

Wisborough Green Parish Council

Notice of Parish Council Meeting

To: All Members of the Parish Council

I hereby give notice that the Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 18th April 2023 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: 13th April 2023

PLEASE DO NOT ATTEND THE MEETING IF YOU ARE FEELING UNWELL.

Links to supporting documents have been provided through the Agenda.

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 21st March 2023 **(1)**
4. Minutes of the last Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 4th April 2023 **(1)**
5. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Report on on-going matters:
 - a. Neighbourhood Plan – update (Clerk) **(3)**
 - b. Youth Provision – project update (Clerk) **(1)**
 - c. Pavilion Lease – update (Clerk) **(1)**
 - d. CLT Formation – update (Clerk) **(1)**
 - e. Project Gigabit – update (TW) **(2)**
 - f. Clerk's Update: **(3)**
 - Non-contested election – new Council from 9th May 2023
 - Songhurst Meadow open space security
 - Reminder: Annual Parish Meeting on Thursday 20th April with History Society Presentation – to confirm refreshment and set up arrangements
 - Any other matters since the publication of the Agenda

8. New Items for Discussion:
 - a. Speed Indicator Device – to report theft, insurance claim and £125 excess (Clerk)
9. Finance **(20)**
 - a. [Bank Reconciliation](#) - to confirm year-end reconciliation for March
 - b. Coronation Grant Application – update and to approve expenditure for the band
 - c. Accounts for Payment - to receive details and agree payment
 - d. [Year-end Position](#) – to receive year-end accounts and report to be presented at the Annual Parish Meeting and agree Reserve Transfers
 - e. [Fixed Asset Register](#) – to review and agree the register for year end March 2023
 - f. Internal Auditor’s Report for the year ended March 2023 – to receive the [year-end report](#) and [AGAR Report](#); to note actions to be taken
 - g. To review and approve the assertions of the [Annual Governance Statement](#) for 2022/23
 - h. To approve the [Accounting Statements](#) for 2022/23 for submission to the external auditor
 - i. To approve the [Community Infrastructure Monitoring](#) report for year end March 2023
 - j. One Year Fixed Term Bond – to approve opening a further investment bond with Cambridge & Counties Bank for £30,000 (PD)
10. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**
11. Planning **(5)**:
 - a. To discuss and ratify response for the following:

Application Number	Application Details
WR/22/02656/DOM - Case Officer: Louise Brace	Mr Hugo Sugden Lowfold Fittleworth Road Wisborough Green Billingshurst Construction of a swimming pool, Jacuzzi and pool house. Substitute plans O.S. Grid Ref. 504180/124598 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RK3HOLERMRFO0

- b. [District Council Decisions](#): to receive details of the Planning Authority’s decisions.
 - c. Enforcement: to notify of any possible planning breaches or update on enquiries made by CDC.
12. Other Reports **(5)**:
 - a. Village Hall (Clerk)
 - b. Allotments (Clerk)
 - Tenancy update
 - Further security concerns – to consider/agree further expenditure to adjust gates (Clerk)
 - c. Village Green – Update on the Green Coordination Group meeting on 22nd March (Clerk)
 - d. Health & Safety - any concerns to report (All)

e. Monthly Sussex Police All Parishes Meeting (SW)

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:
 - Annual Parish Meeting - Thursday 20th April 2023 at 8.00 pm
 - Planning Committee - Tuesday 2nd May 2023
 - Parish Council Annual Meeting - Tuesday 16th May 2023 at 7.45 pm