



## **17<sup>th</sup> NOVEMBER 2020 PETT PARISH VIRTUAL COUNCIL MEETING AGENDA**

I hereby give notice that a **Virtual** Meeting of Pett Parish Council will take place on  
17<sup>th</sup> November 2020 at 7.30pm  
and you are hereby summoned to attend.

*Signed M E Philo*

Mary Philo (Clerk to Pett Parish Council) on 12<sup>th</sup> November 2020

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

Members of the Public are welcome to join the meeting through the Zoom platform on  
<https://us02web.zoom.us/j/89121890250?pwd=eEVpc3FMUFhQeFJaQm9vNHRIOWkxZz09>

If you wish to speak, members of the public are requested to advise the Clerk by email that they wish to  
speak by 5pm on the 17<sup>th</sup> November 2020 (clerk@pettnet.org.uk)

### **AGENDA**

#### **1. Formalities**

##### **1.1 Establish quorum**

**(LGA1972 sch12, 12/28/45)**

##### **1.2 Apologies and reasons for absence.**

**(LGA1972 sch12, 12)**

##### **1.3 Declarations of interest and whether prejudicial.**

##### **1.4 To consider any requests for dispensations that have been received in writing prior to the agenda date. (Code of Conduct)**

#### **2. Co-option of a new councillor**

Having advertised the vacancy in July Rother District Council Democratic Services advised the Parish Council could co-opt to replace the vacancy, residents have been asked to come forward if they are interested. **To agree to vote by online ballot. To agree whether to co-opt John Case or David Terrell**

#### **3. Agreement of Previous Meeting Minutes**

**To agree the minutes of the 15<sup>th</sup> September 2020 as a true record.**

#### **Adjournment of the Meeting for Public Time**

Reports from District and County Councillors

Questions and comments from the public on items on the agenda.

#### **Reconvening of the Meeting**

#### **4. Council Communication**

To consider how the council communicates with the public and make improvements, including use of the parish magazine, website, Facebook, twitter, Instagram, next door and other media and also whether to use them to simply promote the work of the council and community information and whether the council would respond to queries on these mediums where possible.

## **5. To Review the Delegation to the Clerk during Coronavirus 19**

**To agree to renew the delegation to the Clerk the day to day running of the parish council and delegation to the Clerk in consultation with the Chairman and Vice Chairman responding to planning applications and any other major issue, till 19<sup>th</sup> January 2021** **(Local Government Act 1972 section 101)**

### **5.1 Decisions made under delegation (for information only):**

The acquisition of signage (decals) for the phone kiosk to help indicate the defibrillator location.

## **6. Planning**

### **6.1 Enforcements**

None advised since last meeting

### **6.2 Appeals**

None outstanding

### **6.3 Planning Decision notified**

RR/2020/1496/P Watermill House, Watermill Lane: Single storey timber orangery to replace existing conservatory – Permitted conditionally

### **6.4 Applications to be considered**

None.

## **7. Finances**

### **7.1 Second Quarter Financial Report**

See end of agenda. Current account Balance as at 30<sup>th</sup> September £38,528.08 and 31<sup>st</sup> October £37,599.83

### **7.2 Receipts for September and October**

See end of agenda

### **7.3 Payments made for October**

See end of agenda

### **7.4 Payments to be authorised**

£350.50 Impression IT - November Magazine print

£648.68 Staff: Salaries

£2,484.00 Gibbs & Son Annual Grass Cutting – the number of cuts was much reduced due to the pandemic (vat £414.00)

### **7.5 Draft Budget for 2021 - 2022**

A draft budget has been circulated, do councillors have any projects they would like included?

## **8. Pett Sports Association – Tennis Court Drainage**

The council currently holds £2,100 grant funds for the pavilion works and about £1,200 remaining in the recreation ground and play area budget plus £900 available from the contingency fund. **To review quotes for resolving flooding issue of tennis court and select a contractor to carry out work**

## **9. Community Infrastructure Levy**

The clerk made the first report back to Rother regarding the non-employment of funds in October. Annual reports will be made to Rother. **To consider whether there is a scheme currently available to employ the funds on or not.** This position to be reviewed every 6 months. Possible schemes include but is not limited to new baby swings, the replacement of some footpath styles with gates or improved drainage to tennis court.

## **10. Community-Led Housing**

Action in Rural Sussex (AiRS) who will run the survey have now confirmed the costs for paper survey or online survey. Full costs will be claimed back from Rother Community Housing Fund. AiRS have provided a draft cover letter for the survey and proposed advertising of the survey which need considerable amending

to encourage residents to participate. It has been suggested that Icklesham is contacted to learn from their experience. AiRS have advised that online survey are still in development and are proposing that the traditional paper survey is employed. All forms of media available should be used to advertise the survey. **To confirm agreement to a paper survey. Further to agree a working party of councillors and other residents if desirable to finalise the paperwork and publicity for the survey.**

#### **11. Village maintenance Contract**

The bill for the maintenance contract is much reduced as the cricket out field was not cut every week due to the pandemic. We are outstanding the bill for the additional hedge reduction on the recreation ground and strimming at the allotments, carried out this year. The current contractor has advised that the charges will remain as per last year. **To agree to remain with Gibbs and Sons for 2021 the contract to include work at the allotments.**

#### **12. Urban Verge cuts through out Pett and Pett Level**

**To confirm that the additional urban verge (4) cuts offered by Highways will not be required for 2021.**

#### **13. Parish Matters (for information and not for discussion)**

##### **Temporary Highways signs stating 'Remember 30mph', 'Speed Kills' and 'Slow'**

These have been moved to Pett Level.

##### **Allotments**

Paperwork for the new 5 year lease has been forwarded to the Pardiis for their consideration. The new annual premium is to be advised. There may be a small solicitors cost of £300 and the cost of registering the lease with Land Registry. The allotments have asked for the 10 metre wide by 200 metre long area running along the northern boundary to be cleared of large bushes and scrub back to the boundary fence. A quote is awaited. Ball park figure £800. Clearing of the area twice a year should be added to the village maintenance scheme £50 each time. The plotters will mow regularly down the side of the rabbit fencing to keep it clear during the year to facility fence repair. A further request has been made for a few of the trees within the village hall land to be reduced to allow sun to reach plots in the afternoon. None of the trees are registered as being protected but it should be noted that these days English Oak trees are automatically protected. This may cost several thousand pounds.

##### **Pannel Lane Road Passing Place**

The works have now been carried out.

##### **Report from Pett Village Hall**

Report is found at the end of the agenda.

##### **Strengthening Local Relations Meeting 23<sup>rd</sup> September with Highway**

Report was included in the parish magazine and is available at the end of the agenda.

##### **RALC Conference and AGM**

Report is found at the end of the agenda.

##### **Chairman's Networking Session**

Will be sent by Councillor Penfold and attached later.

##### **Planning White Paper Comments**

A working group of councillors responded. Submitted comments were circulated to councillors.

##### **Rother Local Plan Comments**

A working group of councillors responded. Submitted comments were circulated to councillors.

##### **Illegal Parking at Pett Level**

Following Residents complaints, the illegally stationed camper van by Pett Level gateway has been reported to the PCSO who is investigating

##### **Guestling Surgery Update**

The District Valuer has completed a survey of the facility and the report is under discussion.

##### **Marsham Parishes Meeting**

A being scheduled.

#### **East Sussex Association of Local Councils AGM was deferred**

#### **14. Date of next meeting**

19<sup>th</sup> January 2021, 7.30pm. Location to be determined.

**15. Pursuant to section 1 of the Public Bodies (admissions Act) 1960, to agree that because of the confidential nature of the business to be transacted, the public and press leave the meeting during the item regarding**

- |   |                                  |
|---|----------------------------------|
| <b>1) Recreation Ground Surface Water Drainage Easement</b> | <b>1972LGA sch 12A part 1.3</b>  |
| <b>2) Staffing issue</b>                                    | <b>1972 LGA sch.12A part 1.3</b> |

#### **Pett Parish Council Second Quarter Financial Report 2020 -2021 (8<sup>th</sup> November 2020)**

The second quarter reflects the slow release from the pandemic lockdown. The outstanding repairs to the play area equipment were completed. The annual safety inspections of the play area and recreation ground carried out during lockdown raised various issues. The wood bark under the cargo net was topped up and a number of repairs to benches and gates were made. Work on the information boards for Pett Level walk is ongoing but a noticeboard for the recreation ground has been ordered. The council is looking into improving the drainage around the tennis court to resolve the winter rain flooding. The parish council continued to meet virtually. All but one of the previous years planned expenditure have now been accomplished and settled. Last year's allotment lease fee has not been banked.

#### Current Account

Total receipts for the quarter is £13,051.30.

The second and final 50% precept £11,500 was paid. As advised in the last quarters report, Hastings Direct made a £500 donation to the PC for Covid-19 support. Income from adverts and subscriptions totalled £975.00 and refunds from Appledore and Iden Parish Council for their share of the mobile phone came to £76.30.

Total net payments for the quarter is £6,169.05.

Repairs to the play area came to £1,074.50 of which £434 the skate ramp surface repair was outstanding from the previous year's expenditure. Minor repairs on the recreational ground only cost £48.44 thanks to free voluntary labour. The safety inspection reports cost £158. The cesspit for the pavilion has only been emptied twice for the season with one payment of £124 falling in this quarter. The gate posts to the allotments were replaced to make the gates usable £220. A noticeboard has been acquired for the recreation ground £1,875.00. Magazine prints and delivery cost for the quarter were £637.20. The remainder of expenses were the usual running cost of the council.

As at the 30<sup>th</sup> September 2020 the bank balance stood at £ 38,528.08 (taking into consideration unrepresented amounts). In addition to outstanding invoice £100 the council holds within the current account the following ring fenced sums:

Noticeboard/information board military canal (1,800.00)

Noticeboard/information board Wreck post (£1,000.00)

Pavilion works (2,100.00)

Community Infrastructure Levy (2,506.14)

Reserve 50% precept (£10,000.00)

## Project Remember

There has been no income or expenditure on this account

### **September and October Receipts**

£11,500.00	Rother District Council final 50% precept (parish council share of council tax)
£100.00	Magazine Advert: Old Butchers shop
£10.23	Iden PC: Share of Clerk's Mobile Phone
£200.00	Magazine Advert: Royal Oak
£50.00	Magazine Advert: Canine Companions
£47.41	Appledore PC: Share of Clerk's Mobile Phone
£100.00	Magazine Advert: Travel Chapter
£60.00	Magazine Subscription
£50.00	Magazine Advert: Blossom & Bloom
£15.00	Magazine Subscription
£9.51	Iden PC : Share of Clerk's Mobile Phone
£200.00	Magazine Advert: Eco heat
£50.00	Magazine Advert: PJ Turner

### **October Payments**

£33.58	EE Mobile: Phone for Clerk (vat to be advised)
£648.68	Staff: Salaries
£216.00	Parish Council Websites: annual Hosting fee (vat £36.00)
£268.50	Impression IT : November Print invoice 14067
£36.00	Maiden Accountancy: Quarter payroll fee (vat £6.00)

### **Strengthening Local Relations Meeting with East Sussex Highways**

In late September, parish council representatives had a further SLR (Strengthening Local Relations) meeting with representatives from East Sussex Highways. County Councillor Keith Glazier also attended. The following topics were discussed:

**Holiday Traffic and Parking in Pett Level:** Large numbers of weekend visitors redirected from Camber resulted in congestion and parking problems along the beach area from Pett Level to Winchelsea Beach. An inter-agencies meeting (Police, County Council, District Council, Highways and Parish Councils) has now highlighted the issue for next year. An immediate consequence of the meeting was the removal of signage directing drivers to Pett and Winchelsea on Rye Hill and at Flimwell. The police have put in for funding for a portable interactive sign which will be quicker to change than sending a person out to do so. An early 2021 meeting is scheduled to consider arrangements for 2021.

**Civil Parking Enforcement and Signage:** Civil Parking Enforcement in Rother was due to come into effect on 29 September. Enforcement of all existing parking restrictions will be district wide. Existing restrictions will be reviewed after the first year. Thus, it may be some time before any new restrictions can be considered for villages.

**Pannel Lane Passing Places Road Closure Diversion:** It was noted that it was unfortunate that this coincided with the road closure due to the works on Battery Hill. Highways were asked to reconsider the currently proposed diversion via Watermill Lane as Watermill Lane is narrower than Pannel Lane. It was suggested to use the A259 and Chapel Lane. (Highways subsequently declined to change the route.)

**Potholes in Lay-bys:** Highways are not responsible for the lay-bys outside the Pett Level gateway. The parish clerk will ask for access to the Highways ownership map to find out who owns the land.

**Battery Hill Road Works:** Information provided to parishes about these road works has been timely and helpful. The additional signage provided as a result of the diversion through Pett has been useful.

**Tree Felling in Kitchen Wood:** A request was made to reconsider the use of Watermill Lane to transport out what could be very large trunks. The lane is narrow with several blind bends. It is easy to see that there would be difficulties. The lane has no weight restrictions on it.

**Notices about road works to adjoining parishes:** A request was made to Highways that adjacent parishes should be notified of road works if it would affect them. The use of Watermill Lane for removing trees after tree clearance at Kitchen Wood in Guestling was not notified to Pett.

**White Lining on Friars Hill:** The white lining has been completed. The additional 'Pedestrians in the Road' sign are very helpful. It was suggested that similar signs should be permanent.

**Parking on pavements and verges –bollards:** Any bollards on verges require a highways licence and these are not automatically granted. Under Civil Parking Enforcement, parking on verges or footpaths can be banned by obtaining a Traffic Regulation Order. Any requests would have to wait until the Parking Enforcement annual review. It was noted that moving vehicles off verges on to the road can produce other road dangers or make the original issue worse, especially on narrow roads.

**Grass Creep on Pavements:** Areas where grass creep was occurring to be notified to the Highways Steward. Cutting Back Hedges – Friar's Hill and elsewhere –visibility of signs: The hedge towards the bottom of the hill where a pinch point is created has been cut back as a result of a Highways request but it still needs further reduction. The hedge on the corner of the lane to French Court Farm may also need cutting to improve visibility.

**Lay by opposite the Methodist Church:** Highways had not been able to find evidence of the previous hatching and white lines on Google maps. Improving sight lines would be the new focus to reduce the risk at the blind corner.

**Road drainage between Pett Level to Winchelsea Beach:** It was noted that flooding is a regular issue during winter and a driving hazard. A request was made for Highways to check the road regularly.

**Speeding through the village:** Temporary signs, provided by Highways, have been installed. These encourage drivers to remember their speed; they appear to have had some effect. It was noted that signs lose their effectiveness after a few months.

**Water seepage at the bottom of Chick Hill:** The Water Board is aware of the issue. The water may turn to ice in the winter making the road dangerous. Any works would require traffic lights in an already difficult location. The increased traffic due to the Battery Hill road works could mean that repairs would be delayed.

### **Report on Pett Village Hall Management Committee AGM held on 26/10/20**

At the meeting the chair introduced Clare Walker who has been appointed administrative and bookings officer with immediate effect.

The last year has obviously been a very difficult one for the village hall but despite this it has managed to retain most of its regular bookings and as a result is still financially quite sound, with assets of about £32,000. A £10,000 grant from Rother DC has helped with this. The committee has also spent quite a lot in the last couple of years on maintenance and improving the facilities the hall offers (flooring, lighting, wifi for example). As a result the decision has been taken to raise the hiring costs from April 2021. It was decided to retain the preferential rate for local residents. Details of the new rates are on the website.

It was recognised that one of the major earners for the hall (weddings and other parties) has been the area most affected by the current situation. One method discussed as a way to promote the Hall and increase income was the development of its own website with an improved on-line booking facility. This is only an initial proposal; no firm decision has been made.

As a contribution to the community the MC has recently installed Parking signs at the entrance to encourage people to use their car park as an alternative to parking on the road.

The provision of a new notice board near the entrance was also discussed as the current one is in poor condition.

### **Report on RALC Meeting (7 October 2020)**

The meeting were held virtually.

The **RALC meeting** was mainly concerned with speeding and highways issues, with an update on the RALC speeding initiative. The installation in Catsfield of a recording speed camera had only just taken place and it was too soon for any feedback. Inspector Hartley, however, confirmed that the police will take notice of the data produced by this and similar cameras and take action when necessary, particularly when 'hot spots' are identified.

It was noted that some councils are unhappy with the work done by Costains, noting that the Highways Stewards are also employed by them, leading to a possible conflict of interest. It was also pointed out that the contract was about to be reviewed, so that any input to that process would be welcome.

It was also announced at the meeting that:

- Malcolm Johnston has been appointed CEO of Rother DC.
- Bexhill will now have a town council, with elections in 2021.
- A housing company has been set up by Rother DC; its first project will be the Blackfriars site in Battle.
- Civil parking enforcement by East Sussex (formerly the responsibility of the Police) had begun on 29 September. There are no parking meters in villages but there will be village inspections.
- Kristina Somdokova has been appointed as Rother Environmental & Policy Manager (she was present and introduced herself).

### **The Rother Parish Conference was focused on environmental issues (21 October 2020).**

The meeting were held virtually. The speakers were:

- Councillor Kathryn Field, Rother District Council: **Outlining Climate Emergency**
- Keith Datchler, OBE High Weald Landscape Trust, and Fergus Garrett, Chief Executive, Great Dixter Charitable Trust: **Wildflower Verges v Verge Grass Cutting**
- Janette Ackroyd, Climate Emergency Officer, ESCC: **East Sussex Environment Board & Strategy**
- Simon Prior Head of Local Authority Development, Viridor Material Recycling: **Waste Hierarchy**

### **Report on SALC Chairs Networking Forum (6 November)**

This meeting was held virtually.

The meeting was mainly concerned with a presentation by the Roads Policing Unit (covering Surrey and both parts of Sussex). There are three policing operations associated with the road network in Sussex

- Op. Mainstay – The overall plan for reducing killed and seriously injured on the roads
- Op. Krypton – To disrupt criminality on the roads targeting hotspots and high harm offenders
- Op. Downsway – The local policing response to local issues

Details were given at the meeting and more numerical information subsequently distributed.

The meeting was also concerned with issues related to Covid and actions and policies that councils may wish to consider, such as home-working policy and an emergency/resilience plan.