

Hooe Parish Council

Telephone: 07548 528754

Email: hooepc2@btinternet.com

1 Thorne Farm Cottages

Ninfield Road

Bexhill on Sea

East Sussex

TN39 5JP

Minutes of the Full Council Meeting of 28th February 2022

Attendees: Parish Cllrs Peter Hayward (PH), Cllr Ross Clifton (RC) and Cllr David Constable (DC)

In attendance: County Cllr Bob Bowdler (BB) and District Cllr Ray Cades (Cllr RC)

51 members of the public present. Meeting opened at 7.03pm.

1. Introduction to the Meeting

Peter Hayward presented the meeting and announced following the resignation of the chairman, the first business is to elect a new chairman.

PH asked for nominations. PH nominated DC to take the chair, seconded by RC.

Resolved that DC be nominated as chairman

Meeting was paused for the signing of the declaration of office.

2 DC welcomed everyone to the meeting. Meeting closed to receive **reports from County and District Councillors.**

2a BB had requested for his written report to be distributed by the clerk, attached as Appendix 1. BB advised that an additional £3.1million is to be spent on the roads (potholes) per year for the next ten years. BB explained the government has extend the several million left over from covid money by two years. BB stated the money to be used anything covid related but will continue to help with vulnerable children, with laptops, maintenance and accessibility to the internet. BB explained the cabinet were meeting tomorrow to agree the budget and details will be announced in the press. No questions from members of the public.

2b Cllr RC reported he had asked the clerk to distribute his written report, attached as Appendix 2. Cllr RC reported covid grants were ending, paid out £68 million to businesses, individuals, and given discount with council tax in hardship. Cllr RC stated the family hardship fund is spent, but some discretionary money available. Cllr RC asked for the parish council to contact him if any families are identified in need of support. Cllr RC advised a £300,00 support package for voluntary organisations has been announced and to look at the Wealden District Council website to see more opportunities.

2c Jack Rist from St. Oswald's church explained damage had been caused to the southside of the roof leaving a 20' x 3' gap although not letting in water. Builders now in to resolve the situation. Bells been away for 3 to 4 months and are due back on the 14th March 2022. Two weeks maintenance work is required to strengthen the bell frame. Bell ringers have still been practicing. Jack Rist requested help to assist with the spring clean in the church yard and to clean the inside of the church. The PCC (church committee) decided as so much is going on over the weekend of the Queen's Platinum Jubilee, including a wedding on the Friday and the Community Group holding a concert on the Sunday, not to do anything till after the event. The garden party is to be re-arranged for Saturday 16th July 2022 and are looking for help for a couple hours to set up and clear up. The church is getting closer to raising sufficient funds to get a proper flushing toilet and the architect is refining the plans.

DC re-opened meeting

3. **Apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3)

Cllr P.Doodles and P. Frostick.

4. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

No interests declared.

5. **Minutes of the Previous Meetings** to be agreed and signed as a true record.

Proposed by PH and seconded by RC. **Resolved that the minutes to be signed as a true record.**

Matters for Consideration and Resolution

6. DC explained that important legal notices had been removed from the parish notice board, so the key was removed by the clerk, this action caused some inconvenience to the church, but have now obtain a second key. DC pointed out that the parish notice board is the property of the parish council as it is on the asset register. DC added the clerk has put forward four options for consideration for the interim access arrangements to the parish notice board. Options set out in appendix 3
DC asked for a recommendation, PH proposed item **no. b**, seconded by RC.

Resolved that the clerk to retain the key and place any material on the board on behalf of residents / community groups.

7. DC set out the amendments to the current co-option policy and the declaration of office as set out in appendix 4

RC proposed and PH seconded

Resolved that the co-option policy is accepted as written.

8. DC put forward an amendment to standing orders to add a locum clerk provision in the absence of the Proper Officer / Responsible Officer as set out in appendix 5

PH proposed and RC seconded

Resolved to accept Section 15 and Section 16 of the standing order as written

9. DC advised that a tree is be planted as part of the Queen's Platinum Jubilee celebrations on the 11th March 2022 at 11am. DC advised discussions had taken place between Dick Carey (previous long standing chair) and David Forbes (volunteer for trees) to plant the Tree in the Millennium Woods. DC added the details of the type of tree and location of planting will form part of a leather bound book denoting all the tree plantings taken place and is to be presented to the Queen. DC suggested anyone is welcome and to arrive at the Millennium Woods at 10.55am on the 11th March 2022.

10. DC reported a request has been received to use the village hall again as a stopping point on the 18th & 19th June 2022 for the Davina Bike ride who are raising funds for Action Medical Research who request for the fee to be waived again as set out in appendix 6

Proposed by PH and seconded by RC

Resolved to waiver the fee for the Davina Bike Ride for the hire of the village hall on the 18th & 19th June 2022

11. DC noted that the Hooe open gardens clashed with the football club event even though it was brought to the previous council last year and no action was taken. DC discussed the option of moving the football event to the 2nd & 3rd July 2022 with Jay Swain (football club organiser) and the one way system proposed for the attendees of the event was not necessary due to a change in the parking arrangements. DC stated Jay Swain would agree to meet the terms of their proposal and insurance requirements imposed by the parish council and accept a fee of £300 for the event hire. See appendix 7

Proposed by PH and seconded by RC

Resolved for Hooe Football Club to hold an event on the recreation ground on the 2nd & 3rd July 2022 at a fee of £300.

12. DC reported a resident has complained about the unauthorised parking on parish land off Mill Lane. DC suggested the clerk is to write to the local residents to remind them about parking on parish land and for the clerk to report back if the matter is not resolved.

Proposed by PH and seconded by RC

Resolved for the clerk to write to local residents regarding the unauthorised parking off Mill Lane.

13. DC put forward to consider and approve quotations to nominate suppliers to carry out works on behalf of the parish council from items a to j as set out in accordance with appendix 8
- a. Proposed by PH to accept the cheapest quote £409 + VAT and seconded by RC
Resolved to accept the quotation from JR Kay at £409 + VAT
 - b. Proposed by PH to accept the cheapest quote of £866.90 and seconded by RC
Resolve to accept the quotation from Valens Water at £866.90
 - c. Proposed by PH to accept the cheapest quote of £220 + VAT and seconded by RC
Resolved to accept the quotation from amstech at £220 + VAT
 - d. Proposed by PH to accept the quote from a local village supplier, G&L Adams and seconded by RC
Resolved to accept the quotation from G & L Adams at £1400 + VAT
 - e. Proposed by PH to accept the cheapest quote of £2283.42 + VAT and seconded by RC
Resolved to accept the quotation from Orchard Landscape at £2283.42 + VAT
 - f. Proposed by RC to accept the cheapest quote of £1520 and seconded by PH
Resolved to accept the quotation from G.Pont at £1520 + VAT
 - g. Proposed by PH to accept the fixed price quote of £995 by S.J. Surveying and seconded by RC
Resolved to accept the quotation from S.J. Surveying at £995.00 + VAT
 - h. Proposed by PH to accept the cheapest quote of £179.64 and seconded by RC
Resolved to accept the quotation from Eslip Payroll Services £179.64 + VAT
 - i. Proposed by PH to accept the cheapest quote of £496.50 and seconded by RC
Resolved to accept the quotation from Rialtas at £496.50 + VAT
 - j. Proposed by PH to accept the cheapest quote of £577.20 and £155 and seconded by RC
Resolved to accept the quotation from Uniserve at £577.20 and £155 + VAT

14. **Financial Matters for Consideration and Resolution**

- a. DC noted the payments for consideration and approval
 - HMRC for £1.92
 - Clerk's expenses £72.92 (already approved, bank rejected cheque, cheque re-issued)
 - G.Pont for Grass & hedge cutting services for £550
 - Balance of lottery licence £20
 - Clerk's salary for January 2022 £292.30
 - Village hall cleaner £35
 - Business Stream – Village Hall water supplier £44.06
 - G & L Adams Tree work on the recreation grounds £90
 - Clerk's salary for February 2022 £ 550.30

Proposed by PH to accept payments submitted and seconded by RC

Resolved to accept all payments submitted for approval

b. DC advised the bank reconciliation had to be re-reported for 31st December 2021 as adjustments were made to the accounts. DC stated that the bank reconciliation for January 2022 is reported for the period of the bank statements and not until the end of the month as previously reported. There is no change reported to Barclay's account 2 from December 2021 as no further statement has been received.

c. DC recommended that a direct debit be set up to pay the water supplier, Business Stream.

Proposed by PH and seconded by RC

Resolved to set up a direct debit with Business Stream

d. DC advised a decision was made at the last meeting but was not correctly reported to pay the clerk's allowance at £40 per calendar month back dated from 15th November 2021.

Proposed by PH to pay the clerk allowance and seconded by RC

Resolved to pay the clerk an office allowance at £40 pcm from 15th November 2021

15. **Matters to be brought forward for consideration to the next meeting**

None to be brought forward

16. **DC to suspend the meeting to receive questions from the public**

DC reminds the public that any question raised can only relate to matters that appear on the agenda. DC advised questions not on the agenda should be put in writing to the clerk.

Q. Item 11, is the set up going to be on the Thursday or the Friday?

A. DC confirmed the organisers in cases will be setting up on the Friday such as marquees etc only.

Q. Item 11, the pc should have asked the residents before they accepted the booking due to parking and the recreation is over used ?. Do I have every ones agreement ?.

Q. Item 11, response from a member of the public, my kids play football at the grounds, not every parent is aware of this meeting, many parents can't attend due to child care and so no you are not talking for everyone. I understand there is a problem with the parking.

Q. Item 11, I ask Mr Swain what is his policy on the movement of emergency vehicles ?

Q. Item 11, like the resident's caravan that was stuck down the lane when the ambulance could not get down there, this wasn't the football club's fault, it was a resident.

A. I'm Jay the chairman of Hooe Football Club, came here five years ago and given permission to use the grounds and were aware Hooe had been without a football club since 2010. I have coached other young teams within Sussex and I am a volunteer. It has been incorrectly written online that I take a wage, it's a business and it is all false, it hurts me and all my volunteers at the club. I have 99 children who play in the club who have fun and make memories. There is a men's team which is made of friends and myself. We are aware of the problems with the parking and are working with the parish council to come up with a solution. We plan to continue to grow and will be looking at other venues so it won't just solely be on the recreation grounds. We cannot resolve matters at the drop of hat but if you come to us with will try to work things out.

Q. What about the swearing ?.

A. Jay said that if it is any of my youth players, they are barred from attending. If it is the opposition, only the referee can control the situation, if they deem it too bad, they will send them off the pitch. I can only control so much.

Q. My young child was witnessed to swearing from Sidley Football Club and the referee sent them off and told them to apologise to my child. Also, Sidley football club have frequently left rubbish around the pitch.

A. Jay stated that he personally checks the pitch for rubbish etc from 7am to sometimes 5pm. Jay said he is a football coach, lives and breathes football and wants to create a good environment.

Q. We walk our dogs over there and there is always tape thrown all over the pitches.

A. Jay said that we always go round and pick anything up. But we have problems with dog muck, having to go round and constantly pick it up before our football matches as kids have gone sliding through it.

Q. Chairman, the football event planned for the 2nd & 3rd July that is what should be discussed, you have proposed amendments to sort out the parking so does not require parking on Mill Lane, so it is a one off event and what is it for ?

A. Jay said that it is to increase youth football, a fund raiser for the club as we have expenses and want to invest in new equipment and balls / kits to give the kids something back. It is a profitable event for the club but not for any individual. Having just coming out of lock down with sports participation at a all time low we want to encourage it as much as we can.

Q. It is noted on the plans that Hooe football personnel are to be parked in a special area in the corner of Straight Lane and Mill Lane, is this to be a permanent parking area, as this is the area to be earmarked for the new village hall ?.

A. DC stated it is purely for this event to avoid parking on Mill Lane and all other parking to the designated parking location. DC commented that there is no mandate to build a new village hall and has to be dealt with separately at another time.

Q. Is the £80,000 that was earmarked for the village hall, is that earmarked or going to be used elsewhere?

A. DC confirmed that it has not been earmarked by any previous councillor ?

Q. Yes its was, it was put in a separate account specifically for the village hall.

A. DC stated it is not what has been recorded in the accountants and we are not talking about the village hall at this time.

Q. I am pro football and pro sport, if no one is to play sport or football on the recreation ground I'm anti building houses on the recreation grounds. We must have a recreation ground.

Q I'm concerned with the money proposed to be spent, we are a small community, no reason why can't be kept on spreadsheets, even if accountants don't like it. Secure emails can be done in a simpler manner, could save us hundreds of pounds.

A. DC replied that it has been put in the budget and agreed with the previous council, all we are doing are saying these are the suppliers, we are just carrying it out. DC explained that the auditor said that we need to continue with what needs to be done.

Q. There is no reason why we can't change our mind on it and revisit it?.

A. DC stated we cannot.

DC reported this part of the meeting is now closed and I now re-open the meeting. DC confirmed the date of the next meeting is the 14th March 2022. DC noted the meeting closed at 8.14pm

Please note: Only matters may be raised for public discussion that are listed on the agenda, any other question should be put in writing to the clerk in advance of the next meeting. Questions raised for items listed on the agenda that cannot be answered at the council meeting will be brought forward to the next council meeting for response.

17. DC confirmed the date of the next meeting is the 14th March 2022. DC noted the meeting closed at 8.14pm

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice

Appendix 1 - (Agenda Item 1)

East Sussex County Council
Monthly update for - January 2022
Cllr Bob Bowdler – Wealden East Division

Children's Services

New Special Educational Needs and Disability information website launched

A new Local Offer website has been launched which provides a 'one stop shop' for information and resources aimed at supporting children and young people with Special Educational Needs and Disabilities (SEND) in East Sussex.

The site brings together useful information about the range of services and support available across the county for children and young people aged 0-25, their families, and supporters. The modern and accessible website includes new illustrations and features such as audio readers for every line of text.

East Sussex County Council has designed the site in collaboration with parents, carers, and professionals. The site can be accessed at: <https://isend.eastsussex.gov.uk/>

Plans for SEND facility at Bexhill primary school

The county council's Lead Member for Education, Inclusion and SEND has agreed to a statutory consultation taking place with regard to a proposal to create a special education facility at All Saints CE Primary School in Sidley.

The facility would offer provision for up to 12 pupils with SEND. It would be the latest in a series of specialist facilities established by the council as it seeks to increase SEND places in light of a rise in children with neuro-diverse profiles, such as Autistic Spectrum Disorder and associated Social, Emotional and Mental Health and Speech, Language and Communication Needs, in the Rother area.

Initial consultations saw overwhelming support for the proposals and, following the statutory consultation, a final decision is expected to be made in April.

Holiday Activity & Food Project

We are happy to announce that this valuable project will continue during this half term and other school holidays during the year. It offers valuable activities (and parental respite) and nourishing food for vulnerable children in our community, and is scattered across the whole county.

Communities, Economy and Transport

Bidders shortlisted for £730m Highways contract

Three bidders have been shortlisted to provide highway maintenance and infrastructure services for East Sussex from May 2023.

The county council has selected Ringway Jacobs, Balfour Beatty Living Places, and Colas to move to the next stage of the procurement process. The selected bidders have now been invited to submit detailed tenders about how they would deliver highway maintenance, improvement schemes and a range of other highways services.

The new £730million Highways Infrastructure Services contract will replace the council's current £300m seven-year contract with Costain and Jacobs. The new contract is likely to run for a maximum of 14 years – with an initial seven-year term and an option to extend by a further seven years subject to satisfactory performance.

The deadline for receipt of the detailed tenders is March 2022, with the announcement of the preferred tenderer to be made in September 2022.

Vital support for creative and digital industries

Hundreds of East Sussex businesses have received guidance and funding support from the South East Creatives business support programme, designed to help the creative, cultural, and digital sectors across the region.

The programme, set up by the South East Local Enterprise Partnership's South East Creative Economy Network, has supported local creative and digital industries in East Sussex, Kent and Essex since its launch in 2018. Much of the funding and support has been delivered during the coronavirus pandemic, which has been one of the toughest periods for these businesses in living memory.

The programme has recently provided guidance to 159 businesses in East Sussex and awarded over £300,000 in grant funding across the county. The scheme has also helped create 18 new businesses and has seen 35 new products brought to the market.

Local businesses helped through the scheme include St Leonards Modern Goods, whose owner received mentoring support, and 18 Hours Events, who received a grant towards the cost of a new delivery van.

Governance Services

East Sussex Pension Fund invests in sustainable global equity portfolio

The East Sussex Pension Fund is investing £200m of its passive equities in the Osmosis Resource Efficient Ex-Fossil Fuels Strategy, as part of its ongoing commitment to rid its portfolio of fossil-fuel equities.

The portfolio has already achieved a carbon intensity reduction of 63% as of December 2021, as well as a reduction in water consumption of 67% and a reduction in waste generation of 61%, relative to the MSCI World Index.

Councillor Gerard Fox, chair of the East Sussex pension committee, said that while keeping fees low for its members by retaining passive equities, the committee felt this new investment met several key objectives for the pension fund.

Bob Bowdler
4/2/22

Appendix 2 - (Agenda Item 2)

Wealden District Councillors' Report to Hooe Parish Council February 2022

Housing

An important service delivered by the Wealden Housing team is the provision of aids and adaptations to our Council tenants with long term health conditions and disabilities affecting their quality of life. We have installed over 900 major and minor aids and adaptations over the past 5 years at a cost to the Housing account of £1.4m.

We like to take every opportunity of highlighting Wealden's involvement in the private rented sector and here too we manage the provision of aids and adaptations in private and Housing Association rented properties. This is funded by the Government's "Better Care" scheme. In this respect, during the last 5 years the Council's Housing team has also supervised the installation of £5.2m worth of aids and adaptations, which have helped to improve the lives of Wealden residents with disabilities.

We have had a number of Government directives insisting on reviewing policies relating to Council Housing tenant involvement. These are, in large part, as a result of the Grenfell Tower enquiry, which has strengthened the working relationship between the Housing Regulator and Ombudsman.

The advised changes and updates noticeably stress the importance of identifying and removing barriers to tenants expressing their views and concerns. This is complimented by having processes in place to record and monitor interactions and exchanges between the residents and the Housing team. Also, there must be transparent and detailed accountability by the Council and its responses, remedies and solutions to issues raised by tenants.

Benefits and Local Taxation

Monthly Update – 01/02/2022

Test & Trace Standard & Discretionary

Scheme will end on 31st March 2022.

Total Paid Out	479	£239,500
Discretionary	142	£71,000
Standard	337	£168,500

Total applications received to date	1099
-------------------------------------	------

Month	Cases Paid
Oct-20	12
Nov-20	21
Dec-20	22
Jan-21	73
Feb-21	21
Mar-21	4
Apr-21	3
May-21	0
Jun-21	9
Jul-21	55
Aug-21	26
Sep-21	30
Oct-21	20
Nov-21	30
Dec-21	47
Jan-22	106

January 2022 saw the highest number of claims paid since the start of the scheme in Oct 2020.

Household Support Fund

We received an initial grant of £125,400 from ESCC to provide assistance to those with energy / water arrears and food vouchers. A further grant of £90,000 was received in early January enabling the scheme to be re-opened. Recipients had to be in receipt of a means tested benefits to qualify. Awards were up to £250.00 for arrears and £100 per adult and £60 per child for food vouchers.

Scheme	Total £	# of awards made
Energy & Water	£ 47,914.04	213
Food	£ 165,060.00	698

Grand Total	£ 212,974.04	911
--------------------	---------------------	------------

We have just over £2,400 remaining and expect the scheme to close tomorrow (Wednesday 2nd Feb).

Business Grants

Omicron Hospitality and Leisure Grant

Grant for businesses with a rateable value in the Hospitality, Leisure or Accommodation sectors.

Applications Received	211
Applications Approved / Paid	148
Total Amount paid	£504,694
Waiting review	60

ARG Discretionary Fund

We have a discretionary grant amount of approx. £1.4m to spend by 31st March 2022. We have since received a further £363,317 as part of the Omicron funding.

There are currently 4 schemes;

- Omicron Top-up for Hospitality and Leisure - SUSPENDED
- Personal Care - CLOSED
- Gyms, Leisure Centres and Indoor Exercise Facilities
- Travel Industry

Application Received	244
Applications Paid / Approved	140
Total Amount Paid	£707,200
Waiting Review	101

The Personal Care scheme has now closed and the Top-up for Hospitality and Leisure has been suspended whilst we process the outstanding applications to ensure we have sufficient funds remaining.

The Gyms and Travel grants remain active as these are linked to the additional ARG money of £363,317.

Resident's issues and problems

From time to time residents of Hooe will contact us for advice help and assistance. We are very happy to do all can to help, even if we are only able to signpost them to others who have more detailed information. This can be very time consuming and as you would expect, must remain confidential.

As expected numerous residents contacted us for help, advice and assistance with a variety of problems caused by the recent storms and loss of power. Whilst there were fairly straight forward solutions to some of the problems other, more complex and serious situations were more difficult to address. However we are pleased to report we were able to help everyone who approached us

Recent useful Press Releases

Rather than repeat the information contained in the Wealden Press releases, which would make our report too lengthy we list the recent ones of particular interest:

- [£300K support package for voluntary organisations announced by Wealden council](#)
- [Council tax fraudster convicted](#)
- [Employability aid available for those aged 16-24 in Wealden](#)
- [Wealden limits council tax increase to 9p a week](#)

Press releases are published on the Wealden website

Wealden's response to the storms

Wealden has been very pleased to receive a large number of calls congratulating the council on the way it responded during the period of the storms. Refuse collection continued until it was deemed too dangerous for crews to continue on the rounds. In the days following new collection schedules were organised and by the end of the week all late collections had been carried out

The Great British Spring Clean

This year the Great British Spring Clean runs from 25th March until 10th April. As usual Wealden will have a limited number of rubbish bags and other equipment available on request on a first come basis. Arrangements can be made with the Street scene team to collect the spoils from an agreed location.

Clash of Meeting Dates

As you are aware we do our best to juggle meetings and attend as many meetings as we can but so many of them clash. We will continue to try our best to attend but there will be times when it is just impossible. However, please feel free to contact us at any time between meetings if there is a concern/issue where you think we can help.

Cllr Ray Cade and Cllr Pam Doodes
February 2022

Appendix 3 - (Agenda Item 6)

Background Information on Items on the Agenda:

Hooe Parish Notice Board

On the 28th January 2022 at 12.15pm legal notices were placed on the parish notice board at the request of the Election Officer at Wealden District Council to notify the of resignations of Hooe parish councillors and set out the statutory process to follow.

It was reported by a resident on the 31st January 2022 that the legal notices had been removed from the parish notice board, including the list of all future parish council meetings. Having contacted the Election Officer at Wealden District Council, new legal notices were issued on 1st February 2020 and placed on the parish notice board at 1.45pm to restart the legal notice period.

Having raised the matter with Wealden District Council, where no objections were raised, a decision was taken to remove the key from the parish notice board for the duration of the legal notice period and for any other notice period that may be required should the councillor vacancy be filled by a co-option process.

The clerk placed a notice on the parish notice board notifying residents that should any information /notices be required to be displayed on the parish notice board to contact the clerk. Complaints were received to the clerk concerning the removal of the key and not being able to access the parish notice board directly.

The parish notice board is the property of Hooe parish council and is recorded on the asset register. As the clerk, I wish to make members aware that should the key be returned for general public access and should a legal summons (agenda) publicising a parish council meeting be removed from the parish notice board, and the parish council meeting took place, any decision made at the council meeting would be considered unlawful.

I therefore wish members to consider and resolve the access arrangements for use of the parish notice board. The choices are as follows:

- a.) To replace the key to the original location for access to the parish notice board.
or
- b.) For the clerk to retain the key and place and place any material on the board on behalf of residents / community groups.
or
- c.) For the clerk to retain the key and obtain copies of the key for those persons nominated by the parish council.
or
- d.) To erect a new notice board, near to the site of the existing notice board for either the Parish Council or the Community sole use. The cost of a new notice board / highway licence details would need to be investigated by the clerk and be reported back to members.

Hooe Parish Council

CO-OPTION POLICY

1. Introduction

In the event of no election being called to fill a Councillor vacancy for Hooe Parish Council, the Council will co-opt membership to the Parish Council in accordance with legislation as defined in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, SI 2006/3305 r 8(3) and the Local Government Act 1972 Sch 12, para 3. Due and fair consideration will be also be given to advice and guidance as provided by bodies such as (but not limited to) the National Association for Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the East Sussex Association for Local Councils (ESALC). Hooe Parish Council will follow a process which is fair, open and transparent and in compliance with the Equality Act 2010.

1.1 There are two circumstances under which the council may proceed to fill a casual vacancy by co-option:

- When a seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
- During the life of the council, a seat falls vacant but the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.2 The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

1.3 However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

1.4 To ensure a fair and transparent process is undertaken, this policy outlines the procedure to be followed by the council when co-option is considered.

2. Application process

2.1 On receipt of written notice from the Democratic Services Manager at Wealden District Council that a casual vacancy may be filled by means of co-option:

- The Clerk will advertise the vacancy or vacancies to be filled by co-option.
- The co-option advertisement will include the closing date for acceptance of requests for consideration (between 7 and 30 days after the date of the advertisement) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards.

2.2 Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.

2.3 Applicants for a vacancy will:

- **Receive a New Councillor Application Pack and a copy of the Good Councillor Guide (produced by the National Association of Local Councils), the Code of Conduct, Standing Orders, Financial Regulations and Scheme of Delegation to be issued by the clerk.**
- Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
- Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form

2.4 Copies of the applicant's application form will be circulated to all Members by the Clerk at least three clear working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.

2.5 Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, and will be informed they may, if they so wish speak for up to **2 minutes** about their application during the co-option item on the agenda at the meeting. The co option will be the first item on the agenda.

3. Voting procedure

3.1 Voting will be according to the agreed procedure in standing orders, namely:

'Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

3.2 Voting will be conducted as per the agreed procedure in standing orders, namely:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

3.3 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes

- 3.4 After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected.
A Member elected by co-option is a full member of the council but is not eligible for the basic parish allowance.

4 Acceptance of office

- 4.4** The successful candidate(s) **must sign their Declaration of Acceptance of Office** before they can act as a councillor. **The Declaration of Acceptance shall include the words ‘As a member of Hooe Parish Council, I will agree to operate in accordance with the Code of Conduct, Standing Orders, Financial Regulations, Scheme of Delegation and all Policies adopted by Hooe parish council’.**
- 4.5** **The Register of Members Interests form must be completed and returned to the clerk within 14 days, whereby the Clerk will forward a copy to the District Monitoring Officer within 28 days as required by statutory requirements.**
- 4.6** **At the earliest convenient date, the elected member will meet with the clerk for an induction to cover procedural matters related to the running of the parish council, and to receive a operational manual detailing the policies, procedures and other relevant key documents. council.**
- 4.7** **All new members will be required to undertake councillor training at the earliest opportunity, but no later than six months after becoming an elected member of Hooe Parish Council. The councillor training will be organised by the clerk.**

Appendix 5

Agenda Item no. 8

The clerk / Proper Officer / RFO recommendation is to incorporate the section written in blue to section no. 15 and section no. 16 of the Hooe Parish Council's Standing Orders to ensure all statutory functions and procedural requirements of the Parish Council are met in the absence of the employed Clerk / Proper Officer / Responsible Finance Officer.

15 PROPER OFFICER

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. **In the known absence of the Proper Officer /Clerk/ RFO, the Parish Council will approach East Sussex Association of Local Clerks (ESALC) or the East Sussex network of Clerks to obtain an experienced locum to cover either a meeting or a longer period of absence.**

16. RESPONSIBLE FINANCE OFFICER

- a.** The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. **In the known absence of the Responsible Finance Officer, the Parish Council will approach East Sussex Association of Local Clerks (ESALC) or the East Sussex network of Clerks to obtain an experienced locum to cover either a meeting or a longer period of absence.**

Agenda Item no. 10

Davina Bike Ride

A request has been received from Action Medical Research to hire the village hall on Saturday 18th June (from 2pm onwards) and on Sunday 19th June 2022 as a stopping station for bike riders attending the Davina Bike Ride. Action Medical Research is a charity that supports health conditions effecting children and have been running these type of charity events for over 30 years.

Action Medical Research is anticipating approximately half of the 700 bike riders will pass through the village of Hooe, and with approximately 20 to 30 riders stopping for a break at anyone time. These figures are based on last year's bike ride and the riders will arrive anywhere between 9.30am to 1.45pm. Some volunteers would wish to arrive mid-afternoon on Saturday 18th June 2022 to set up for the following day. Volunteers will arrive to manage the event on the Sunday between 8.30am and 3pm and be on hand to provide cold drinks, tea, coffee, fruit, and energy bars etc. for the bike riders.

Action Medical Research have confirmed a risk assessment has been undertaken for the bike ride and have they public liability insurance in place, advising the parish council all volunteers are briefed in health and safety and are well versed in what to inspect.

Should the members consider this hire request to be acceptable to the parish council, Action Medical Research are looking for the parish council to waiver the hire fee for this event. Action Medical Research will be required to meet the terms of the parish council's hire agreement before any hire booking is accepted by the parish council.

Appendix 7 - (Agenda Item 11)



Hooe FC

Summer Tournament

2022



General Scope

Hooe FC Summer tournament planned to take place on Saturday 25th & Sunday 26th June, is a six-a-side weekend tournament featuring youth teams from all across Sussex & Kent.

Hooe FC are looking to run this tournament to raise the profile of youth football in the area. We are a growing football club with ~100 children signed onto the club, and we want to showcase the

talent and enjoyment that these young boys and girls experience at our club. We aim to attract local youth footballers to our club, as well as raise funds for more/better equipment. We wish to put Hooe FC's name out there for people to remember us as an exceptional club who create positive memories centred around enjoyment and player development for children.

The tournament is split into age groups ranging from Under 7s to Under 14s, with a dedicated girls-only section from Under 8s to Under 15s. the event is split into four smaller events - Sat AM, Sat PM, Sun AM, Sun PM, with each event lasting between 3-4 hours.

The tournament will run from 7:30am - 5:30pm Both days.

Matches will begin at 09:00 for the AM events and 14:00 for the PM events. Matches will be 12 minutes long straight through with a 3-minute period in-between matches.

The tournament will feature all Hooe FC youth teams within the club.

There will be no music permitted to be played at the event.

The tournament and its rules are all following the English Football Associations (FA) regulations regarding safe running of a football event or competition, and the event will be sanctioned and advertised by the Sussex FA. All visiting teams are also to follow these regulations as part of their club's County FA affiliation, which all teams must provide to us upon registering for the tournament. Each club's affiliation will ensure they are insured to cover their club for participation in the tournament.

Hooe FC shall obtain additional public liability insurance specifically for this event to be approved by the Sussex County FA.

The tournament is being organised by Kion Cornelius and Jay Skinner-Swain on behalf of Hooe FC.

No. of attendees

The number of attendees is currently a rough estimate, and will become more accurate once we know exactly how many teams sign up.

Our busiest period is planned to be the Sunday PM event. With 3 age groups planned, and a maximum of 24 teams across those age groups. Upper estimate of avg. 8 players per team, one car per player = 192 vehicles. Assuming an average of 2.5 people per vehicle = 480 people in attendance

maximum. At this time ~32 vehicles will be Hooe FC parents, who could be asked to park elsewhere they are familiar with to alleviate parking on the rec (see Traffic and parking below)

Area and facilities

The tournament will use the entirety of Hooe recreation ground

6x six-a-side pitches located on the current 11-a-side youth & seniors pitches.

Use of the Pavilion including its kitchen facilities, toilets, and the changing rooms as a workstation for tournament organisers and results desk.

We will be looking to run a barbecue manned by volunteers from within the club, as well as selling the usual sweets and refreshments. Users of the barbecue will be fire safety trained and appropriate fire extinguishers & fire blankets will be readily available.

We will be looking to hire marquees from local firms for the catering facilities and for a first aid tent.

Additional toilets shall be hired to increase capacity of our current pavilion toilets. We will look to increase capacity to 6 toilets to allow for 1 toilet per 80 guests at peak attendance.

The tournament will aim to not impede or restrict access to the public. Clubs will be advised that they cannot bring their dogs to the recreation ground, however this will not be a blanket ban on animals on the rec but instead to limit issues caused by large numbers of dogs and children together on the rec.

Traffic and Parking*

A car park to be situated on the North-West corner of grounds. We estimate on-site parking to accommodate 150-180 cars when parked efficiently and with adequate spacing between parked vehicles (bay size of 2.5m by 5m) and also allowing for traffic lanes between parked cars for vehicles joining and leaving at different times.

Possibility of adding additional car parking spaces if needed by moving the tournament pitches further east, allowing parking capacity to increase to 200+

We will use a one-way traffic system traversing inside the North, West and South perimeter of the recreation ground, beginning at the Straight Lane Gate and finishing at the north-west Mill Lane Gate.

All parking on-site to be cordoned off and on-site traffic to be clearly directed so that traffic cannot be misled onto areas they should not be driving/parking, and to ensure the public are clear on the locations where vehicles are likely to be so they can walk safely throughout the rec. This will be achieved with the use of traffic cones and ropes, as well as volunteers directing all traffic to where they should be.

Plans to extend/move parking onto adjacent land are being discussed with the relevant land owners and further guidance regarding this will be available to us at a later date. To alleviate onsite parking, we may look at moving Hooe FC parent's vehicles onto a separate land they are familiar with so to free-up parking spaces on the recreation ground.

Hooe FC staff & volunteers to park on North-west corner of the recreation ground, using the Mill lane gate situated in that area of the grounds.

Residents of Mill Lane and areas surrounding the recreation ground are to be notified in advance of the tournament with our plans to direct traffic in a one-way system around the recreation ground. We will use an easy-to-understand map of the recreation ground showing which areas we are using and in which direction we plan to use our one-way traffic system. We will also suggest they allow additional time to travel from their homes in case they caught in a small amount of traffic upon leaving the grounds.

We will encourage all visitors of the tournament to only use the parking we have provided so that local residents have minimum impact on their daily routines.

Signage

All tournament related signage will be installed temporarily on the day before the event so that they can be removed on the day after the event. Signage applicable only to attendees of the tournament, and not to the local residents.

"Hooe FC Tournament entrance" sign located on North-west corner of recreation ground to be visible above hedge row, directing visitors onto Straight Lane entrance gate.

Temporary 'one-way' and 'no-entry' signs placed accordingly on the North-West entrances of Mill Lane and Straight Lane to manage site and local traffic.

"No entry" sign placed on Straight Lane junction North-East of recreation ground.

"No Tournament Parking" signs placed along Mill Lane and Straight Lane.

Additional signage may be needed if parking is to be moved onto separate land.

Food & Drink

No alcohol or drugs permitted on site whatsoever.

We will be selling food from our barbecue including burgers and sausages in buns/rolls, cheese, onions and condiments. A small vegetarian section will be available for any vegetarian and vegan attendees.

Bagged sweets, chocolates, canned & bottled soft drinks and water. Tap water will be available at no cost.

3rd party ice cream van to be on-site for duration of event. Relevant insurances to be secured by 3rd party and checked and verified by Hooe FC beforehand.

Site set up, volunteers & staff

Set up will need to begin the day before on Friday 24th June and then taking down and clearing up on the Sunday evening, extending onto Monday 27th.

Volunteers needed:

3x catering/serving

2x Straight Lane gate for programmes & traffic directing (then 1x moving to Mill Lane gate for vehicle exit)

1x in car park to direct vehicles into parking spaces

2x Results desk

2-4x volunteer referees for non-competitive age groups

All Volunteers to be made up of Senior team players and youth team parents across the club

At least 6 Hooe FC coaches to be on site for entirety of tournament and will act as supplementary volunteers when not coaching. Minimum of 3 coaches acting as volunteers at any one time.

Club welfare officers to be on-site at all times during the running of the event.

Paid people:

2-4x paid & qualified referees for competitive age groups

First aid responder to man the first aid tent and attend to any injuries on the pitch requiring specialist skill.

Emergency Access Plan (EAP)

Hooe FC will put in place an emergency access plan for the tournament. All attendees will be made aware of the EAP, and all club members & volunteers will be briefed on the actions needed in case of an emergency to ensure a safe, fast and effective response.

The EAP shall be written up at a later date once we have a clearer idea of no. of attendees and exact parking locations.

A risk assessment shall be undertaken by Hooe FC prior to the event to ensure the minimisation of risks throughout the tournament.

The tournament will be sanctioned by the Sussex County FA, as per their guidelines on sanctioning an event. We will look to have this done 6 weeks prior to the event start date so that the County FA can advertise the tournament to its member clubs.

Rubbish and Waste disposal

All visiting team coaches to be handed a bin bag on arrival and instructed to keep rubbish for team in their bin bag

Bins on-site in high volume areas (pedestrian gates, catering tent etc.)

All bags to be collected from each team upon exiting. All Waste to be stored over the weekend in club shed and then collected by 3rd party on Monday 27th.

Club Contact

All clubs to be advised that any correspondence regarding the tournament is to be directed to the Club Chairman Jay Skinner-Swain or the Tournament Co-ordinator Kion Cornelius. Hooe Parish Clerk, Jane Warrener, to be contacted regarding the tournament, if needed, via Jay or Kion only.

Any complaints before, during or after the event shall be recorded and reviewed by the Hooe FC committee after the event. If applicable, any complaints deemed to be of top priority shall be dealt with ASAP regardless of when the complaint is received.

*Please see Hooe Rec Tournament Map

Appendix 8

Quotation Summary

Agenda Item 13

The clerk has obtained a minimum of two quotes for each service area as per the requirements set out in Hooe Financial Regulations 10.3

All contractors/suppliers were provided with the same information in writing of the description of works / services to be provided. All contractors / suppliers were asked in advance whether they would wish to provide a quotation before any written requests were sent out to the contractors/suppliers.

a.) Quote 1 - JR Kay Plumbing & Heating & Property Maintenance £409.00 + VAT

Quote 2 - Dales Saunders Ltd £595.00 + VAT

b.) Quote 1 – Valens Water £866.90

Supplies services to over 80 parish councils

Quote 2 – DSW Water Treatment £992.00 + VAT

Riverside Environmental Services Ltd declined to quote

c.) Quote 1 - Sperion (specialist asbestos removal company) £350.00 + VAT

Quote 2 - amstech asbestos removals Ltd £220.00 + VAT

d.) Quote 1 - G & L Adams (contractors) local contractor £1400 + VAT

Quote 2 - Dumpsters Residential and Commercial Rubbish Clearance £1400

Both are registered waste carriers.

Quote 2 intends to use a HIAB grab truck to collect waste

Quote – not identified the method the waste will be removed

Thompson Tippers declined to quote

e.) Quote 1 - Orchard Landscapes £2283.42 + VAT

Quote 2 - TLC £4,200 + VAT

Quote 3 – FITT Garden & Sports Ground Maintenance – option 1	£4,712.48 + VAT
FITT Garden & Sports Ground Maintenance – option 2	£3512.67 + VAT
Option 1 Rotary Collection	
Option2 Cylinder 3 gang	
f.) Quote 1 - G.Pont	£1,520
Quote 2 - Sussex Garden Solutions	£1,750
Quote 3 – BD Landscaping & Maintenance	£7,260
g.) Quote 1 – S.J. Surveying	£995
Quote 2 - Watsons Estates	£195 + VAT per hour
Would not stipulate time to undertake work	
Redwell Estates declined to quote	
Quote 1 and Quote are both suitably qualified to undertake the work	
h.) Quote 1 – Mulbery & Co	£441 + VAT per annum
Quote 2 – Eslip Payroll Services	£179.64 + VAT per annum
PGA Payroll Services declined to quote	
i.) Quote 1 - Rialtas	£496.50 +VAT 1 st Year+ Annual
Quote 2 – Scribe	Subscription each year after 1 st Year £124.00 + VAT
Not submitted quote but costs identified on their website states a minimum	
Cost of £24.00 per month, therefore this indicates a minimum of £288 per year for every year thereafter.	
Rialtas supplies the finance IT product to over a 1000 town and parish councils and comes recommended by the auditor Mulbery & Co, and the clerk at Ninfield parish council.	
j.) Quote 1 - Uniserve	£577.20 + VAT
To provide a hooe.gov.uk domain name	£155.00 +VAT for 2 years
Quote 2 – Beaming IT Support	£816.00 + VAT
Will not provide option for domain name	
Quote 3 – Cloudy IT	£702.00 + VAT
To provide a domain name .gov	£140.00 + VAT for 2 years

All providers deal with parish councils. The clerk's preference would be Uniserve who provides services to Ninfield, Hellingly, Herstmonceux, Burwash, Hailsham Town Council, Westfield and more. The clerk at Ninfield would recommend Uniserve.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice