

## WARBLETON PARISH COUNCIL

To all Members of **WARBLETON PARISH COUNCIL**

You are summoned to attend the **ANNUAL STATUTORY MEETING** of **WARBLETON PARISH COUNCIL** to be held on **TUESDAY 24<sup>th</sup> MAY 2022** at Dunn Village Hall at **7.30pm** when it is proposed to transact the following business: -



Jackie Cottrell  
Parish Clerk  
17<sup>th</sup> May 2022

### MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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1. **ELECTION OF CHAIRMAN**
  2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
  3. **ELECTION OF VICE CHAIRMAN**
  4. **APOLOGIES**
  5. **DISCLOSURE OF INTERESTS**  
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Warbleton Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda
  6. **MINUTES - Resolution needed 6.1**
    - 6.1. To **resolve** that the minutes of the Council Meeting held on Thursday 17<sup>th</sup> March 2022 be taken as read, confirmed as a correct record and signed by the Chairman.
    - 6.2. Matters outstanding from the minutes not covered on the agenda
  7. **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
  8. **TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY - Resolution required 8.3.**
    - 8.1. To receive application forms from prospective councillors
    - 8.2. Co-option interview
    - 8.3. To resolve the successful candidate
    - 8.4. Successful candidate to sign the Declaration of Acceptance of office
  9. **APPOINTMENT OF STANDING COMMITTEES - Resolutions needed for all committees**
    - (a) Finance and General Purposes - minimum of 3 councillors
    - (b) Planning and Development- minimum of 3 councillors
    - (c) Environment- minimum of 3 councillors
    - (d) Community Infrastructure Levy (CIL) - minimum of 3 councillors
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**THE MEETING WILL NOW AJOURN TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN  
OF THE STANDING COMMITTEES**

**Only members of each committee will vote for the Chairmen and Vice Chairmen of  
each committee as this is not a Council decision**

**FINANCE & GENERAL PURPOSES COMMITTEE**

- 1. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**

**PLANNING & DEVELOPMENT COMMITTEE**

- 1. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**

**ENVIRONMENT COMMITTEE**

- 1. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**

**COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE**

- 1. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**

**THE ASM WILL NOW RE-CONVENE**

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**10. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES - Resolutions  
needed for all bodies**

- (a) Wealden District Association of Local Councils
- (b) Dunn Village Hall
- (c) Bodle Street Green Village Hall
- (d) Warbleton Charity

**11. FINANCE- Resolutions needed 11.3, 11.7., 11.8.**

- 11.1. To note bills that have been paid under the delegated authority to the Clerk and/or F&GP Committee (see report below)
- 11.2. To note the bill received for the finger post repair previously approved at the February 2022 Full Council meeting
- 11.3. To authorise the payment of invoices as listed (see report below)
- 11.4. To note the Finance Reports, bank reconciliations and budget monitor for April 2022
- 11.5. To receive and note the Internal Audit report for the financial year 2021/22
- 11.6. To note the Exercise of Public Rights will commence on Monday 13<sup>th</sup> June 2022 until Friday 22<sup>nd</sup> July 2022
- 11.7. Resolve Section 1 of the AGAR: The Annual Governance Statement

- 11.8. To consider, approve and sign the accounts - Resolve Section 2 of the AGAR: The Accounting Statements for 2021/22

## 12. REPORTS

- 12.1. To **receive** reports from Parish Clerk

## 13. BODLE STREET GREEN QUEEN'S JUBILEE GRANT- Resolution 13.1.

- 13.1. To consider and agree the BSG grant application for the Queen's Jubilee celebrations

## 14. RUSHLAKE GREEN VILLAGE GREEN BOOKING-Resolution 1.1

- 14.1. To agree the Warbleton & District Horticultural & Poultry Society booking for 2022

## 15. TO AGREE TO NOMINATE THE HORSE AND GROOM PUB AS AN ASSET OF COMMUNITY VALUE - EXISTING ACV LISTING EXPIRES JUNE 2022 - Resolution

## 16. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Thursday 14<sup>th</sup> July 2022 at 7.00 pm at Bodle Street Green Village Hall

## 11. FINANCE

### 11.1. To note bills that have been paid under the delegated authority to the Clerk and/or F&GP Committee

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
2	Jackie Cottrell				Clerk Salary - April 2022
3	Jackie Cottrell	9.99		9.99	Printing cost invoice 1042330677 18 <sup>th</sup> Feb 22 - 17 <sup>th</sup> March 22
4	Simon Goacher	162.71		162.71	Payroll services 2021 - 2022
5	Wealden CAB	50.00		50.00	Grant resolved at January 2022 Full Council
6	The Big Lunch	100.00		100.00	Grant resolved at February 2022 Full Council

### 11.2. To note the bill received for the finger post repair approved at the February 2022 Full Council meeting

Cheque/ BACS No	Payee	£	VAT	£ Total	Purpose
7	Douglas Andrew	86.00	17.20	103.20	Repair work to the fingerpost at Kingsley Hill- Resolved Feb 22 Full Council

### **11.3 To authorise the bills for payment and sign the cheques**

Cheque/BACS No	Payee	£	VAT	£ Total	Purpose
8	Jackie Cottrell				Clerk salary May
9	Jackie Cottrell	11.99	2.40	14.39	Domain renewal 1 year
10	Jackie Cottrell	9.99		9.99	Printer Ink 18.3.22-17.4.2022
11	ESALC	40.00	8.00	48.00	Cllr training
12	ESALC	326.67	84.64	411.31	ESALC/NALC Sub
13	HMRC	79.84		79.84	Payroll 6.4.22-5.5.22
14	HMRC	67.20		67.20	Payroll 6.5.22-5.6.22
15	Stavington Nursery	111.06	9.92	120.98	Walnut tree and planting - planting to be postponed until Sep/Oct 22
16	James Todd & Co Ltd	20.00	4.00	24.00	April payroll fee