**DRAFT Minutes of the meeting of the Full Council meeting held in the Anzac Room, Community House on Tuesday 6th February 2024 at 7.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Nikki Fabry, Cllr Nick Evans, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Cathy Gallagher.

**Officers**: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

5 members of the public were in attendance.

**C1192 MAYOR/CHAIR’S ANNOUNCEMENTS.**

The Chair opened the meeting at 19:31, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting is being recorded. The Chair then informed the Council of the following:

* Next Cinema is tomorrow (20th March), 7:30pm, showing Wicked Little Letters.
* Next Bingo is 10th April, 2 – 4 pm in the Anzac Room.
* Havens Food Co-operative are offering Community meals in Peacehaven on 22nd & 28th March.

The Chair then shared the following highlights:

**7th February –** Attended Peacehaven Heights Infant School to talk to the pupils about the role of the Mayor and the Town Council.

**12th March –** Attended the High Sheriff of East Sussex's Awards.

**16th March –** Hosted the Civic Reception at Community House.

**C1193 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

A member of the public asked a question about whether the Town Council website could display Councillors political party affiliations. The Clerk responded that it is possible, but the reason it doesn’t currently is that party politics should not play a part in Town or Parish Councils.

A question was also asked about the Peacehaven and Telscombe merger, and whether a town meeting and referendum would be arranged for this. The Chair responded that the matter would be discussed later in the agenda.

Another member of the public raised a question about the Councils response to the Bus Service Improvement Plan (BSIP). The Chair noted the comments and advised that a response would be given at a later time.

**C1194 TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Studd, Cllr Veck, Cllr Ashby-Parkin, Cllr Donovan, and Cllr Cheta.

**C1195 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

**C1196 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 20TH FEBRUARY 2024**

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

The Council **resolved** to **adopt** the minutes of the 20th February 2024.

**C1197 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

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

1. **To receive the meeting minutes of the 23rd January 2024**

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

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

**ii. To receive the meeting minutes of the 13th February 2024**

Proposed by: Cllr Campbell Seconded by: Cllr Wood

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

**iii. To note the draft meeting minutes of the 5th March 2024**

The minutes were **noted.**

**iv. To receive an update on the planters and public realm TFG**

The Meetings & Projects Officer summarised the report, which was **noted** by the Council.

**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 Campbell

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

**ii. To receive the meeting minutes of the 30th January 2024.**

Proposed by: Cllr Griffiths Seconded by: Cllr Harman

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

**iii. To note the draft meeting minutes of the 12th March 2024.**

The minutes were **noted**.

**iv. To adopt an advertising policy & procedure.**

The Meetings & Projects Officer introduced the report and summarised some minor amendments since the papers were distributed. Cllr Gallagher and Cllr Seabrook thanked the Meetings & Projects Officer for pulling this work together.

It was proposed that the advertising policy be adopted, subject to the Meetings & Projects Officers amendments.

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

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

It was further proposed that the supporting documents – assets specification and request form also be agreed and adopted.

Proposed by: Cllr Campbell Seconded by: Cllr Wood

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

**c. Personnel Committee.**

 **i. To note the draft meeting minutes of 23rd January 2024.**

 The minutes were **noted**.

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

**i. To receive the meeting minutes of the 9th January 2024.**

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher

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

**ii. To note the draft meeting minutes of the 20th February 2024.**

The minutes were **noted.**

**iii. To receive a report on the Howard Park Pathway**

The Meetings & Projects Officer summarised the report.

It was proposed that the quote from contractor 1 be agreed.

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher

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

There was then a discussion about the colour of the gravel for the pathway – the Council debated between Fossil, Dune, and Seashore as the possible options.

It was proposed that the Council opt for the Seashore.

Proposed by: Cllr Alexander Seconded by: Cllr Wood

The Council **resolved** to **agree** to this proposal by majority with 2 abstentions.

It was proposed that the picnic bench colour be green.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

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

It was proposed that the picnic bench be located in location 1 in the map shown in the meeting papers.

Proposed by: Cllr Campbell Seconded by: Cllr Evans

The Council **resolved** to **agree** to this proposal by majority with 3 abstentions.

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

**i. To receive the meeting minutes of the 16th January 2024**

Proposed by: Cllr Harman Seconded by: Cllr Alexander

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

**ii. To note the draft public meeting minutes of the 27th February 2024.**

The minutes were **noted.**

**iii. To decide whether to postpone the agreed Climate Fair.**

Cllr Gallagher asked about the background to this item as was under the impression it had already been agreed at the CCE Committee, the Clerk clarified the procedural matter as laid out in the paper.

Cllr Griffiths gave some information in support of holding the Climate Fair in July.

Cllr Alexander gave some background as to why the CCE Committee were in favour of postponing the event.

It was proposed that the Climate Fair go ahead as planned in July 2024, with a Working Group to support in the organisation.

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

Council **resolved** to **agree** to this proposal by majority with 1 abstention.

Working group members to include Cllr Sharkey, Cllr Evans, Cllr Griffiths, and Cllr Seabrook.

**C1198 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Cllr Gallagher gave a brief update on the progress of the Neighbourhood Plan, and that the examiner has recommended a targeted 2 week consultation due to changes to the National Planning Policy Framework, and that the plan is likely still a few months away from being adopted.

**C1199 TO RECEIVE A REPORT AND AGREE ANY ACTIONS ON A POSSIBLE MERGER OF PEACEHAVEN AND TELSCOMBE TOWN COUNCILS**

The Town Clerk introduced the report and gave a brief summary of the background.

There was a brief discussion on the report, debating the benefits and weaknesses of the proposal.

It was proposed that Peacehaven Town Council takes part in a discussion about the merger by providing members for the working group.

Proposed by: Cllr Alexander Seconded by: Cllr Gallagher.

The Council **resolved** to **object** to this proposal, with 5 for and 6 against. The motion was not carried.

It was proposed that Peacehaven Town Council revisit this in 6-months time and work with Telscombe Town Council in the meantime to further develop the Working Group Terms of Reference.

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths.

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

**C1200 TO DISCUSS THE REPORT FROM THE DISTRICT COUNCIL INDEPENDENT REMUNERATION PANEL**

The Town Clerk introduced and summarised the report.

It was proposed that the discussion be deferred until the budgetary setting period.

Proposed by: Cllr Campbell Seconded by: Cllr Davies.

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

**C1201 TO AGREE A SERVICE LEVEL AGREEMENT WITH CITIZENS ADVICE BUREAU**

Cllr Campbell introduced the item and gave some background, relaying information from a recent meeting with CAB.

It was proposed that the Council agree the SLA, but review the amount when setting the next budget.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey.

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

**C1202 TO RECEIVE REPORTS FROM TASK AND FINISH GROUPS (TFGs)**

1. **Youth Engagement**

The TFG members reported that they have not yet met.

1. **Morrisons Development**

The Clerk reported that there are no updates since the last Council meeting.

1. **Community & Business Plan**

The Clerk reported that there are still a couple of Committees finalising their priorities for the plan before the TFG reconvenes, but that the draft plan should be ready to come to the next Full Council meeting.

1. **Advertising Policy**

This TFG had already reported earlier in the meeting.

**C1203 TO RECEIVE VERBAL REPORTS FROM OUTSIDE BODY REPRESENTATIVES**

Cllr Campbell reported on the Citizens Advice Bureau as per item C1201.

Cllr Gordon-Garrett gave a report on a recent meeting with the SDNPA.

Cllr Gallagher also reported on a recent SDNPA hustings.

Cllr Harman reported on the Peacehaven Community Orchard, highlighting their nominee status for the Kings Award for Voluntary Service.

Cllr Seabrook read a report from Cllr Ashby-Parkin, who was absent, on the work of the Peacehaven Community Garden.

**C1204 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED**

The Council **noted** the overview.

**C1205 DATE OF NEXT MEETING – TUESDAY 21ST MAY 2024 AT 7:30PM**

The next meeting was confirmed as Tuesday 21st May 2024 at 7.30pm.

**C1206 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

Proposed by: Cllr Campbell Seconded by: Cllr Alexander

The Council **resolved** to **agree** to exclude press and public from the remaining items.

*All public left at this point (20:46)*

**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:-***

**C1207 TO AGREE THE TENDER RECOMMENDATION FROM POLICY AND FINANCE COMMITTEE FOR THE MAIN HALL AIR HANDLING UNITS**

The Town Clerk informed the Council of the additional information obtained following the Policy & Finance Committee meeting regarding lead times and payment terms.

The Council discussed the tender.

It was proposed that Council agree to the recommendation from Policy & Finance Committee.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths

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

*There being no further business the meeting ended at 20:55.*