

# WARBLETON PARISH COUNCIL

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

Jeanne Peterson  
Clerk to Warbleton Parish Council  
Tel: 07355 574998  
Email: [warbletonparishclerk@gmail.com](mailto:warbletonparishclerk@gmail.com)

22 March 2024

Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 28 March 2024 at 7pm in Bodle Street 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**
  - 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 and 3.3**
  - 3.1. To **resolve** that the minutes of the Council meeting held on 22 February 2024, 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
  - 3.3. To **resolve** that the minutes of the Annual Parish Assembly meeting held on 21 March 2024, be taken as read, and confirmed as a correct record and signed by the Chairman.
- 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. Reports – those noted as circulated will be taken as read**
  - 5.1. To receive report from County Councillor as circulated
  - 5.2. To receive reports from District Councillor as circulated
  - 5.3. To receive report from PCSO Catherine Gilling as circulated
  - 5.4. To receive reports from Parish Councillors
    - i. Dunn village Hall Report (Cllr Beverley Saunders) as circulated
  - 5.5. Strengthening Local Relationships (SLR) Meeting – To note that a meeting took place between WPC and ESCC Highways on 29 February 2024. Issues of concern regarding road conditions and access i.e potholes, drainage and trees, were discussed and Highways will be looking at the specific problem areas that were identified. It was also noted that land ownership demarcation regarding the frontage of Osborne House needs clarification and ESCC has been asked to provide details of their own registry. WPC can then consider providing clear delineation markings on the land that it owns adjacent to the verge/car park boundary.
- 6. Committee reports**
  - 6.1. To receive proceedings of the following committee meetings:
    - i. Planning & Development – 20.2.2024 minutes and 12.03.2024 draft minutes have been circulated.

- 7. Three Cups: resolution required 7.1**
  - 7.1 To note the deterioration of the site over the past 4/5 years and to agree on any action which the council could bring to help resolve the situation.
  
- 8. Rushlake Green Bookings: resolution required 8.1**
  - 8.1 To consider and agree the booking request from Warbleton Horticultural & Poultry Society for their events to be held on Sunday 5 May 2024 and Saturday/Sunday 27 & 28 July 2024.
  
- 9. Finance: resolution required 9.1**
  - 9.1 To authorise the bills for payment (payment list circulated)
  - 9.2 To note the Finance Reports; February 2024 bank reconciliation, budget monitor and reserve movements to date.
  - 9.3 To note that the Internal Audit has been arranged for 29 April 2024 to assess year end accounts 2023/2024, and that paperwork has been received from the External Auditors PFK Littlejohn with a deadline for submission of return as 1 July 2024.
  
- 10. Policy updates: resolution required 10.1 and 10.2**
  - 10.1 WPC Financial & Management Risk Assessment – to consider the updated assessment for adoption.
  - 10.2 To agree the terms and timing of the circulation of meeting papers. To set a clear deadline to exclude late submissions to help councillors prioritise items for meeting preparation.
  
- 11. Warbleton Emergency & Resilience Planning: resolution required 11.1**
  - 11.1 To discuss and agree the terms for moving forward with the plan development.
  
- 12. Exclusion of press and public: resolution required 12.1 & 12.2**
  - 12.1 To consider whether to exclude the Press and Public from the meeting during consideration of the following item 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.
  - 12.2 To consider the Council's legal position regarding planning application WD/2023/2974/F Osborne House, Rookery Lane, Rushlake Green, pursuant to its ownership of forefront car park and adjacent land areas and access to building works and the response to questions supplied by the council to the applicant.
  
- 13. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda**
  
- 14. Date of next meeting – Thursday 25 April 2024 Bodle Street Village Hall 7pm.**