

Date: 05 November 2020

Title: Report Item 6 – Business in Progress

By: K Larkin (Parish Clerk)

Purpose: To provide an update on progress since the October meeting

Recommendations: a) To note the progress report
b) To approve a donation to the Eastbourne Silver Band
c) To delegate authority to named members or officers to sign a licence for a fish and chip van to visit the Downlands Precinct

The following items are for decision:

- To approve a donation to the Eastbourne Silver Band for supplying a cornet player for the Remembrance Day ceremony at the war memorial (£25 was paid in 2019)
- Licence for fish and chip van – the Hon. Solicitor is drawing up a suitable licence for a fish and chip van to visit the Downlands Precinct on a Saturday afternoon after the shops close, and to park in the official parking bays. The licence will be subject to confirmation that the proprietor has all the necessary licences and permissions to retail hot food to the public. To avoid delay, the council could delegate authority to named members or officers to sign the licence as soon as it is ready.

The following items are matters of report arising from the October council meeting:

- Councillor vacancy – at the time of writing there has been no call for the vacancy caused by the resignation of Cllr Wheatley to be filled by election, but post at Wealden is being quarantined and definite information must wait until 2nd November.
- Financial implications of filling vacancies by election – WDC has provided a cost projection for an election in May 2021 to fill the other three vacancies on the council. It is expected that there will be a county council election, and the election of a Police and Crime Commissioner held on the same day as the parish elections (6th May 2021). The very substantial costs can then be split three ways. The total costs for a contested election would be £3,285 and the total costs for an uncontested election would be £2,853, i.e. the parish would pay one third, approx £1,000.
- Member Code of Conduct – this has been updated as approved by council, and posted on the website
- Communications and Complaints policy – this has been updated as approved by council, and posted on the website
- Risk Management Strategy – (i) KL needs to organise a drop-off off paid invoices etc. to PH for checking. (ii) Cyber insurance – a copy of the CyberRisk questionnaire from Travellers has been circulated to all councillors for consideration and/or completion if the policy is to be applied for. (iii) QR Codes – in the spring, a code must be obtained for the pavilion at the recreation ground. None is required for the play area. A mechanism must be in place for collecting contact details manually for people who do not have access to a smartphone. The

data collected must be obtained, recorded and kept for 21 days and in compliance with GDPR. A privacy notice must be displayed either at the premises or on the website setting out what the data is used for and the circumstances in which it might be accessed by NHS Test and Trace. In practice, data will need to be collected manually by hirers of the facility, principally the Cricket Club, and this should be reflected in any Hire Agreements or licences for 2021.

- Play area maintenance – (i) the works recommended by the safety inspector have been ordered from Wicksteed, with the addition of oiling the barrel roll, and replacing the bolt which has gone missing from the Kanope multi-play climber subsequent to the inspection. Unfortunately, due to supply problems, it may be 8-10 weeks before the work is done. It should be noted that the cost of labour will take the total cost over budget by £1,278.(ii) A contractor has been requested to repair the broken fence and replace two self-closures, but has been delayed due to supply problems. The cost is expected to be £320 which is over budget. (iii) Cllr Wild is preparing a safety notice.
- Sanitising the play area – the council's mowing contractor has been requested to do this work for a trial period (three applications each lasting one month). He has obtained a supply of the chemical and applications will be timed to catch the better weather when the equipment is most likely to be used. Total cost £300 to be met from the emergency fund.
- Licence for alterations to the pavilion – the Hon. Solicitor has confirmed that the proposed work, though minimal, strictly requires a licence from the Gilbert Estate. The Estate has indicated that the parish council may ask their solicitor to draw up the document to save costs, and this work is in progress.
- Parish council grants – the grants approved have been paid, and each recipient has formally recorded their thanks to the council. An additional sum of £10 has been paid to the Royal British Legion in addition to the £20 invoiced for the Remembrance Day wreath.

The following reports relate to other ongoing matters:

- The Twitten from Upper Street to Friston Church (Footpath 25) – a resident has suffered a fall on the lower section of this path due to the uneven surface caused by protruding tree roots. The responsibility for safety and repair rests with East Sussex County Council Rights of Way, who have been asked to send a maintenance team as a matter of urgency. There are still some diseased trees alongside the twitten and it is understood that ESCC has made arrangements for some felling.
- Footpath 8 – some maintenance work has been done but more is required. Enforcement action is being taken by ESCC Rights of Way.
- Trees at the junction of Went Lane and Micheldene Road – a Land Registry search is to be done by a councillor. Some trees appear to be growing from garden hedges.
- Licensing application for The Tiger Inn – the majority of picnic tables on the green were taken away in early October
- ESCC Grass Cutting Agreement – replacement Agreements for the 2020 season are yet to be signed and sent to ESCC

