

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 13th July 2023 at 7pm** when it is proposed to transact the following business:



Jackie Cottrell
Parish Clerk
7th July 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 Annual Statutory Meeting of the Council meeting held on 18th May 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) APA – 9th March 2023
 - (b) SLR meeting – 28th March 2023
 - (c) Planning & Development – 13th June 2023
 - (d) Planning & Development – 4th July 2023

7. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE EXISTING VACANCIES – Resolution required 7.3.

- 7.1. To receive application forms from prospective councillors
- 7.2. Co-option interviews
- 7.3. To resolve the successful candidates
- 7.4. Successful candidates to sign the Declaration of Acceptance of Office

- 8. TO REVIEW THE COMMITTEE STRUCTURE OF THE COUNCIL – Resolution required 8.1.**
 - 8.1. To agree a committee structure for the Council
- 9. STANDING ORDERS AND FINANCIAL REGULATION UPDATE**
- 10. FINANCE – Resolution required 10.2. & 10.4.**
 - 10.1. To note bills that have been paid under the delegated authority to the Clerk (see report below)
 - 10.2. To authorize the bills for payment (see report below)
 - 10.3. To note the Finance Reports, bank reconciliation, budget monitor and reserve movements for May and June 2023
 - 10.4 To nominate a councillor to independently check the monthly finance reports and payroll information
 - 10.5. To note the VAT return for 1.4.2022 – 31.3.2023 for £4,854.23 has been received
 - 10.6. To note the AGAR documentation has been submitted to the external auditor
- 11. FINGER POSTS REPAIR QUOTATIONS – Resolutions required 11.2 & 11.3**
 - 11.1. To consider the three quotations for the two finger post repairs
 - 11.2. To agree a contractor to repair the finger posts
 - 11.3. To agree how to fund the finger posts repair work
 - 11.4. To note the Clerk will apply for match funding from ESCC
- 12. THE PETER CROFT WAR MEMORIAL – Resolutions required 12.2., 12.3, 12.4.**
 - 12.1. To note the resignation of the member of public who has maintained the Peter Croft War Memorial and fencing
 - 12.2. To retrospectively agree the fencing repair quote
 - 12.3. To agree how to fund the fencing repairs
 - 12.4. To agree how to maintain the memorial and fencing from 2024 onwards
- 13. SPEED ROUNDALS IN RUSHLAKE GREEN – Resolution required 13.1.**
 - 13.1. To agree the number and locations of the new speed roundals for Rushlake Green Village Green
- 14. RUSHLAKE GREEN VILLAGE GREEN NOTICE BOARD UPDATE**
- 15. EMERGENCY PLAN – Resolution required 15.1.**
 - 15.1. To agree a working party can be formed to begin work on the Emergency Plan
 - 15.2. To agree the working group members
- 16. PARISH COUNCIL TREE MAINTENANCE – Resolution required 16.2. & 16.3.**
 - 16.1. To note the tree wardens report on the health of the parish council trees
 - 16.2. To agree the work required
 - 16.3. To agree how to fund the tree work
- 17. BIKE RACK**
 - 17.2. To consider and review possible bike rack locations
 - 17.3. To agree to purchase a bike rack
- 18. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**

19. DATE OF NEXT MEETING

Thursday 21st September 2023, Dunn Village Hall at 7pm

20. EXCLUSION OF PRESS AND PUBLIC - resolution required 20.1

20.1 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

21. STAFF MATTERS – resolution required 21.2

21.1. To note the Clerks resignation

21.2. To agree the process for recruiting a new Clerk

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

Cheque No/BAC S No	Payee	£	VAT	£ Total	Purpose
20	Jackie Cottrell				Clerk salary June 2023
21	HMRC	165.77		165.77	Payroll 6.6.23– 5.7.2023
22	James Todd & Co	22.00	4.40	26.40	May payroll fee
23	Jackie Cottrell	9.99		9.99	Printing inv 10652551 04 18.4.23- 17.5.23
24	Wealden District Council	68.75	13.75	82.50	Dog bin emptying charges April – June 23
25	Rushlake Green Big Lunch	200.00		200.00	Deposit returned – event 4.6.23

10.2.To authorize the bills for payment

Cheque No/BAC S No	Payee	£	VAT	£ Total	Purpose
26	James Todd & Co	22.00	4.40	26.40	June payroll fee
27	Jackie Cottrell				Clerk salary July
28	Nest	62.14		62.14	July pension
29	HMRC	195.50		195.50	Payroll 6.7.23- 5.8.23
30	K.Robertson	84.00		84.00	Training regarding new cashbook and reserves template
31	K.Robertson	207.60		207.60	Annual internal audit
32	Broxap	1574.00	314.80	1888.80	Bodle Street Green Village Hall benches
33	Marmax	818.00	163.60	981.60	Picnic benches Rushlake Green Village Green
34	Jackie Cottrell	9.99		9.99	Printing 18.5.2023 – 17.6.2023
35	Bodle Street Green Village Hall	450.00		450.00	50% of agreed grant
36	Rushlake Green Village Hall	450.00		450.00	50% of agreed grant
37	Rude Mechanical	200.00		200.00	Deposit returned
38	Orchard Landscapes	1800.00	+VAT		50% of annual contract
39	South East Landbased Training LLP	154.00	30.80	184.80	Tree survey and inspection training 1 day course

40	Jonanthan Austin / Stuart Foord	104.52	4.61	109.13	Retrospect ive approval for the materials to repair the Peter Croft Memorial fencing
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