a maximum of 1 week in advance.

Proposed by: Cllr Campbell Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this proposal.

**C1063 TO RECEIVE REPORTS FROM OUTSIDE BODIES.**

Cllr Donovan reported that she has made contact with both of her outside bodies and has been invited to visit.

Cllr Norcott-Jones gave a brief report on the Community Gardens and how it is strengthening following some recent vandalism, and that she has recently attended the Greenhavens AGM.

**C1064 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN & ARRANGE COUNCILLORS BRIEFING SESSION.**

Cllr Gallagher summarised the information in the report.

The Council **noted** the report on the progress of the Neighbourhood Development Plan.

There was then further discussion around the briefing sessions that will be taking place, which are planned to be delivered preceding Planning & Highways Committee meetings, open to all Councillors, with individual sessions being arranged if necessary.

*1 member of the public left at this point (20:58)*

**C1065 TO CONSIDER A MEETING OFFER FROM SUSSEX COMMUNITY HOUSING HUB**

It was proposed that Sussex Community Housing Hub be invited to present to the Council before the next Full Council meeting.

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

**C1066 LAND WEST OF CORNWALL AVENUE – TO APPOINT AND AUTHORISE COUNCILLORS TO LIAISE WITH DEVELOPERS.**

The Deputy Clerk introduced the item and there was a brief discussion on the appropriateness of engaging with the developer.

It was proposed that Cllr Griffiths and Cllr Campbell be authorised to liaise with the developers with an Officer also present.

Proposed by: Cllr Campbell Seconded by: Cllr Wood

The Council **resolved** to **agree** to this proposal.

*4 members of the public left at this point and the Chair called a brief recess (21:03)*

*The meeting was reopened at 21:11*

**CONFIDENTIAL**

***In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-***

**C1067 Personnel Committee:-**

**i. To receive the confidential meeting minutes of the 2nd May 2023.**

**ii. To receive the confidential meeting minutes of the 30th May 2023.**

**iii. To receive the confidential meeting minutes of the 6th June 2023.**

Proposed by: Cllr Gallagher Seconded by: Cllr Alexander

The minutes were **agreed** and **adopted**.

**iv. To note the draft confidential meeting minutes of the 5th July 2023.**

Cllr Gallagher reported that the minutes are still being written.

**v. To note and approve progress on the recruitment of a new Town Clerk.**

Cllr Donovan informed Council that 5 applications were received for the role, of which 4 have been shortlisted for interview which will take place on Friday 14th July.

**vi. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.**

Cllr Gallagher reported that the Personnel Committee are meeting regularly at the moment as there is a lot happening around the Town Clerk resignation & recruitment.

Cllr Griffiths highlighted that a member of staff is due an increment increase following completion of a qualification. Cllr Gallagher confirmed that this would be going on the next Personnel Committee agenda and that the payment due would be backdated.

**C1068 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE**

The Council **noted** the Town Clerks report.

*The Chair brought forward agenda item C1071 to be discussed next.*

**C1071 TO ARRANGE FOR DEALING WITH TENDERS RECEIVED FOR THE HUB FEASIBILITY STUDY.**

Cllr Griffiths asked the Parks Officer about the maximum agreed cost of the study, which the Parks Officer answered.

It was proposed that Cllr Gallagher and Cllr Sharkey open the tenders and report back to Council.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

The Council **resolved** to **agree** to this proposal.

*The Parks Officer left at this point (21:19)*

**C1069 TO AGREE ACTION IN RELATION TO AN APPROACH BY TROY PLANNING REGARDING THE NEIGHBOURHOOD DEVELOPMENT PLAN.**

Cllr Gallagher introduced the item and gave some background information and there was a long discussion on the matter.

It was proposed that Cllr Gallagher, Cllr Gordon-Garrett, and the Deputy Town Clerk be authorised to meet with Troy Planning should a meeting be set.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

The Council **resolved** to **agree** to this proposal.

**C1070 NOTIFICATION OF A COMPLAINT MADE TO THE CHAIRMAN OF COUNCIL. (Verbal report)**

The Chair informed the Council that a complaint has been made which, due to its nature, requires an investigation panel to be set up to decide whether there is a case to answer to and report back to the Personnel Committee.

Any Councillors in attendance at the Policy and Finance Committee meeting on 27th June are potential witnesses so are excluded from being a part of the panel.

It was proposed that Cllr Fabry, Cllr Veck, and Cllr Smith form the investigation panel.

Proposed by: Cllr Gallagher Seconded by: Cllr Alexander

The Council **resolved** to **agree** to this proposal.

**C1072 DATE OF NEXT MEETING – TUESDAY 19th SEPTEMBER 2023 AT 7.30PM.**

The next meeting was confirmed as Tuesday 19th September 2023 at 7.30pm.

*There being no further business the meeting ended at 21:41.*