

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 18th MAY 2023** at Bodle Street Green Village Hall at **6.30pm** when it is proposed to transact the following business:-



Jackie Cottrell
Parish Clerk
11th May 2022

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

1. **ELECTION OF CHAIRMAN**
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
3. **DECLARATION OF ACCEPTANCE OF OFFICE FOR NEW COUNCILLORS**
4. **ELECTION OF VICE CHAIRMAN**
5. **APOLOGIES**
6. **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
7. **MINUTES – Resolution needed 7.1**
 - 7.1. To **resolve** that the minutes of the Council Meeting held on Thursday 16th March 2023 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 7.2. Matters outstanding from the minutes not covered on the agenda
8. **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
9. **TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY – Resolution required 9.3.**
 - 9.1. To receive application forms from prospective councillors
 - 9.2. Co-option interview
 - 9.3. To resolve the successful candidate
 - 9.4. Successful candidate to sign the Declaration of Acceptance of office
10. **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

**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. ELECTION OF VICE CHAIRMAN

THE ASM WILL NOW RE-CONVENE

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11. **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
 12. **FINANCE – Resolutions needed 12.5, 12.9., 12.11., 12.12., 12.13., 12.14.**
 - 12.1. To note bills that have been paid under the delegated authority to the Clerk and/or F&GP Committee (see report below)
 - 12.2. To note the first half of the precept payment from WDC £11,895.50 has been received
 - 12.3. To note the parish council has received a CIL payment of £375.43
 - 12.4. To note the CIL monitoring report for 1st April 2022-31st March 2023
 - 12.5. To authorise the payment of invoices as listed (see report below)
 - 12.6. To note the Finance Report, bank reconciliation, budget monitor and reserve movements for April 2023
 - 12.7. To receive and note the Internal Audit report for the financial year 2022/23
 - 12.8. To note the Exercise of Public Rights will commence on Monday 5th June and end on Friday 14th July
 - 12.9. Resolve Section 1 of the AGAR: The Annual Governance Statement 2022/23
 - 12.10. To note the significant variances for Section 2 – Accounting statements 2022/23

- 12.11. To consider, approve and sign the accounts - Resolve Section 2 of the AGAR: The Accounting Statements for 2022/23
- 12.12. To re-adopt Financial Regulations
- 12.13. To re-adopt Standing Orders
- 12.14. To adopt the Reserves Policy
- 12.15. To note the results of the Clerk's annual appraisal

13. COMMITTEE MINUTES

To receive the acts and proceedings of the following committee meetings

- 13.1. Planning & Development – 21st February 2023
- 13.2. Environment – 2nd March 2023
- 13.3. APA – 9th March 2023
- 13.4. Planning & Development – 14th March 2023
- 13.5. SLR meeting – 28th March 2023
- 13.6. Planning & Development – 4th April 2023
- 13.7. Planning & Development – 25th April 2023

14. REPORTS

- 14.1. To receive reports from District and County Councillors
- 14.2. To receive reports from PCSO Cathy Gilling
- 14.3. To receive reports from Parish Councillors
- 14.4. To receive reports from the Heathfield & Waldron First Responders
- 14.5. To receive reports from Parish Clerk

15. FINGER POST MAINTENANCE

- 15.1. To agree a volunteer councillor to complete a health check of the finger posts in the parish for 2023

16. BANK MANDATE – Resolution 16.1.

- 16.1. To agree a councillor to be added to the bank mandate

17. WEBSITE MAINTENANCE – Resolution required 17.1.

- 17.1. To agree Steve Williamson can continue to update the parish council website with news items following instruction from the Clerk

18. PARISH COUNCIL OWNED TREES – Resolution 18.2. & 18.4.

- 18.1. To review and agree the trees owned by the parish council
- 18.2. To consider nominating one councillor as a tree warden
- 18.3. To note the Clerk will keep a register of trees
- 18.4. To review and agree any tree work required and instruct the Clerk to obtain the necessary quotes

19. TO CONSIDER TO CONSIDER A NEW LOCATION FOR THE PARISH COUNCIL FLAGPOLE – Resolution required

20. RUSHLAKE GREEN VILLAGE GREEN NOTICE BOARD – Resolution required 20.2.

- 20.1. To review the repair work to the notice board
- 20.2. To agree a course of action

21. HONORARY PLAQUE – Resolution required 21.1.

- 21.1. To consider the purchase of an honorary plaque for a long-standing ex parish councillor

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

23. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Thursday 13th July 2023 at 6.30pm at Bodle Street Green Village Hall

12. FINANCE

12.1. To note bills that have been paid under the delegated authority to the Clerk and/or F&GP Committee

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
1	Jackie Cottrell				Clerk Salary – April 2023
2	HMRC	156.40		156.40	HMRC payment for 6.4.2023 – 5.5.2023
3	Jackie Cottrell	11.99	2.40	14.39	Domain renewal for 1 year
4	SBG Computers	139.95		139.95	One year security and laptop clean
5	NALC	32.68	6.54	39.22	Clerk training course Emergency planning
6	James Todd & Co	80.00	16.00	96.00	March 2023 payroll and NEST pension set up fee
7	ESALC	410.86		410.86	ESALC and NALC annual subscription
8	Agrifactors	855.00	171.00	1026.00	Resolution 578 agreed at September 2022 Full Council. Funds to be taken from the infrastructure budget
9	Graham Long	45.00	9.00	54.00	Mole removal adjacent to the Dunn Village Hall
10	NEST pension	54.08		54.08	April Clerk pension

12.5. To authorise the bills for payment and sign the cheques

Cheque/BACS No	Payee	£	VAT	£ Total	Purpose
11	Jackie Cottrell				Clerk salary May
12	HMRC	201.90		201.90	Payroll 6.5.23-5.6.23
13	James Todd & Co	22.00	4.40	26.40	April 2023 payroll fee

14	Jackie Cottrell	9.99		9.99	Printing 18.2.23- 17.3.23 - inv1061979881
15	Jackie Cottrell	9.99		9.99	Printing 18.3.23 - 17.4.23 - inv1063555003
16	NEST pension	74.16		74.16	May Clerk pension
17	Jackie Cottrell	14.99		14.99	HDMI cable for parish council meetings