

## **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 23<sup>rd</sup> September 2021 at 7pm** when it is proposed to transact the following business:

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

**Due to COVID 19 protocols where possible please notify the Clerk at least 24 hours before the meeting if you wish to attend**  
**Full guidance will be provided on the website**

**Please note the meeting cannot be accessed online**



Jackie Cottrell

Parish Clerk

16<sup>th</sup> September 2021

#### **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 needed 3.1**

3.1. To **resolve** that the minutes of the Council meeting held on 15<sup>th</sup> July 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 Cllr Smythe – Wealden Planning and Focus group

5.5. To **receive** reports from the Parish Clerk

#### **6. COMMITTEE MINUTES**

6.1. To **receive** the acts and proceedings of the following committee meetings:

(a) Planning & Development 29<sup>th</sup> June 2021

(b) CIL 13<sup>th</sup> July 2021

(c) Planning & Development 20<sup>th</sup> July 2021

(d) Planning & Development 10<sup>th</sup> August 2021

(e) Planning & Development 31<sup>st</sup> August 2021

- (f) F&GP 9<sup>th</sup> September 2021
- (g) Planning & Development 21<sup>st</sup> September 2021

7. **TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY – Resolution needed 7.3. & 7.5.**
    - 7.1. To receive application forms from prospective councillors
    - 7.2. Co-option interviews
    - 7.3. To resolve the successful candidate
    - 7.4. Successful candidate to sign the Declaration of Acceptance of office
    - 7.5. To resolve committee membership of the new Councillor
  8. **FINANCE – Resolutions needed: 8.1.&8.2.**
    - 8.1. To authorise the bills for payment
    - 8.2. To retrospectively approve the payments made in August 2021 by means of delegated authority of the Clerk/RFO and approved by the Chairman of F&GP
    - 8.3. To **note** the Finance Reports, bank reconciliation and budget monitor for August 2021 and September 2021
  9. **INSURANCE RENEWAL – Resolution needed 9.1.**
    - 9.1. To consider and agree an insurance renewal quotation for October 2021
  10. **RISK REGISTER – Resolution needed 10.1.**
    - 10.1. To review the Risk Register and agree the amendments
  11. **INTERNAL AUDITOR – Resolution needed 11.1.**
    - 11.1. To agree the F&GP Committee's recommendation to appoint Keith Robertson as the Parish Council's Internal Auditor for the financial year 2021/22
  12. **WARBLETON HOUSING ASSOCIATION LIMITED – Resolution needed 12.1.&12.2**
    - 12.1. To agree the Clerk would obtain quotes for the repair work to the Osbourne House forecourt
    - 12.2. To agree the Clerk would investigate the costs involved of transferring its freehold interest of the forecourt for a peppercorn rent to Warbleton Housing Association
  13. **TO DISCUSS THE QUEEN'S JUBILEE CELEBRATIONS IN 2022**
  14. **TO AGREE TO ADOPT THE NEW BENCH AT DUNN VILLAGE HALL**
  15. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**
  16. **DATE OF NEXT MEETING**  
Thursday 21<sup>st</sup> October, Bodle Street Green Village Hall at 7pm
- 8.1. To authorise the bills for payment via BACS

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose



27	Jackie Cottrell				Clerk salary September 21
28	Bodle Street Green Village Hall	450.00		450.00	50% payment of approved grant – Resolved at F&GP meeting 9.9.2021
29	Dunn Village Hall	450.00		450.00	50% payment of approved grant – Resolved at F&GP meeting 9.9.2021
30	Jackie Cottrell	9.99		9.99	Printing costs inv1031882168 18 <sup>th</sup> July – 17 <sup>th</sup> August
31	Jackie Cottrell	95.40		95.40	212 miles @ 0.45p per mile
32	HMRC	214.20		214.20	Payroll July- September 21
33	St John The Evangelist	300.00		300.00	Parish Council discretionary grant resolved May 2021. Invoice documentation now received

8.2. To retrospectively approve the payments made in August 2021 by means of delegated authority of the Clerk/RFO and approved by the Chairman of F&GP

Cheque No.	Payee	£	VAT	£ Total	Purpose
22	Costain	445.50		445.50	Licence costs for the David Bysouth bench approved at Full Council Oct 20
23	K.Robertson	160.00		160.00	Inv 21-03 Internal audit fees 2020/21
24	Jackie Cottrell				Clerk salary August
25	Jackie Cottrell	9.99		9.99	Ink invoice 1028800732 18 <sup>th</sup> May- 17 <sup>th</sup> June
26	Jackie Cottrell	9.99		9.99	Ink invoice 1030281909 18 <sup>th</sup> June-17 <sup>th</sup> July