



Danielle Gould, Clerk & RFO

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To: The Members of the Parish Council

Cllr D Brock
Cllr L Cooke
Cllr D Greenup
Cllr T Grohne
Cllr A Mier
Cllr D Pichard
Cllr G Smith (Chair)
Cllr D Thatcher
Cllr S Whiteman (Vice Chair)

Copies to: Councillor D. Lach of East Sussex County Council and Rother District Councillors: T. Grohne and A. Mier.

Emailed on: 20th May 2026

Dear Councillors

ANNUAL PARISH COUNCIL MEETING – TUESDAY 26th May 2026

You are summoned to the annual meeting of Fairlight Parish Council on Tuesday 26th May 2026 at Fairlight Village Hall commencing at 7.00 pm. The Agenda is displayed alongside this notice. Members of the public are most welcome to attend.

Yours sincerely

Danielle Gould

Clerk & RFO

AGENDA

For the Annual Council Meeting of Fairlight Parish Council

Tuesday 26th May at Fairlight Village Hall

Commencing at 7:00 pm

- 1. Election of Chair for the Council year.** Nominations will be taken from Councillors who will decide upon a show of hands chair for the year. The Councillor elected Chair will sign an acceptance of office in the presence of the Clerk.
- 2. Election of Vice Chair for the Council year.** Nominations will be taken from Councillors who will decide upon a show of hands vice chair for the year.
- 3. Public Questions.** The Chair will invite members of the public to comment or ask questions on any matters in respect of the business on the agenda.
- 4.** To receive reports and ask questions of County Councillor Daniel Lach and the Rother District Councillors concerning County Council and Rother District Council matters.
- 5. To record any apologies for absence**
 - a) To receive and record apologies for absence.
 - b) To consider any requests for approval of reasons for absence, if any.



6. **Code of Conduct and Disclosure of Interests** - To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda. Members are reminded to repeat their declaration immediately prior to commencement of the item in question.
7. **To consider and approve the signing by the Chair of the minutes of:**
- The Full Council Meeting held on 28th April 2026.
 - The Planning Meeting held on the 31st March 2026.

Matters requiring a decision by full council

8. **Annual Governance and Accountability Return (AGAR)**

- Internal Audit Report - To review and approve.
- Section 1 of the AGAR - To review and approve.
- Section 2 of the AGAR - To review and approve.
- Notice of Electors' rights - To confirm dates Wednesday 3rd June to Monday 14th July for accounts to be available to view.

9. **Financial Matters**

- To receive list of receipts and payments in April.
- To receive list of items paid to date and for payment in May.
- To receive Receipts and Payments report to 31st March 2025.
- To approve March reconciliation.
- To review Hastings Athletic Football Club monthly charge for use of Wood Field (currently £100.00).
- To review bank mandate signatories. *Current signatories: Clerk, Cllr Cooke, Cllr Smith, Cllr Whiteman.*
- To review current signatory for bank reconciliations and bank statements. *Current signatory: Cllr Pichard.*
- To approve payment to Jenner Sands for providing clerical cover at the meeting on 26th May 2026, rate of £22.00 p/h and travel expenses £5.04.
- To note Richard Palmer (Herington's Solicitors) has increased his rate from £310.00 to £330.00 per hour.

10. **Committees and Working Groups**

The Council is asked to make appointments or review/ confirm existing appointments to the following Committees, Working Groups and Roles:

- Planning Committee** - *Currently all members of the Council.* To consider the dissolution of the Planning Committee and the incorporation of planning matters into Full Council meetings.
- Grants Officer and Panel** - *Currently Cllr. Cooke, Cllr. Smith (Officer), Cllr Whiteman. Previously four members.*
- Land Management Working Group** – *Currently Cllr. Pichard, Cllr. Smith.*
- Water & Drainage (including Pathfinder)** - *Currently Cllr. Cooke, Cllr. Whiteman.*
- Emergency Plan Co-ordinator** - *Currently Cllr. Cooke. Previously two members.*
- Staff Appraisal Group** - *Currently Chair, Cllr. Whiteman. Previously three members.* To appoint third member.
- Fairlight Drop-in Group** – *Currently Cllr. Pichard. Previously two members.* To consider dissolving drop-in group.
- Website & Facebook co-ordinator** – *Previous member resigned, (Graham Gillett Volunteer), website updated by clerk and PC has no active Facebook page.* To consider dissolving.
- Rights of Way** – *Previous member resigned.*
- Tree Warden** - *Currently Cllr. Pichard.*
- Highways Officer** - *Currently Cllr. Smith.*
- War Memorial Steering Group Representative** - *Currently Cllr. Smith.*

11. **Appointment to External Bodies and Groups.** The Council is asked to make appointments or confirm existing appointments to the following external bodies by inviting nominations from Councillors and voting by a show of hands:

- The Preservation Trust.** Currently Cllr Pichard.
- Fairlight Village Hall.** Currently Cllr Smith.



- iii) **Market Garden Site.** Currently no members. *Previous member resigned.*
- iv) **Speed. Neighbourhood Watch and Police** - Currently no members. *Previous member resigned*
- v) **Rother Association of Local Councils** - It is recommended that the Chair and Vice Chair attend meetings and in their absence the Clerk attends in a non-voting capacity and reports back. Council may vote as they consider proper at meetings of RALC; (Note. Under the RALC Constitution the Council only gets one vote. The Clerk is entitled to attend as an observer but is not permitted a vote even in the absence of the council's delegate. *Currently Cllr. Smith, Cllr Whiteman.*
- vi) **ESALC** — Two councillors: Council is recommended to agree the representatives can speak and vote as they consider proper at meetings. *Currently Cllr. Smith, Cllr. Grohne.*

12. Membership of External Bodies. The Council is asked to review its membership of the following bodies and decide if it wishes this to continue: -

- a) **National Association of Local councils (NALC)**- Annual cost of £130.72
- b) **East Sussex Association of Local Councils (ESALC)**- Annual cost of £568.63
- c) **Rother Association of Local Councils** - Annual cost of approximately £40.00

For noting:

- d) **Society of Local Council Clerks (subscription for Clerk-** Annual cost of £253.00 (Agreed 20th January 2026, ref 2026/009 Item 9.)

13. Review of the council's policies and procedures -

Standing orders (J.ix.) specifies that at the annual meeting of the Council policies and procedures should be reviewed. Please go the website to view - <https://fairlightparishcouncil.gov.uk/document-category/policies/>

- *Financial Regulations – To supersede previous version*
- *Standing orders*
- *Code of Conduct*
- *Complaints procedure*
- *Freedom of Information/ Publication Scheme*
- *Data Protection*
- *Financial Risk Assessment*
- *Asset Register – (Included with supporting papers)*

14. Review of the Council's expenditure incurred under S.137 of the LGA 1972 (1 April 2025 – 31 March 2026.

One payment made: 1st May 2025- £1000.00 to Pett Independent Rescue Boat.

15. Insurance – To consider the following options for insurance renewal (due 1st June 2026):

| Insurer | 1-Year Term | 3-Year term |
|--------------------------|-------------|---|
| Zurich (current insurer) | £ 1015.37 | £ 932.86 |
| Clear Councils | £ 1284.86 | £ 1254.54 |
| Gallagher | £ 1250.00 | £ 1250.00 If there were no changes to the policy and all the contents stayed the same then the price is fixed for 3 years |

16. Article 4 Update – To receive report from Cllr Whiteman.

17. SSSI Land Signage - To consider erecting signs “No Fly-tipping” signs on Channel Way SSSI (next to ditch).

18. Planning Items - The following decisions and enforcement matters are included for noting:

| Decisions | | | |
|----------------|--------------------------|---|----------|
| Reference | Location | Description | Decision |
| RR/2025/1552/P | Barn House, Warren Road. | Change of use from holiday let to residential dwelling. | Refused |



| | | | |
|-------------------------|--------------------------------|--|---------------------------|
| RR/2026/0273/RVC | Barn House, Warren Road. | Variation of condition 2 imposed on RR/2025/435/P. | Approved with Conditions. |
| RR/2026/0148/HOU | Little Herm, Channel Way | Proposed removal of existing outbuilding. Construction of a self contained annexe to be used as ancillary accommodation to Little Herm | Approved with Conditions |
| Enforcement | | | |
| ENF/0060/26 | Lydons, Warren road, Fairlight | Works outside of 3-year planning permission Complaint with changed status | Application Submitted |

19. Correspondence – Any late correspondence will be tabled at the meeting.

20. Items for Consideration for Future Agenda

21. Date and venue for next meeting

Tuesday 23rd June 2026.

The Council will consider a resolution to go into private session on the grounds that the following business would disclose exempt matters.

22. Activate Lease - To consider the suggested amended terms of the draft Activate lease.