

# WARBLETON PARISH COUNCIL

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19 January 2024

Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 25 January 2024 at 7pm in Dunn Village Hall, Rushlake Green.

*The meeting is open to members of public & press who are welcome to attend, unless the council otherwise resolve to enter private session when public & press are excluded.*

Signed: *Jeanne E Peterson*  
Clerk to Warbleton Parish Council

## **AGENDA**

### **1. Attendance & apologies for absence – resolution required to note 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 23 November 2023, be taken as read, and 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**

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. Speed Watch – resolution required 5.2**

- 5.1 Mike Smythe (MS), parish organiser, will introduce this item. Steve O'Connell the Sussex Co-Ordinator will provide a national & county update, followed by a report on local village operations and the opportunity for the Council to ask questions.
- 5.2 The council to note the reports and to agree future traffic assessment arrangements.

### **6. Reports – those noted as circulated will be taken as read**

- 6.1. To receive report from County Councillor as circulated
- 6.2. To receive report from District Councillor as circulated
- 6.3. To receive report from PCSO Catherine Gilling as circulated
- 6.4. To receive reports from Parish Councillors
  - i. Dunn village Hall Report (Cllr Beverley Saunders) as circulated
- 6.5. To receive report from the Parish Clerk as circulated

### **7. Committee reports**

- 7.1. To receive the acts and proceedings of the following committee meetings:
  - i. Planning & Development – 05.12.2023 and 09.01.2024, minutes have been circulated.

### **8. Policy updates – resolution required to adopt draft policy documents 8.1 – 8.5**

- 8.1 Draft Final Staffing Committee Structure and T&Cs
- 8.2 Draft Scheme of Delegation – to reflect addition of Staffing Committee
- 8.3 Draft Standing Orders – to reflect addition of Staffing Committee
- 8.4 Draft Online banking Policy – to update risk management
- 8.5 Draft Processing Planning Applications Policy

**9. Grant awards – resolution required 9.1, 9.2**

- 9.1 To consider the following grant application requests within the 2024 2025 council budget (applications have been circulated):
- i. Dunn Village Hall
  - ii. Rushlake Green Little Arts Festival
  - iii. Bodle Street Green Short Mat Bowls Club
  - iv. Air Ambulance Charity Kent Surrey Sussex (KSS)
- 9.2 Dunn Village Hall & Bodle Street Hall – To agree costs for annual use of the halls by WPC

**10. Parish maintenance – resolution required 10.1, 10.2, 10.3**

- 10.1 **Rushlake Green village notice board** - to agree the preferable option:
- i. To consider a revised cost of using the village store notice facility.
  - ii. To consider a contractor quote for replacing the village green board.
- 10.2 **Finger posts** – To receive and approve quotes on repairs/refurbishment to posts 14 and 16.  
To note that further match funding for post work in Warbleton Parish will be available for application from 1 April 2024.
- 10.3 **Rural Grass Cutting Options** – To agree the preferred option:  
Option 1 - Standard Rural Grass Cutting Service – No change - Two cuts per annum of a 1 metre wide swathe along the verge plus visibility areas cut for visibility at junctions and for safety on the inside of bends where sight lines between road users may be obscured by vegetation.  
Option 2 - Environmental Enhancement Service (reduced rural service)  
Excluding single track lanes, the first cut at start of season to be only visibility cuts for safety at junctions and on the inside of bends where sight lines between road users may be obscured by vegetation. The second cut later in the season will be visibility plus a 1 metre wide swathe along the verge.

**11. Finance – Resolution required 11.1, 11.3, 11.5, 11.6**

- 11.1 To authorise the bills for payment (payment list circulated)
- 11.2 To note the Finance Reports; November and December bank reconciliations, budget monitor and reserve movements to date.
- 11.3 To nominate and agree one further signatory for the Council bank account, and authorise the clerk to make appropriate arrangements for mandate changes.
- 11.4 To note that an Asset check took place on 15 January 2024, the updated report has been circulated. There were no additional general maintenance issues identified to be included within the 2024/25 budget above those noted in agenda item 10.
- 11.5 To consider the updated draft budget for 2024/2025 as circulated and agree any final updates.
- 11.6 To agree how the budget will be funded, in what proportions from existing general reserves and applied from precept. To authorise the clerk to submit the agreed precept request to Wealden District Council.

**12. ACV Applications – Resolution required 12.3. The paperwork has been received by the clerk for the agreed applications:**

- 12.1 White Horse Pub in Bodle Street the current ACV license will run out shortly
- 12.2 The Horse and Groom (ACV license has already expired)
- 12.3 To authorise the clerk to complete the applications and nominate a councillor to liaise with the clerk and to check paperwork before submission.

**13. Warbleton Emergency & Resilience Planning – Resolution required 13.1**

To note the draft mark-up of the example Emergency Plan & the Emergency Plan layout proposal as circulated.

- 13.1 To agree that the draft documents can form the basis of a Plan for the parish and agree the terms for moving forward with its development.

**14. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda**

**15. Date of next meeting – Thursday 22 February 2024 Dunn Village Hall 7pm**

- 15.1 To agree a date on which to hold the Annual Parish Assembly during March 2024