

# WARBLETON PARISH COUNCIL

To the Members of Warbleton Parish Council

You are summoned to attend a meeting of **WARBLETON PARISH COUNCIL** to be held at the **Bodle Street Green Village Hall** on **Thursday 8<sup>th</sup> December 2022 at 7pm** when it is proposed to transact the following business:



Jackie Cottrell  
Parish Clerk  
2<sup>nd</sup> December 2022

## 1. 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 29<sup>th</sup> September 2022 be taken as read, 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

- 4.1. 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

- 5.1. To **receive** reports from District and County Councillors
- 5.2. To **receive** reports from PCSO Catherine Gilling
- 5.3. To **receive** reports from Parish Councillors
- 5.4. To **receive** reports from the Parish Clerk

## 6. COMMITTEE MINUTES

- 6.1. To **receive** the acts and proceedings of the following committee meetings:
  - (a) Environment – 4<sup>th</sup> October 2022
  - (b) Planning & Development – 18<sup>th</sup> October 2022
  - (c) SLR – Strengthening Local Relationships – 25<sup>th</sup> October 2022
  - (d) Planning & Development – 8<sup>th</sup> November 2022
  - (e) Planning & Development – 29<sup>th</sup> November 2022
  - (f) Finance & General Purposes – 1<sup>st</sup> December 2022

## 7. THE PARISH COUNCIL MOWING CONTRACT FOR 2023,2024 & 2025 – Resolution required 7.1.

- 7.1. To review and agree a quotation for the Parish Council's mowing contract for the years 2023, 2024 and 2025

- 8. OSBORNE HOUSE CAR PARK REPAIRS – Resolution 8.1.& 8.2.**  
8.1. To review and agree a quotation for the Osborne House car park repairs  
8.2. To agree which funds would be used to finance the car park repairs
- 9. FINANCE - Resolution required 9.2.**  
9.1. To note bills that have been paid under the delegated authority to the Clerk (see report below)  
9.2. To authorize the bills for payment (see report below)  
9.3. To note the Finance Reports, bank reconciliation and budget monitor for September, October and November 2022  
9.4. To note the claim for a VAT refund 1.4.2021 – 31.3.2022  
9.5. To receive and note the projected Council general reserves as at 31.3.2023  
9.6. To receive and note the projected Council ear marked reserves as at 31.3.2023
- 10. GRANTS – Resolution required 10.1.**  
10.1. To consider the F&GP Committee recommendations and agree the grant awards for the 2023-24 financial year (see report below)
- 11. BUDGET FOR THE 2023/24 FINANCIAL YEAR – Resolution required 11.1.**  
11.1 To consider the F&GP Committee recommendations and agree the budget for the 2023/24 financial year
- 12. PRECEPT REQUIREMENT FOR THE 2023/24 FINANCIAL YEAR – Resolution required 12.1.**  
12.1. To consider the F&GP Committee recommendations and agree the precept for the 2023/24 financial year
- 13. RISK REGISTER – Resolution required 13.1.**  
13.1. To agree and adopt the F&GP Committees amendments to the Risk Register
- 14. RUSHLAKE GREEN NOTICE BOARD REFURBISHMENT – Resolution 14.1.**  
14.1. To agree the Environment Committee recommendation for the works to refurbish the Rushlake Green notice board
- 15. BOOKING FOR RUSHLAKE GREEN VILLAGE GREEN – Resolution 15.1.**  
15.1. To review and agree The Big Lunch request to book The Green on Sunday 4<sup>th</sup> June 2023  
15.2. To note The Big Lunch risk assessment
- 16. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**
- 17. DATE OF NEXT MEETING**  
Thursday 12<sup>th</sup> January, Dunn Village Hall at 7pm

**9.1.To note bills that have been paid under the delegated authority to the Clerk**

| Cheque No/BACS No | Payee           | £      | VAT  | £ Total | Purpose                                       |
|-------------------|-----------------|--------|------|---------|---|
| 59                | WDALC           | 22.00  |      | 22.00   | Annual subscription for year ending 31.3.2023 |
| 60                | James Todd & Co | 20.00  | 4.00 | 24.00   | September payroll fee                         |
| 61                | ESALC           | 40.00  | 8.00 | 48.00   | Cllr planning training                        |
| 62                | Jackie Cottrell |        |      |         | Clerk salary – October 2022                   |
| 63                | Jackie Cottrell | 9.99   |      | 9.99    | Printing costs 18.8.2022-17.9.2022            |
| 64                | Jackie Cottrell | 9.99   |      | 9.99    | Printing costs 18.9.2022-17.10.2022           |
| 65                | Jackie Cottrell |        |      |         | Clerk salary – November 2022                  |
| 66                | HMRC            | 147.62 |      | 147.62  | HMRC 6.11.2022-5.12.2022                      |
| 67                | Jackie Cottrell | 153.90 |      | 153.90  | Mileage claim 24.3.2022-19.7.2022             |
| 68                | James Todd & Co | 20.00  | 4.00 | 24.00   | October 2022 payroll fee                      |
| 69                | Brian Bishop    | 150.00 |      | 150.00  | Clock winding services 2021-22                |

## **9.2.To authorize the bills for payment**

| Cheque No/BACS No | Payee                                 | £      | VAT   | £ Total | Purpose                                   |
|-------------------|---------------------------------------|--------|-------|---------|---|
| 70                | Jackie Cottrell                       |        |       |         | Clerk salary – December 2022              |
| 71                | HMRC                                  |        |       |         | HMRC Awaiting figure                      |
| 72                | Jackie Cottrell                       | 9.99   |       | 9.99    | Printing costs 18.10.2022-17.11.2022      |
| 73                | Heathfield & Waldron First Responders | 400.00 |       | 400.00  | Grant defibrilators                       |
| 74                | Wealden District Council              | 65.00  | 13.00 | 78.00   | Dog bin emptying charges 1.10.22-31.12.22 |

|    |                                    |         |        |         |  |
|----|------------------------------------|---------|--------|---------|--|
| 75 | Orchard Landscape                  | 1399.33 | 279.87 | 1679.20 | 50% of contact<br>– quotation<br>Q1178 |
| 76 | Dunn Village Hall                  | 450.00  |        | 450.00  | Final payment<br>- annual grant        |
| 77 | Bodle Street Green<br>Village Hall | 450.00  |        | 450.00  | Final payment<br>– annual grant        |

**10.1** To consider the F&GP Committees recommendations and agree the grant awards for the 2023-24 financial year

| Name of applicant               | Sum requested £ | Grant to be used for                                    | F&GP's recommended award £ |
|---------------------------------|-----------------|---|----------------------------|
| Bodle Street Green Village Hall | 949             | Costs for the new boiler                                | 474.50                     |
| Dunn Village Hall               | 705             | General expenses towards the upkeep of the village hall | 352.50                     |
| The Big Lunch                   | 200             | Expenses to be used for the 2023 Big Lunch              | 100.00                     |
| Villages Lunch Club             | 400             | To meet the rising costs of running the Lunch Club      | 200.00                     |
| Total                           | 2,254           |   | 1,127.00                   |

