

Wisborough Green Parish Council

Notice of Parish Council Meeting

To: All Members of the Parish Council

I hereby give notice that a Meeting of Wisborough Green Parish Council will be held in the Village Hall on **Tuesday 29th June 2021 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 15th June 2021

PLEASE NOTE THAT CORONAVIRUS PRECAUTIONS WILL BE OBSERVED.

PLEASE SANITISE HANDS ON ARRIVAL AND WEAR A MASK UNTIL YOU ARE SEATED. SEATING WILL BE SOCIALLY DISTANCED AND WINDOWS WILL BE OPEN.

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the minutes of the meeting held on Tuesday 4th May 2021 **(1)**
4. District/County Councillor: To receive an update on District/County related matters **(10)**
5. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
6. Report on on-going matters:
 - a. Gatwick Airport – update on Association of Parish Councils Aviation Group (APCAG) Annual General Meeting on 23rd June (PD) **(5)**
 - b. Neighbourhood Plan Regulation 14 Consultation – update (Clerk) **(2)**
 - c. Village Green Levelling and Drainage: To approve the work and to resolve to waive Financial Regulations in relation to the tendering process (Clerk) **(5)**
 - d. Traffic Management Plan – Traffic Regulation Order application – update (SW/Clerk) **(3)**
 - e. Songhurst Meadow Open Space – circular track – to agree next steps (MW/Clerk) **(5)**
 - f. New Homes Bonus – consideration and agreement of tenders for pond funding application (Clerk) **(5)**
 - g. Clerk's Update:
 - Tree Preservation Order and Freedom of Information request
 - Allotment Supervisor, Tree Warden and Playground Inspection
 - July Newsletter content

7. New Items for Discussion:
 - a. Cricket Club Race Night on the Green – to approve use of the August Bank Holiday marquee (Clerk) **(1)**
 - b. Tree Inspections – to approve expenditure for 3 yearly tree inspection and decay survey (Clerk) **(1)**
 - c. Annual Fair – to confirm arrival/departure dates and charge for September (Clerk) **(2)**
 - d. New Village Green Policy – to consider first draft of policy to guide users of the Green and to agree if the Byelaws should be updated (refer to Legal Topic Note for statutory process) (PD/Clerk) **(5)**
 - e. Playground – to consider the installation of gate latches (SW/Clerk) **(3)**
 - f. Harsfold Lane – to consider quotation to undertake repairs of the top section to link with other work scheduled in the lane (Clerk) **(2)**

8. Correspondence: To comment, and where necessary, agree action for correspondence and reports received by the Parish Council **(5)**

9. Planning **(10)**:

- a. To discuss and ratify response for the following:

Application Number	Application Details
WR/21/01721/ELD - Case Officer: William Price	Mr Glenn Stocker Land North East Of The Long Croft The Long Croft Wisborough Green Change use of land to a builder's yard. O.S. Grid Ref. 505422/125860 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QTTS1WERIW600

- b. Chichester District Council decisions: to receive details of Planning Authority decisions

10. Finance **(10)**:

- a. Bank Reconciliation – to confirm month end reconciliation for May (AJ)
- b. Accounts for Payment – to receive details and agree payment.
- c. To receive the financial statement of accounts for the year to date compared to budget.
- d. Parish Council Bank Accounts – update on opening the Lloyds account and Natwest enquiry (PD/Clerk)

11. Policy documents: To review and adopt the following as provided on the village website (<https://www.wisboroughgreen.org/parish-council-policies/>) **(2)**

- a. Bullying & Harassment Policy
- b. Employee Disciplinary Procedure
- c. Employees Code of Conduct
- d. Equal Opportunities Policy
- e. Grievance Procedure
- f. Staff Absence Policy
- g. Grant Scheme

12. Other Reports **(2)**:
 - a. Village Hall (Clerk)
 - b. Allotment – to agree the policy for plot allocation to existing tenants (Clerk)
 - c. Health & Safety: any concerns to report (All)

13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)

14. Date of Next Meeting:
Planning Committee – Tuesday 6th July 2021 at 8.00 pm (if required)
Parish Council – Tuesday 20th July 2021 at 7.45 pm