

# WARBLETON PARISH COUNCIL

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

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Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 23 April 2026 at 7pm in Bodle Street Green Village Hall.

*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 26 March 2026 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 reports from County Councillor as circulated
  - 5.2 To receive reports from District Councillors
  - 5.3 To receive report from PCSO
  - 5.4 To receive reports from Parish Councillors as available, to include updates from attendance at 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 – Minutes 10.03.26 and draft minutes 31.03.26 have been circulated.
7. **Annual Parish Assembly 16 April 2026:**  
To receive feedback following the meeting and note that Minutes will be available for approval at the 28 May 2026 Annual Council Meeting.

**8. Finance: resolutions required 8.1 8.2 8.3**

8.1 To authorise the bills for payment (April 2026 payment list circulated).

8.2 Reserve Movements – unspent revenue budgets generally do not automatically carry forward, but with the approval of full council some may be preserved into Earmarked Reserves (EMR) for specific, incomplete projects [Local Government Act 1972 (as amended)].

It is proposed that the balance of funds allocated or received in the budget during 2025/26 for the following incomplete projects, be carried forward as EMR. These are shown in the financial reports at item 8.3 budget monitor and reserve movement reports:

i. Dog Bin Bodle Street Green – the new bin was installed 25/26 but not yet billed.

Budget allocated for 25/26 £1209 to cover installation and 25/26 emptying.

ii. ESCC match funding income 25/26 for finger post repairs received but work delayed until 26/27 due to weather conditions £486.12

iii. Election costs already agreed in budget 25/26 to be allocated to EMR £250

iv. Costs to replace IT equipment already agreed in budget 25/26 to be allocated to EMR £100

8.3 To approve the Finance Reports at March 2026; bank reconciliation and budget monitor & reserve movements (reports circulated).

To note that these are the end of year figures that will be used to prepare the council's financial papers for audit.

**9. Council Policies & Procedures: Resolution required 9.1 & 9.2**

Parish, town and community councils are required under the Freedom of Information Act 2000 to adopt and maintain an approved publication scheme. Councils should adopt the ICO's Model Publication Scheme, accompanied by its own publication schedule and make these available to the public.

The council is asked to consider and approve the following papers for adoption:

9.1 ICO Model Publication Scheme as it stands

9.2 Warbleton Parish Council Publication Schedule draft

**10. Restoration of the Horse & Groom Pub Sign to Rushlake Green: resolution required**

To consider for approval, the reinstatement of the pub sign to its original site on Rushlake Green following its restoration.

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

To receive three cost quotes for the provision of an engraved brass plaque and authorise its order from the approved supplier.

**12. Parish Civic & Community Groups: resolution required**

To consider whether the council should establish a standing list of civic & community groups that operate within the parish. To agree the purpose and method of setting up and maintaining such a list, and resolve how this process would be managed and published (taking into regard data protection protocols (GDPR)).

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

**14. Date of next meeting** – The next meeting is the Annual Meeting of the Council and will be held on Thursday 28 May 2026 at Bodle Street Green Village Hall 7pm.