

# WARBLETON PARISH COUNCIL

[www.warbletonparishcouncil.co.uk](http://www.warbletonparishcouncil.co.uk)

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22 November 2025

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Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 27 November 2025 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**  
Councillors are reminded to declare their 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 Meeting of the Council held on 23 October 2025 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 on the agenda, in accordance with Standing Orders.
5. **Reports – those noted as circulated will be taken as read.**
  - 5.1 To receive report from County Councillor
  - 5.2 To receive report from District Councillors
  - 5.3 To receive report from PCSO if available
  - 5.4 To receive reports from Parish Councillors as available, to include reports from attending external meetings
  - 5.5 Clerk's Report (on items not included on the agenda) as circulated
6. **Committee reports**  
To receive proceedings of the following committee meetings:
  - 6.1 Planning & Development – 11 November 2025 draft minutes have been circulated.
  - 6.2 Staffing Committee – report will be discussed under Item 12.2
7. **Warbleton telephone box refurbishment: resolution required**  
Volunteers have reported that two local contractors are willing to work together and donate their time for free to refurbish the phone box. They are aware it is a "listed" box and following research have provided a list of compliant materials needed for the job.  
The council is asked to approve that the volunteers continue to liaise with the contractors (reporting to the council) and that subject to budget agreement, once the cost of materials is confirmed, to go ahead with the work.

**8. Annual Parish Assembly 2026: resolution required**

To note that the Sussex Police & Crime Commissioner has been approached to attend as guest speaker. Any other suggestions to be considered.

To agree potential costs and a budget for this meeting to encourage a wider attendance than has previously happened.

**9. Finance: resolutions required 9.1 9.2 9.3**

9.1 To authorise the bills for payment (November 2025 payment lists circulated).

9.2 To approve the Finance Reports at 31 October 2025; bank reconciliation, budget monitor and reserve movements (reports circulated).

9.3 To consider and agree the draft Budget 2026/27 as circulated, and suggest any updates to be included for the final draft budget which will be presented at the January meeting for approval.

To note that grant applications from community groups have been invited with a cut-off date as 9 January to be included in budget discussions in the new year.

**10. Speedwatch**

To receive a progress update on arrangements made, in conjunction with the MP, for the one-off speed survey at Rushlake Green.

To note that the supply of temporary speed control posters has been chased.

**11. Highways**

To receive feedback following Cllr Waterman's attendance at the ESCC online session "Highways Uncovered: Focus on Network Management" and agree what topics WPC can contribute for inclusion for discussion at their next meeting in January.

To discuss which Lanes within the parish WPC consider are unsuitable for HGVs and receive an update on WPC's already submitted concerns about Flitterbrook and Furnace Lanes.

**12. Rushlake Green Village Notice Board: resolution required**

Following its decision at the 23 October 2025 council meeting to instate an additional plaque in recognition of the new notice board, the council to agree on the wording so that quotes can be sought.

**13. Council Policies & Procedures:**

13.1 **Rushlake Green Bye-Laws:** To decide the next steps in procuring the two notices for installation on Rushlake Green prohibiting horse riding.

**14. Requests to use Rushlake Green: resolution required**

14.1 Rushlake Green Big Lunch – to receive and approve an application to use the green on 7 June 2026.

**15. Exclusion of press and public: resolution required 15.1**

15.1 To consider whether to exclude the Press and Public from the meeting during consideration of the following items 12.2 and 12.3 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 exempt nature of the business to be transacted due to legal and confidential considerations.

15.2 To receive a report from the Staffing Committee regarding the Clerk's Terms & Conditions of Employment.

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

**17. Date of next meeting –** The next meeting of the Council will be held on Thursday 22 January 2026 at Dunn Village Hall, Rushlake Green 7pm.