

# WARBLETON PARISH COUNCIL

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

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16 October 2023

Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 23 November 2023 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 26 October 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.

  - 4.1. Report back from the Clerk following questions raised during public participation at the 26 October 2023 Parish Council Meeting.
- 5. Reports**
  - 5.1. To receive report from County Councillor as circulated
  - 5.2. To receive report from District Councillor
  - 5.3. To receive report from PCSO Catherine Gilling
  - 5.4. To receive reports from Parish Councillors
  - 5.5. To receive report from the Parish Clerk as circulated
  - 5.6. To receive the Wild about Warbleton Verge Survey Report 2023 as circulated
- 6. Committee reports – Resolution required 6.2**
  - 6.1. To receive the acts and proceedings of the following committee meetings:
    - i. Planning & Development – 24.10.23 and 14.11.23, minutes have been circulated.
  - 6.2. Staffing Committee – To agree membership, and approve draft terms of reference as circulated.
  - 6.3. Scheme of Delegation – To note that the Scheme will be updated to reflect the current council structure once membership and terms are agreed for the Staffing Committee ref item 6.2. The updated draft document will be presented at the January meeting

**7. Finance – Resolution required 7.1, 7.3 and 7.4**

- 7.1. To authorise the bills for payment (payment list circulated)
- 7.2. To note the Finance Reports; September and October bank reconciliation, budget monitor and reserve movements to date.
- 7.3. To nominate and agree two signatories for the Council bank account, and authorise the clerk to liaise with the previous clerk to arrange mandate changes.
- 7.4. To consider the draft budget for 2024/2025 with accompanying notes and agree any updates to take forward to the January meeting for adoption.
- 7.5. To note that an Assett check will take place before final budget is agreed in January

**8. Grant awards – resolution required 8.1 and 8.2**

- 8.1 To approve the payments to now go ahead for grants agreed, but deferred, at the 12 January 2023 meeting agenda item 10.1.

Bodle Street Village Hall	£474.50
Dunn Village Hall	£352.50
The Big Lunch	£100
Village Lunch Club	200
- 8.2 To approve the re-opening of the annual grant window and acknowledge those grant requests already received. These will be considered at the January 2024 meeting as part of grant budget item.

**9. Parish maintenance – Resolution required 9.1 and 9.3**

- 9.1 Rushlake Green village notice board - to agree alternative options for displaying parish notices
- 9.2 Finger posts - To note an update on the general condition of all posts
- 9.3 Kissing Gate, Rushlake Green – to receive quotes and consider for approval

**10. ACV Applications**

- 10.1 To consider whether the council wants to reapply for an ACV for the White Horse Pub in Bodle Street which will run out shortly
- 10.2 To consider applying for an ACV for the Horse and Groom (which has already expired)

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

**12. Date of next meeting – Thursday 25 January 2024 Dunn Village Hall 7pm**

- 14.1 To agree a date in which to hold the Annual Parish Assembly during March 2024