



# EYE TOWN COUNCIL

## Agenda - Finance and Governance Committee Thursday 5<sup>th</sup> September 2019, Eye Town Hall @ 2:00 pm

Present: Cllrs Evitt (Chair) Gould, Walker, Mann, Berry and Hudson  
Town Clerk – Wendy Alcock

### 1. Apologies for absence

Cllr Henderson, Cllr Blake and Cllr Byles

### 2. Minutes of previous meeting

The minutes were agreed as an accurate reflection of the meeting.

**Proposed by Cllr Evitt, seconded by Cllr Walker, all in favour.**

### 3. Update on Electricity Charging Points – update given by Simon Hooton

Trying to sort out the wayleave with the Queens Head. The intention is all positive with both sides but the recent change of ownership of the public house means we have to catch up on the paperwork to satisfy MSDC's scrutiny process. The East of England Coop have confirmed their willingness to act as a sponsor for the first three years at least and a draft agreement was sent through to you from Peter Gudde. So, we still hope to get it all resolved this month as long as ETC are happy.

ETC happy to proceed. Clerk to ask what type of connection will be installed is it the new high-speed charge?

### 4. Chairs Actions

### 5. Staffing

- To receive an update on office line management \*\*\*
- Absence report

The clerk gave a report on staff holiday bookings at the half year point in the annual leave calendar. Most staff have already taken or booked leave use up entitlement. The exception is the toilet cleaning staff. The Clerk has written to the staff on several occasion stressing the importance of taking leave and that any outstanding leave at the 31<sup>st</sup> March would not be permitted to be carried forward.

### 6. Finance

- To discuss issues from the budget monitoring report for July/August 2019  
No issues of concern to highlight.

- Bus Shelter Restoration – works now complete. Invoice received from Paul Durrant Ltd. This will be funded by Cllr Mc Gregor with the Town Council contributing £300 from funds allocated from reserves.

#### Exclusion of Press and Public

(LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked\*\*\*

- Appeal in respect of planning refusal for Tuffs Road. The appeal will now have an informal hearing. Assistance will be required from the barrister to support the appeal hearing.

**Proposed that Council sets aside monies up to £2,000 to cover the cost of the barrister to support the appeal hearing for Tuffs Road.**

**Proposed by Cllr Gould, seconded by Cllr Mann, all in favour.**

## **7. Governance**

- Accessibility Regulations 2018.

Clerk to follow up with Echo Internet as to what is required to make eyesuffolk.org compliant with the regulation.

## **8. Documents (to include policies, procedures and protocols)**

- Health and Safety Policy

Propose that Full Council adopts the Health and Safety Policy.

**Proposed by Cllr Walker, seconded by Cllr Mann, all in favour.**

## **9. Tendering, Contracts and Agreements**

- Nothing to report

## **10. Health and Safety (including risk assessments)**

- Inclusion of risk rating in next review (Risk rating matrix)

The Clerk spoke about including a risk rating against risk assessment reviews to be carried out in November to prioritise risks for the Council.

**Proposed by Cllr Evitt, seconded by Cllr Mann, all in favour.**

- Flagpole – Cllr Berry reported that an incident had happened with a recent flag flying which had wrapped itself around the pole in high winds. It was agreed that two people are required to unravel the flag by maneuvering the flag with the two ropes. If this isn't successful, then alternative ways to recover the flag would need to be made.

## **11. Grants and Donations**

- Nothing received at time of drafting agenda.

## **12. Reports and Updates**

- Update on Tacon Close and proposed tenancy agreement with MSDC. \*\*\*

Taken as confidential.

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### 13. Correspondence and Referrals

- Nothing received.

### 14. AOB

**14.1 Neighbourhood Plan – Update from Cllr Gould.** The inspector has raised questions against the plan. ETC have submitted responses to the inspector. The reserved site, north west of the airfield has been brought into the plan as indicated at last Council meeting.

Paddock House – agreement with MSDC has been made for 16 affordable homes 10 shared ownership, 6 affordable rent. These will be managed by MSDC. A Planning application for this development should be made by early November. The changes regarding this development will be made in the Neighbourhood Plan.

**14.2 Joint Local Plan Consultations –** Cllr Berry has been working on proposals for comments from ETC in relation the Joint Local Plan.

Cllr Berry informed the committee that the report would be sent to Full Council plus co-opted members to the planning committee. He also asked if his draft comments could be shared with the Horeham and Southolt Chicken opposition Group. Cllr Evitt agreed that he had no objection to the sharing of good practice.

The report of draft comments will be discussed at the Planning Committee on the 16<sup>th</sup> September.

Chicken rearing sheds issues. Cllr Berry has drafted the issues related to this activity within his comments. Proposal from the joint group to have a signatory from all partner groups.

**14.3 Traffic Regulation Order update –**Cllr Berry reported that following on from the Council meeting in July investigations have started on evidence to support the application. Total cost of implementing the order are likely to be in excess of £30,000. This is £20,000 over the original estimate and provision of £10,000. The issue is a strategic issue not a local issue. Cllr Gould is addressing this with the County Council as a highway responsibility.

Cllr Berry asked if we should continue with the data gathering with the costs being within those committed from reserves. It was agreed that we should continue with this as agreed as this would support future decisions in relation to the traffic regulation order.

**14.4 Orchard Close –** Cllr Gould has had a visit from a constituent complaining of the overgrown entrance to cul-de-sac.

**14.5** Public toilet refurbishment for disabled toilet working with June Gould.

**14.6** Drop-in Sessions – meet your Councillors – agreed to look at dates for a Saturday morning.

**15.** Date of next meeting – 4<sup>th</sup> October 2019 @ 1:00 pm

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