

WARBLETON PARISH COUNCIL

www.warbletonparishcouncil.co.uk

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19 April 2024

Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 25 April 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**
 - 3.1. To **resolve** that the minutes of the Council meetings held on 28 March 2024, and the minutes of the Annual Parish Assembly held on 21 March 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
- 4. Guest Speakers representing South East Water regarding the planned works and diversion routes within the parish:** Tracy Reid (Senior Communications Officer), Liz Faulkner (Customer Liaison) and Jeremy Dufour, and a representative from Clancy, the contractor for this work to attend as well.
 - 4.1 Questions and Answers
- 5. 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.
- 6. Reports – those noted as circulated will be taken as read. Resolution required 6.6**
 - 6.1. To receive report from County Councillor as circulated
 - 6.2. To receive reports from District Councillors
 - 6.3. To receive report from PCSO if available – to note that PCSO Cathy Gilling has moved to the Rural Crime Team and is replaced by Megan Driscoll
 - 6.4. To receive reports from Parish Councillors:
 - i. Dunn village Hall Report 04.03.2024 (Cllr Beverley Saunders) as circulated
 - 6.5. To receive Clerk's report as circulated
 - 6.6. To agree a parish council member able to attend as representative the Bodle Street Green Village Hall Committee meetings.
- 7. Committee reports**
 - 7.1. To receive proceedings of the following committee meetings:
 - i. Planning & Development – 02.04.2024 draft minutes have been circulated.

8. Three Cups

To note that a letter representing the council's concerns on the deterioration of the site is being prepared and will be sent to appropriate parties.

To receive an update if available.

9. Finance: resolutions required 9.1 & 9.2

9.1 To consider and approve the following discretionary grant applications 2024/25 (to note that these are in addition to those applications already considered and agreed in January 2024):

- i. Rushlake Green Big Lunch
- ii. Bodle Street Green PCC

9.2 To authorise the bills for payment (payment list circulated)

9.3 To note the Finance Reports at year end March 2024; bank reconciliation, budget monitor and reserve movements (reports circulated)

9.4 To note that completed end of year submission papers for the external audit will be presented at the 23 May 2024 full council meeting.

10. Policy updates: resolution required 10.1

10.1 WPC Financial & Management Risk Assessment – to note that the Internal Auditor can review the draft policy as part of the audit but can not take part in the decision making of council policy.

The council to approve the policy for adoption and for its inclusion in audit paperwork submission.

11. Casual Vacancies: resolution required 11.1

10.1 There are two councillor vacancies. These must initially be advertised formally by displaying a Notice of Vacancy (NOV) provided by WDC Democratic Services. Following notice publication, representations from 10 electors are required to trigger an election (these must be submitted within a 14 working day period). If this does not happen the council may go ahead and co-opt new members to the council without a public election.

The NOV has been prepared for WPC to publish the vacancies from 29 April 2024. The council is asked to approve and agree that this process can now go-ahead.

12. Warbleton Emergency & Resilience Planning

To note that an approach has been made to Dunn Village Hall and to Bodle Street Green Village Hall Committees to request permission to obtain electrician quotes to install a switch-over unit for generator use. This will be at the council's expense.

13. Speed Watch

To receive any available update on volunteer recruitment. Council members to make it known if they would like to undertake the training themselves.

14. Exclusion of press and public: resolution required 14.1

14.1 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.

14.2 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.

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

**16. Date of next meeting – Thursday 23 May 2024 Bodle Street Village Hall 7pm.
To note that this will be the Annual Meeting of Warbleton Parish Council.**