

**PEVENSEY PARISH COUNCIL**  
**The minutes of the COUNCIL MEETING held online**  
**on 1<sup>st</sup> December 2020 commencing at 7.00PM**

**Present:** Councillors: Lowton (Chairman), Gibson, Howard, MacKinnon, Peasgood, Pursglove, Turner, Beck, Geary and Beaney.

County Councillor: Liddiard.

Wealden District Councillors: Cade, Doodles and Clark

S Mosedale (Clerk).

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Cllr Lowton welcomed everyone to the virtual meeting of the council and reminded attendees of the meeting protocols.

**203. Apologies for absence**

Apologies were received from County Councillor Liddiard.

The Clerk advised there were no apologies received from Cllr Rabbitts. Therefore, the Council could not accept his absence.

It was **RESOLVED** that council would accept the County councillor's apologies for this meeting. Council duly accepted his apologies.

**204. Disclosure of interest**

Nothing was declared.

**205. Minutes of the previous meeting**

The minutes of the Full Council meeting held on the 3<sup>rd</sup> November 2020 were read, confirmed as a true and accurate record, and were signed by the Chairman. Proposed by Cllr MacKinnon, seconded by Cllr Howard and approved by all present who had attended the previous meeting.

**206. Co-option of causal vacancies.**

Cllr Geary declared a person interested under this agenda item and therefore, abstained from voting.

There was one candidate who applied for one of the councillor vacancies. The candidate's statement was circulated to council prior to the meeting.

The candidate gave a short presentation on her background and reasons for wishing to become a Councillor.

Council then had the option to ask the candidate any questions.

Cllr Pursglove left the meeting at 19:07.

The Chairman thanked the candidate for her presentation and asked her to leave the meeting, so council could discuss her application and form a vote.

The candidate left the meeting at 19:12.

A vote was taken, and the Chairman announced that the candidate was duly co-opted onto council.

The Clerk will arrange a meeting to have the Declaration of Acceptance of Office signed.

### **207. Local Police Issues**

The Clerk reported the Police had been in contact with concerns about rough sleeping in the Beach Tavern. The Police had since advised that the owner has been contacted and dealing with the matter.

Members raised concerns that there had been reports of burglaries in Pevensey and noted the police had attended.

The Chairman explained that a meeting date for the Community Safety Action Groups (CSAG) in January is still to be confirmed. However, councillors were requested to raise any points with the Chairman prior to the meeting.

### **208. Open Forum**

No members of the public were present.

### **209. County Councillors report**

Cllr Liddiard signed into the meeting at 20:13 and provided a brief update:

- Full Council met today and discussed that the various steps have been taken with regards to Covid and it has been reported there is a good supply of PPE within East Sussex.
- ESCC are working with a number of community groups across East Sussex to help anyone who is suffering with loneliness and a scrutiny review is underway.
- Another meeting will be arranged between the Chairman of the Parish Council, Cllr Liddard and the Clerk once Cllr Liddard had received a response from his enquires. A full response will be circulated to council in due course.

Members enquired if there had been any further update with the speed monitoring equipment. Cllr Liddard explained he is waiting for an update.

### **210. District Councillors' reports**

Cllr Clark provided an update which appears at the end of these minutes as an integral part.

Cllr Cade provided an update which included:

- During the second lockdown there hasn't been a great deal of activity. However, WDC have carried on as normal.
- Council has been advised to monitor WDC website with regards to benefits and grants. The situation is continually changing with new initiatives coming out from government. This includes individuals having to isolate and help with business including the hospitality sector.
- As from the 2<sup>nd</sup> December, WDC will be providing Covid Officers. These officers will be able to provide residents with information on the current guidance, restrictions and help with businesses and shops within the district. The officers can be contacted via the WDC website.
- The first part of WDC local plan consultation has been issued. This section is the direction of travel. Council are encouraged to look at the document and make comments on the direction that is being taken. The portfolio holder is keen to have Parish Council views.
- The cabinet will sit on the 9<sup>th</sup> December to discuss the climate action plan, updates on the homelessness and rough sleepers and information that will affect residents.

Members asked the District Councillors the following:

- Members thanked Cllr Clark for the validation documents and were surprised that the district councillors hadn't received a briefing note with regards to a summary of the key changes. Members had concerns that the Direction of Travel document was too lengthy and not clear which parts affect Pevensey Parish.
- Members understood there were planned to be 177 bungalows at the Castle View site and noted that it stated the life expectancy for the vans were 60 years, which would indicate something more permanent.
- Members explained they hadn't seen a planning application for the Bay Hotel and asked how comments can be submitted to WDC.
- Cllr Clark explained comments can't be made yet, but understood it was ok to discuss this matter as a lot of concerns had been raised with her. She went on to say that applicant is currently trying to settle issues with the planning department before the application becomes live. Cllr Clark pointed out, due to the pandemic there are delays with WDC planning department. However, she has been assured that the application should be released within the next couple weeks.
- Members queried the linkage between the validation document and the Local plan document.
- The District councillors explained the validation document is solely for the applicant and explains the requirements and the parameters they can work. Whereas the local plan is the bigger picture.

The Chairman expressed the following points:

- Thanked Cllr Clark for her update as it provided useful updates with regards to a lot of important local issues. By way of feedback the Chairman explained that the validation documents were not upfront or easy to find and felt this could deter people from making future comments.
- Thanked Cllr Doodes and WDC for a very successful Parish Conference, which was very informative.

Cllr Pursglove re-joined the meeting at 19:40.

The Chairman thanked the County and District Councillor for their reports and attendance.

Cllr Clark left the meeting at 20:08

### **211. Draft Budget for 2021 - 2022.**

The draft budget had been circulated with the agenda.

The Chairman explained that the draft committee budgets would normally be agreed by the individual committees before being brought to full council in January. However, due to the pandemic the committees have been suspended and therefore, it was reasonable to circulate the committee budgets to council for their approval. The final overall draft budget would still be brought back to council in January.

The Chairman emphasised that it is essential that the Parish Council are seen to be providing value for money and that the budgets are a clear way for the council to control its finances. The budget demonstrates what money is available to the council to carry out its activities and enables council to monitor spend for the coming year ahead.

Lastly, the Chairman highlighted the importance of council working as a team to achieve best value for money by using its money wisely.

Council discussed and accepted each budget individually.

It was **RESOLVED** that council would accept the draft Highways and Byways budget as presented. Proposed by Cllr Beaney, seconded by Cllr Howard. Motion was unanimously agreed.

It was **RESOLVED** that council would accept the draft Recreation and Beach budget as presented. Proposed by Cllr MacKinnon, seconded by Cllr Pursglove. Motion was unanimously agreed.

It was **RESOLVED** that council would accept the draft Finance and General Purpose budget as presented. Proposed by Cllr Lowton, seconded by Cllr Geary. Motion was unanimously agreed.

Cllr Cade left the meeting at 20:17

## **212. Clerks Update**

The Clerk provided updates on the following, including agenda items from the previous meetings.

- **Agenda item 144** – Speed Watch – The Pevensey Bay group will not be able to operate until after 2<sup>nd</sup> December due to Covid19 restrictions. A request has been submitted to have a risk assessment done at top of the Castle to monitor traffic coming to into the village. A response is still to come back from the County Councillor to assist the Parish Council to obtain monitoring equipment for Castle Road.
- **Agenda item 173** - RE Post leading into Dukelands – as agreed by council the posts leading into Dukelands have been replaced and the residents have been written to. The grass will be cut 4 times a year from the months May to Oct.
- **Agenda item 188 Subscription** –
  - ❖ **National Association of Local Councils** – Renewed on 1<sup>st</sup> April 2020 - £1145  
This provides councillors with training, advice, guidance, and relevant policies i.e. Standing Orders etc.
  - ❖ **Society of Local Council Clerks** – Renewed on 3<sup>rd</sup> November 2020 - £202 -Provides the Clerk with training, advice, guidance i.e. – CiLCA qualification
  - ❖ **Wealdens District Association of Local Councils** – Renewed on 3<sup>rd</sup> November 2020 - £135 – Attend meetings of Local Councils with Wealden.
  - ❖ **Fields in Trust** – Renewed on 5<sup>th</sup> February 2020 - £65 – The Chair of R & B has agreed to remove this as it has not been used in 2 years.
  - ❖ **Action in Rural Sussex** – 11<sup>th</sup> June 2020 - £144 - provides information and support for Village Halls and the communities that run them. This includes the Ethel Wood Community Centre, The Sports Pavilion and St Wilfrid's
  - ❖ **Satswana (DPO)** Renewed – 3<sup>rd</sup> July 2020 - £180 – Provides councils with updates, documents and advice on GDPR so that council remains complaint.
  - ❖ **Microsoft Subscription** – 23<sup>rd</sup> October 2020 - £79.00 The Clerk uses this on a daily basis to complete work, emails, stores all information in the cloud
  - ❖ **Silver Membership 1066** - £145.00
- **Agenda item 201** –Holy Rood – The Clerk provided an update on the current stage with the evaluation with the surveyor.
- The Clerk explained that the repairs to the Pavilion have been delayed due to covid, cricket matches and other ongoing maintenance.
- The Clerk advised that the Parish Council will be putting a new dog bin on the fence opposite the Pavilion.
- The Clerk updated council on Wealden District Councils Reopening the High Street Campaign. 'Shop & Dine Well in Wealden'. Posters and social media posts will be available in due course.

## **213. Councils Approval to increase the charges on the boat berths.**

The Clerks report had been circulated with the agenda.

The Clerk summarised the content of the report. Members discussed and **noted** the report.

Therefore, it was **RESOLVED** that council would accept the small increase of £5.00 to the boat berth rentals. Proposed by Cllr MacKinnon, seconded by Cllr Gibson. Motion was unanimously agreed. With Cllr Peasgood abstaining.

#### **214. Review and adoption of Councils Risk Assessment.**

The Risk Assessment had been circulated with the agenda.

Council **noted** the document and confirmed that Covid guidance had been included.

Therefore, it was **RESOLVED** that council would accept the Councils Risk Assessment as presented. Proposed by Cllr MacKinnon, seconded by Cllr Turner. Motion was unanimously agreed.

#### **215. Update on external audit 2019 - 2020.**

The full end of year audit for 2019 -2020 was circulated with the agenda.

Council **noted** the comments from the external auditor and that no concerns were raised.

Council thanked the Clerk for the work in managing the council's finances for the last two years and receiving a good report from the auditors.

#### **216. Approval of the interim report from the Internal Auditor for 2020 – 2021.**

The interim report from the internal auditor had been circulated with the agenda.

The Chairman summarised the recommendation stated on page 15 of the report and **noted** the following items on the report.

- GDPR – Council **noted** they do have a common email system. However, it is proving unreliable and difficult to work and the council will be looking at new email system along with the new website.
- Financial Regulation 4 – Council agreed to a lower threshold of £100 for the Clerk purchases small sundries such as stationary without the Chairman' prior approval
- Online payments – Council **note** the auditor's recommendation and for the last two years council put a system in place that require two signatories before any payments are made online, as form of financial security. It is also **noted** that the Chairman dip samples the bank statements against invoices once a month.
- Reserves – Council **accept** the recommendation and **note** that this is already being processed.
- VAT – The Clerk and Council agree with this recommendation.

Therefore, it was **RESOLVED** that council would accept the report and recommendations as commented upon. Proposed by Cllr Beck, seconded by Cllr MacKinnon. Motion was unanimously agreed.

#### **217. Approval of Council Meeting dates for 2021 -2022.**

The meeting dates had been circulated with the agenda.

Members noted the document.

It was, therefore **RESOLVED** that council would accept the meeting dates as laid out in the document. Proposed by Cllr Lowton, seconded by Cllr Gibson. Motion was unanimously agreed.

### **218. Council Comment on the planning validation guide consultation**

The guidance was circulated to council prior to the meeting and was discussed under agenda item 209.

Using the report provided by Cllr Clark. Council agreed to send comments to the Clerk via email and a submission will be brought back to council in January. This will be discussed with the Chairman of planning separately.

Members enquired about the travel consultation document which was previously discussed under agenda item 209.

Council agreed that the Highways and Byways committee should lead on this item and guide council accordingly. Therefore, it was agreed that Cllr Howard, Gibson and Lowton would review the document and provide comments which can be circulated to council by January's meeting.

The Clerk will circulate the consultation email.

### **219. Report on the condition of the bus shelters.**

The report on the condition of the bus shelters had been circulated with the agenda.

Members noted the report and discussed the recommendations within it.

One member disagreed with the recommendation to spending money on replacing the missing panels.

It was, therefore **RESOLVED** that council would accept the recommendation laid out in the report. Proposed by Cllr Howard, seconded by Cllr Peasgood. Motion was carried 9/1 with Cllr Beaney against.

### **220. Report on Quote to replace the Junior Swings in Wallsend Road**

The report on the replacement of the Junior Swings had been circulated with the agenda. However, this item had been discussed and agreed by councillors via email prior to the council meeting. This was due to council being able to obtain a discount on the swings due to a black Friday sale.

Council also received an anonymous donation to purchase a piece of play equipment which has been added to the quote.

Therefore, it was formally **RESOLVED** that council would accept the recommendation laid out within the report and purchase the new Junior Swing set in the new financial year. Proposed by Cllr MacKinnon, seconded by Cllr Turner. Motion was unanimously agreed.

The Chairman on behalf of Council expressed his gratitude to the anonymous donor for their generous donation.

### **212. Correspondence**

The Clerk provided details of correspondence received as below:

- The allotment society has raised safety concerns about pedestrians using the public footpath in the allotments. During the winter period it has become hazardous and these concerns have been reported to ESCC Rights of Way. ESCC will conduct an assessment on the footpath and speak with the allotment society.  
Members recommended a new allotment representative for council with be required.

- A tree in Wallsend Road that was raised as unsafe has been cut down and the logs will be removed in due course.
- A group had requested permission from council to use the Skate Park to build some mud jumps and use the ramps. The clerk advised that the group could not provide insurances or other safety documentation. Therefore, council couldn't accept the request.
- The Clerk received a request asking for permission to use the car park in Pevensey Bay to display World War 2 vehicles for an event in May. The Clerk has referred them to WDC. As requested by members the groups details will be circulated to councillors.

#### **222. Matter of Urgent Public Safety (MUPS)**

Nothing reported.

#### **223. Any plans received from WDC**

No plans received.

Members raised concerns about the ownership and potential development of the land on the southside of the railway line, just before the first property.

These concerns have been raised with WDC enforcement team, who are investigating.

#### **224. Chairman's Remarks**

The Chairman wanted to highlight that the Parish Council can make a difference and impact on local concerns. He explained that the government have recently spoken about money being put towards the sea defences along the Pevensey Bay coast. He went on to thank the District Councillors and the local MP for their efforts.

The Chairman expressed the good news that council have co-opted a new councillor. However, there is still one vacancy and councillors were urged to encourage local people to get involved.

On behalf of Council, the Chairman thanked the anonymous donor for the funds to purchase and improve the play equipment.

He was pleased to hear that the village halls will re-open from the 2<sup>nd</sup> December.

Lastly, as this was the last council meeting before Christmas, he wished council, the clerk and the public a very Merry Christmas.

#### **225. Orders of Payment**

Cllrs Beaney declared a pecuniary interest under this item.

The listing appears at the end of these minutes as an integral part. Proposed Cllr. Pursglove seconded Cllr. Beck to accept the figures as presented.

Council **RESOLVED** to accept the figures as presented. All agreed, with Cllr Beaney abstaining.

#### **226. Advisory Officers reports**

- **Sea Defences and Water Management** – Cllr MacKinnon reported that there has been a lot of work with shingle movement from East to West. Also there has been regular updates from Ian Thomas.
- **St. Wilfrid's Hall** – Cllr MacKinnon reported the committee will be meeting on Friday to discuss the reduction in income and users, concerns about the amount work still to be done and a publicity program. The hall requires a 3<sup>rd</sup> member of council to be an advisory officer. Cllr Beck offered.

- **Ethel Wood Community Centre** – The Clerk reported that hall will reopen from the 2<sup>nd</sup> December and groups have been booked in.
- **St. John's Trust** – Nothing to report.
- **Sports Club** – This was discussed under agenda 212. Members raised concerns that a resident has witnessed the club emptying grass into the ditches. The Chairman and Vice Chair will discuss this and speak with the club.
- **WDALC** – Nothing to report.
- **Memorial Hall** – Cllr Beaney reported that both boilers have packed it and are due to be repaired. Groups will start to return after 2<sup>nd</sup> December.
- **Tree Warden** – Cllr Beaney updated council about the tree which has been cut down in Wallsend road due to safety. Members asked if Cllr Beaney had any information on the tree he reported as taken down from The Smugglers without permission. Cllr Beaney was unaware of this and will speak with the Clerk.

Members expressed as the Climate Change was being discussed it might be worth council considering planting more trees.

**227. Public Excluded to consider quotes received for a valuation of land.**

It was **RESOLVED** that in accordance with Standing Order 3 (f) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business about to be transacted, the public and press were excluded from the discussion of the following item.

The District Councillor Doodles and County Councillor Liddiard left the meeting at 21:01

**228. Report to rebuild the Parish Council website.**

The report had been circulated with the agenda to councillors.

The Chairman summarised the content of the report. He then added, it was for council to agree and support that there is need to have an accessible compliant website, for a small working group to look at detail and design for a new website and the quotes provided.

Members discussed the recommendations as stated above and in the paper.

Council, therefore **RESOLVED** and accepted the above recommendations summarised by the Chairman. Proposed by Cllr Howard, seconded by Cllr Beck. Carried 9/1 with Cllr Beaney against.

**229. Report on the Ethel Wood Community Hall**

The report had been circulated with the agenda to councillors.

Council noted the report and recommendation laid out in the report.

Council, therefore **RESOLVED** and accepted the recommendations laid out in the report. Proposed by Cllr Pursglove, seconded by Cllr Beaney. Motion was unanimously agreed

**202. Public invited back into the meeting.**

The public were invited back into the meeting.

Date of next meeting will be on Tuesday 5<sup>th</sup> January 2021 via zoom.

There being no further business, the Chairman closed the meeting at 9.21 pm.

## **Report to Pevensey Parish Council – Dec 1st 2020: Cllr Lin Clark**

### Planning Valuation Guide

Firstly thank you to Shirley, who through Sarah, gave me the opportunity to be able to look at the guide and respond with what I hope will be helpful information.

The Government publishes a Planning Valuation Guide, and Local Authorities can also produce a guide of their own to take in more local aspects.

The Guide is of course, aimed at applicants. To ensure that local issues are addressed, the guide has come out to you and all Parish Councils. Of course residents have the opportunity to send in their comments too. The guide of course is, in general, covering the whole of Wealden, but it is important that there is a place for issues relevant to each ward.

The guide should be reviewed once every two years, and Wealden is slightly overdue in finalising theirs, due to all the hold ups that the Pandemic has brought about. An Officer, Michelle Markwick, has been tasked with the job of completely rewriting the document. Unfortunately, there is a lot to include, and so the result is a rather long 82 page document that looks rather daunting at first, but that becomes easier with a little help at breaking it down.

I have included a quick access guide at the end of my report, which of course will be circulated to all of you following the meeting. I hope you will find it helpful to be able to go straight to what for you are the salient points. For example one issue important to us in Pevensey Bay is of course Flooding.

The Guide went out for consultation at the beginning of November, and the consultation period ends on 4<sup>th</sup> January 2021.

Salient points for Pevensey Bay would of course include Flooding which can be found on page 35. I am sure Biodiversity, starting on page 24, is of interest to many people. SSSI and the Ramsar site on Pevensey Marshes is mentioned here too.

CIL, the Community Infrastructure Levy, which brings payment to local parishes for new Residential development is also included in the guide.

Parish Councils are made up of local residents, and this means that there is valuable knowledge within. Wealden value your input. So please do take a look at this document, go to the parts that you feel are most important to Pevensey and Pevensey Bay, and raise any points you wish to bring up through your Clerk, Sarah.

### Castle View Caravan Site

I am sure you are all watching the development of the Residential Mobile Home site on Eastbourne Road. It has caused me great concerns that things are going through without the developers, Royale Life, taking all the proper steps. The intention is for 159 homes.

I have investigated with Wealden, and an Enforcement Officer called as soon as the first mobile home appeared. There have been two planning applications, the last in 2017, looking for permission for all year round residential use. It has become clear that there is a very grey area around the words "residential use". The Council currently have the past applications with their Legal Department to try and gain clarity. The Environment Agency have raised concerns as of course the site is within Flood Zone 3.

I have raised the question of whether or not a CIL payment would have to be made. The tiny wheels on the Mobile Homes render them "moveable" which clouds that issue. But the Officer who deals with CIL has come back to me to say there is a possibility we might be able to get a CIL payment as they are being put in as residential homes and not caravans. By no means decided, but I am on the case.

### Bay Hotel

There has been a great deal of concern about the application to have a one stop shop in what has always been the bar, or to us mere locals a pub. I have been asked if there would have to be an application for change of use. It is not yet clear as there is no registration to show what the use has been. I won't quote you numbers but a bar used just as a bar for the public comes under one heading, while a bar that is ancillary to the hotel for the use of guests has another. Both of these will shortly be all in the same grouping anyway.

I can only give the advice that anyone with concerns should write to Wealden planning department, individual letters. 1066 store has told me that he will make a petition, and I have advised him that while this is fine, he should be encouraging people to write in. Individual letters carries more weight than a petition. I have made it known that I wish to call it in, and the Officer accepted my planning reasons. The best thing is for it to come to Committee.

### Pevensey Bay Caravan Park

Residents in Timberlaine Road have raised concerns with me about the application for 7 new caravans, and a tree that has a TPO on it. I am also calling this one in to take it to Committee.

For easy access to the Planning Valuation Guide go to:

Go to [www.wealden.gov.uk](http://www.wealden.gov.uk)

Type Planning Validation Guide in the search box

Click on **Planning-Local Validation List 2020**

Here it explains what the guide is about

At the bottom of the page click you will find **How to take part in the consultation**. Click on the link **planning consultation portal**

Scrolling down you will find **Local validation list 2020** Click on **Learn more**

On left of page click on **Supporting files**

Click on dropdown **Wealden District Council Validation Requirements pdf**

Scroll down to page 16 where you will find requirements

On page 17 you will find a table that works alphabetically. Just scroll down to find whatever you are interested in checking out.

DRAFT