

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 **Bodle Street Green Village Hall** on **Thursday 14th July 2022 at 7pm** when it is proposed to transact the following business:



Jackie Cottrell
Parish Clerk
7th July 2022

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 ASM meeting held on 24th May 2022 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) CIL – 24th February 2022
 - (b) Planning & Development – 8th March 2022
 - (c) Environment – 24th March 2022
 - (d) Planning & Development – 29th March 2022
 - (e) F&GP – 12th April 2022
 - (f) SLR – 26th April 2022
 - (g) Planning & Development – 10th May 2022
 - (h) APA – 24th May 2022
 - (i) Planning & Development – 31st May 2022
 - (j) Planning & Development – 21st June 2022
 - (k) Planning & Development – 12th July 2022

- 7. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE(S) – Resolution needed 7.3. & 7.5.**
 - 7.1. To receive application forms from prospective councillors
 - 7.2. Co-option interviews
 - 7.3. To resolve the successful candidate(s)
 - 7.4. Successful candidate(s) to sign the Declaration of Acceptance of office
 - 7.5. To resolve committee membership of the new Councillor(s)

- 8. FINANCE - Resolution required 8.2.,8.4.,8.5.,8.6.,8.7. & 8.8.**
 - 8.1. To note bills that have been paid under the delegated authority to the Clerk (see report below)
 - 8.2. To authorize the bills for payment (see report below)
 - 8.3. To note the Finance Reports, bank reconciliation and budget monitor for May & June 2022
 - 8.4. To adopt the amended Financial Regulations
 - 8.5. To adopt the amended Standing Orders
 - 8.6. To adopt the Reserves Policy
 - 8.7. To agree a councillor(s) to be added to the bank mandate
 - 8.8. To agree the Clerk set up a standing order payment for the monthly payroll invoice
 - 8.9. To note the proposed issuing of mowing tender for Rushlake Green, effective from 2023

- 9. THE BIG LUNCH GRANT APPLICATION – Resolution required 9.1.**
 - 9.1. To consider and agree the Big Lunch additional grant application for the Queen's Jubilee Celebrations

- 10. PICNIC BENCHES FOR BODLE STREET GREEN VILLAGE HALL – Resolution required 10.1.**
 - 10.1. To consider and agree the CIL Committees recommendation to purchase up to 4 picnic benches for BSG Village Hall up to a maximum value of £1,600 (not including delivery)
 - 10.2. To agree the Clerk will liaise with the BSG Village Hall regarding the design and colour specification
 - 10.3. To note the picnic benches will be owned and maintained by the Parish Council

- 11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES – Resolution 11.1. & 11.2.**
 - 11.1. Bodle Street Green Village Hall
 - 11.2. CSAG

- 12. COMMITTEE MEMBERSHIP**
 - 12.1. To note current committee membership

- 13. TO REVIEW AND AGREE THE CLERK'S PRIORITIES – Resolution required 13.1. & 13.2.**
 - 13.1. To agree a list of works in priority order
 - 13.2. To review and agree any extra Clerk hours allocated to the above list

- 14. TO CONSIDER ADOPTING THE FLAG POLE LOCATED AT THE HORSE & GROOM PUB – Resolution required**

- 15. TO CONSIDER THE REPLACEMENT OF TWO BENCHES FOR RUSHLAKE GREEN – Resolution required 15.1.**
 - 15.1. To agree a maximum sum to be spent including delivery costs replacing two

benches on Rushlake Green

15.2. To note design details would be decided by the Environment Committee

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

17. DATE OF NEXT MEETING

Thursday 15th September, Bodle Street Green Village Hall at 7pm

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

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
17	Jackie Cottrell				Clerk Salary – June 2022
18	HMRC	74.22		74.22	HMRC payment 6.6.2022 – 5.7.2022
19	Jackie Cottrell	9.99		9.99	Printing costs 18.5.22 – 17.6.22
20	Keith Robertson	181.50		181.50	Internal Audit inv 22-02
21	James Todd & Co	20.00	4.00	24.00	May payroll fee – inv 53002
22	ESALC	40.00	8.00	48.00	New Councillor training inv 1201
23	Wild About Warbleton	300.00		300.00	Grant resolved at Jan 22 Full Council – IA agreed to individual bank acct – invoices provided
24	Bodle Street Green Village Hall	250.00		250.00	Queens Jubilee grant awarded at the May ASM 2022

8.2.To authorize the bills for payment

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
25	Jackie Cottrell				Clerk Salary – July 2022
26	HMRC	64.80		64.80	HMRC payment not received yet

27	Jackie Cottrell	9.99		9.99	Printing costs 18.6.22 – 17.7.22
28	James Todd & Co	20.00	4.00	24.00	June payroll fee – inv 53633

