

WARBLETON PARISH COUNCIL

To all Members of **WARBLETON PARISH COUNCIL**

You are summoned to attend the **ANNUAL STATUTORY MEETING** of **WARBLETON PARISH COUNCIL** to be held on **THURSDAY 21ST MAY 2020** via zoom video conferencing at **7.00pm** when it is proposed to transact the following business:-

JCottrell

Jackie Cottrell
Parish Clerk
14th May 2020

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC. NOTICE OF INTENTION TO ADDRESS COUNCIL SHOULD BE GIVEN TO THE CLERK BY NOON OF THE DAY OF THE MEETING

PLEASE FOLLOW THE ZOOM LINK BELOW TO JOIN

Join Zoom Meeting

<https://us02web.zoom.us/j/85206598666?pwd=NWd3YXB6cjRwYTd3TTlyYXBneVB3UT09>

Meeting ID: 852 0659 8666

Password: 943818

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1. **ELECTION OF CHAIRMAN**
 2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
 3. **ELECTION OF VICE CHAIRMAN**
 4. **APOLOGIES**
 5. **DISCLOSURE OF INTERESTS**
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Warbleton Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda
 6. **MINUTES – Resolution needed 6.1**
 - 6.1. To **resolve** that the minutes of the Council Meeting held on Thursday 23rd April 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 6.2. Matters outstanding from these minutes
 7. **APPOINTMENT OF STANDING COMMITTEES – Resolutions needed for all committees**
 - (a) Finance and General Purposes – minimum of 3 councillors
 - (b) Planning and Development – minimum of 3 councillors
 - (c) Environment – minimum of 3 councillors
 - (d) Community Infrastructure Levy (CIL) – minimum of 3 councillors
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THE MEETING WILL NOW AJOURN TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF THE STANDING COMMITTEES

Only members of each committee will vote for the Chairmen and Vice Chairmen of each committee as this is not a Council decision

FINANCE & GENERAL PURPOSES COMMITTEE

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN

PLANNING & DEVELOPMENT COMMITTEE

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN

ENVIRONMENT COMMITTEE

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN

COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

1. ELECTION OF CHAIRMAN
- 2.
3. ELECTION OF VICE CHAIRMAN

THE ASM WILL NOW RE-CONVENE

8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES – Resolutions needed for all bodies

- (a) Wealden District Association of Local Councils
- (b) Dunn Village Hall
- (c) Bodle Street Green Village Hall
- (d) Warbleton Charity

9. FINANCE – Resolutions needed 9.1, 9.2, 9.3 and 9.4

- 9.1. To **authorise** the payment of invoices as listed
- 9.2. To **review** the appointment of the Internal Independent Auditor and to **resolve** to appoint for the 2020/2021 financial year (see attached)
- 9.3. To **accept and resolve** the Audit Report from Linda Butcher as part of the Health Check undertaken (see attached)
- 9.4. To **accept and resolve** the end of year accounts 2019/2020

10. COMMITTEE MINUTES

To **receive** the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

- 10.1. Planning – 12th May 2020 – meeting cancelled

11. PLANNING APPLICATION – Resolution needed

- 11.1 WD/2020/0511/F
Bramble Cottage, Chapmans Town Road, Warbleton TN21 9PS
Construction of stable block and access track

12. REPORTS – Resolutions 12.3.1 & 12.3.4

- 12.1. To **receive** reports from District and County Councillors
- 12.2. To **receive** reports from Parish Councillors (including Crime Report from Cllr Reading)
- 12.3. To **receive** report from Parish Clerk
- 12.3.1. To consider the adoption of a policy for council meetings held remotely by electronic means (see attached)
- 12.3.2. Co-option of a new councillor – Electoral services notified me that an election request was not received. The vacancy can now be filled by co-option. I have emailed you a

copy of the advert for co-option. This will be advertised on our website and on our noticeboards. The expiry date is 8th June. I will ensure that all prospective councillors qualify for membership of the council. The co-option will be an item on the agenda at the full council meeting on the 18th June. The voting will take place as soon as the submissions are completed

- 12.3.3. Barclays mandate update
- 12.3.4. To consider online banking and the option of making BACS payments (see attached)
- 12.3.5. Website – Details of when the website will be going live and how it will be publized
- 12.3.6. Asset Register – This has been started and I am currently chasing our insurance company for a list of the assets that they have listed. This will then be added to the current information
- 12.3.7. Update on the bench donated By Mr David Bysouth
- 12.3.8. Update on Bodle Street Green Gates

13. PUBLIC PARTICIPATION

Up to fifteen minutes will be available for the public to make representations, answer questions or give evidence in respect of any item of business included in the agenda, in accordance with Standing Orders

14. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

15. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Thursday 18th June 2020 at 7.00 pm

9. FINANCE

9.1 To authorise the bills for payment and sign the cheques

Cheque No	Payee	£	VAT	£ Total	Purpose
101373	Jackie Cottrell		Stationary net VAT 4.16	74.35	Zoom 14.39 Stamps 24.99 White env 4.99 A4 env 9.99 Paper 19.99
101374	Jackie Cottrell			666.46	Plus 21.5 extra hours
101375	Linda A Butcher			597.01	Locum Clerk duties