

To: All Members of the Parish Council

I hereby give notice that the Parish Council Annual Meeting will be held in the Committee Room at the Village Hall on **Tuesday 16th May 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: 11th May 2023

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

AGENDA

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

1. Apologies for Absence **(1)**
2. Election of Chairman and signing of Declaration of Acceptance of Office.
3. Election of Vice-Chairman and signing of Declaration of Acceptance of Office.
4. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
5. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 18th April 2023 **(1)**
6. Minutes of the Annual Parish Meeting: to approve the [Minutes](#) of the meeting held on Thursday 20th April 2023 **(1)**
To consider matters raised at the meeting and agree if any further action is required.
7. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
8. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
9. Policy documents: To review and adopt the following:
 - a. [Standing Orders](#)
 - b. [Code of Conduct](#)
 - c. [Financial Regulations](#)
 - d. [Child & Vulnerable Persons Protection Policy](#)
 - e. [Complaints Procedure](#)
 - f. Data Protection Policies – [Policy & Subject Access Request](#) / [Training Policy](#)

- g. [Developer Engagement Policy](#)
 - h. [Filming on the Green Policy](#)
 - i. Freedom of Information – [Publication Scheme](#) and [Request Procedure](#)
 - j. [Grant Scheme Policy](#)
 - k. [Health & Safety Policy](#)
 - l. [Investment Policy](#)
 - m. [Payment and Internet Banking](#)
 - n. [Press & Media Policy](#)
 - o. [Retention of Documents Policy](#)
 - p. [Social Media Policy](#)
 - q. [Village Sign Policy](#)
10. Councillor Interests and Committee Membership:
- a. [Members' Areas of Interest](#) - to review 2022/23 responsibilities and agree roles for 2023/2024, including formal appointments to outside bodies
 - b. Finance Committee - to approve the [Terms of Reference](#) and elect the Chairman
 - c. Planning Committee - to approve the [Terms of Reference](#) and elect the Chairman
 - d. Green Co-ordination Group – to approve the [Terms of Reference](#)
 - e. Neighbourhood Plan Review Steering Group – to approve the [Terms of Reference](#)
11. Report on on-going matters:
- a. Neighbourhood Plan – progress update (Clerk)
 - b. Youth Provision – project update (Clerk)
 - c. Speed Indicator Device – update on replacement and to approve expenditure for a tracking device and new security chain (LD) **(2)**
 - d. Clerk's Update: **(2)**
 - Vandalised bench – to agree course of action
 - Public Toilet Agreement – update
 - The west road – residents' concerns
 - Other matters to report since the publication of the agenda
12. New Items for Discussion:
- a. South Downs National Park Board Elections – notification of forthcoming elections and to consider a Parish Council nomination (PD) **(1)**
 - b. Community Infrastructure Levy Consultation – to agree if a response should be submitted (PD) **(1)**
 - c. Cricket Club Practice Nets – to consider the request to position temporary nets on the Green for the cricket season (PD) **(10)**
 - d. Use of the Green – to consider the request for a children's futsal/football club which used to be run at the school (Clerk) **(1)**
 - e. Litter Picking Equipment – to consider purchase of further equipment in support of the two community sessions each year (Clerk) **(2)**
 - f. Event 'No Parking' cones – to consider purchase of further cones (Clerk) **(2)**
 - g. Broadband and Telephone – consideration/agreement of new contract (Clerk) **(2)**

13. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**
14. Planning **(5)**:
 - a. To discuss and ratify response for the following:

Application Number	Application Details
WR/23/00961/PA1 A - Case Officer: Miruna Turland	Mr Mark Harrow 66 Butts Meadow Wisborough Green Billingshurst West Sussex Single storey rear extension to the rear (a) rear extension - 4.20m (b) maximum height - 3.60m (c) height of eaves - 2.50m. O.S. Grid Ref. 504620/125973 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTMEX9ER14300

- b. [District Council Decisions](#): to receive details of the Planning Authority's decisions
 - c. Enforcement: to report any possible planning breaches or CDC update
15. Finance **(10)**:
 - a. Society of Local Council Clerks - to authorise expenditure for Clerk's membership
 - b. Bank Reconciliation - to confirm month end reconciliation for April (HT)
 - c. Accounts for Payment - to receive details and agree payment
 - d. Monthly Financial Statement – to receive the year to date compared to budget statement
 - e. Debit Card – to give authority for the Clerk to obtain and use a Debit Card for the Parish Council's Barclays Community Account to obtain online purchases
 - f. Direct Debits - to agree continuance of current Direct Debit payments
 - g. Contract Payments – to agree payment of annual contract payments
 - h. Bank Account Signatories – reminder of current arrangements and to agree future signatories
16. Other Reports **(5)**:
 - a. Village Hall (Clerk) – S106 Art Funding update
 - b. Allotments (Clerk)
 - To consider the request and proposal to raise the height of the main gate
 - To agree action in relation to one unattended plot
 - c. Health & Safety - any concerns to report (All)
17. 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.)
18. Date of Next Meeting:

Planning Committee – Tuesday 30th May 2023 at 8.00 pm (only if required)

Parish Council Meeting – Tuesday 20th June 2023 at 7.45 pm