

WARBLETON PARISH COUNCIL

To the Members of Warbleton Parish Council

You are summoned to attend a meeting of **WARBLETON PARISH COUNCIL** to be held at the **Dunn Village Hall** on **Tuesday 26th September 2023 at 7pm** when it is proposed to transact the following business:



Jackie Cottrell
Parish Clerk
21st September 2023

1. APOLOGIES

2. DECLARATIONS OF INTEREST

2.1. Councillors are reminded to declare any interests on any items on this agenda in accordance with Warbleton Parish Council's Code of Conduct

3. MINUTES - Resolution required 3.1

- 3.1. To **resolve** that the minutes of the Council meeting held on 13th July 2023 be taken as read, confirmed as a correct record and signed by the Chairman
- 3.2. Matters arising from the minutes not covered on the agenda

4. PUBLIC PARTICIPATION

4.1. 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.

5. REPORTS

- 5.1. To **receive** reports from District and County Councillors
- 5.2. To **receive** reports from PCSO Catherine Gilling
- 5.3. To **receive** reports from Parish Councillors
- 5.4. To **receive** reports from the Parish Clerk

6. COMMITTEE MINUTES

- 6.1. To **receive** the acts and proceedings of the following committee meetings:
- (a) Planning & Development – 4th July 2023
 - (b) Planning & Development – 25th July 2023
 - (c) Highways (not a public meeting) – 9th August 2023
 - (d) Planning & Development – 22nd August 2023
 - (e) Planning & Development – 12th September

7. FINANCE – Resolution required 7.2.,7.4.,7.5.,7.6. & 7.7

- 7.1. To note bills that have been paid under the delegated authority to the Clerk (see report below)
- 7.2. To authorize the bills for payment (see report below)
- 7.3. To note the Finance Reports, bank reconciliation, budget monitor and reserve movements for July and August 2023
- 7.4 To adopt the amended Standing Orders
- 7.5 To adopt the amended Financial Regulations

- 7.6. To Resolve the External audit report
- 7.7. To Resolve the website package for the existing website provider
- 7.8. To note ESALC has advised to budget for a 6% pay rise for the 2023/24 national salary award which has yet to be agreed

8. RUSHLAKE GREEN VILLAGE GREEN NOTICE BOARD UPDATE

9. PARISH COUNCIL TREE MAINTENANCE QUOTATIONS – Resolution required 9.2.& 9.3.

- 9.1. To consider the quotations received for the tree maintenance work
- 9.2. To agree a quotation
- 9.3. To agree how to fund the tree work

10. SPEED ROUNDALS IN RUSHLAKE GREEN – Resolution required 10.1.

- 10.1. To consider and agree the number and locations of the new speed roundals for Rushlake Green Village Green recommended by East Sussex Highways

11. SPEED WATCH UPDATE

12. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA

13. DATE OF NEXT MEETING

October 2023 – date to be confirmed

14. EXCLUSION OF PRESS AND PUBLIC - resolution required 14.1

14.1 To consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted

15. STAFF MATTERS – resolution required 15.2.,15.3.,15.4.,15.5. &15.6.

- 15.1. To note the Clerk’s official leaving date – 30.9.2023
- 15.2. To agree to employ a locum clerk for the interim period before the new clerk is in position
- 15.3. To agree the candidate for the position of Clerk/RFO
- 15.4. To agree the pay scale for the new clerk
- 15.5. To agree the conditions of the new clerk’s contract
- 15.6. To agree the existing Clerk can work additional hours during the handover period

7.1.To note bills that have been paid under the delegated authority to the Clerk

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
42	Jackie Cottrell				Clerk salary August 2023
43	HMRC	180.42		180.42	Payroll 6.8.23-5.9.23

44	James Todd & Co	22.00	4.40	26.40	July payroll fee
46	PKF	210.00	42.00	252.00	PKF External audit fee

7.2.To authorize the bills for payment

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
47	James Todd & Co	22.00	4.40	26.40	August payroll fee
48	Jackie Cottrell				Clerk salary September
49	Nest	42.14		42.14	September pension
50	HMRC	120.40		120.40	Payroll 6.9.23-5.10.23
51	Clear Councils (previously BHIB)	543.55		543.55	Annual insurance premium
52	Wealden District Council	68.75	13.75	82.50	Dog bin emptying charges Jul-Sep 23
53	Jackie Cottrell	113.40		113.40	Mileage 17.3.23 – 26.9.23
54	Jackie Cottrell	9.99		9.99	Printing 18.7.23-17.8.23
55	Jackie Cottrell	9.99		9.99	Printing 18.6.23–17.7.23
56	ESALC	40.00	8.00	48.00	Councillor training – planning Cllr Whymark
57	Warbleton & District Horticultural & Poultry Society	200.00		200.00	Deposit repaid re event on The Green 29.7.2023
58	Jackie Cottrell	9.99		9.99	Printing 18.8.23-17.9.23

59	ESALC	40.00	8.00	48.00	Councillor training planning Cllr Sterling
60	Jackie Cottrell	35.00		35.00	ICO annual membership

