

To: All Members of the Parish Council

I hereby give notice that a Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 20<sup>th</sup> June 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: 15<sup>th</sup> June 2023

Please 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. 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 16<sup>th</sup> May 2023 **(1)**
4. District/County Councillor: To receive an update and seek clarification on any 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. New Items for Discussion:
  - a. The west road – to receive details of residents' concerns and consider/agree any further action (PD) **(10)**
  - b. The west road – to consider/agree if an application should be made to give the road a formal name and nameplate (PD) **(5)**
  - c. Byelaws – to review model byelaws and agree elements to be included to update the Byelaws for the Green with the same provision for Songhurst Meadow (PD) **(10)**
  - d. Litter and Dog Waste Bins – update on meeting held with CDC and to agree future arrangements for the Green and Songhurst Meadow (TW/Clerk) **(5)**
  - e. Annual Fair – to confirm arrival/departure dates and charge for September (Clerk) **(1)**

7. Report on on-going matters:
  - a. Neighbourhood Plan – progress up and agree details for WSCC Community Highways application for the Kirdford Road footway (Clerk) **(10)**
  - b. Youth Provision – project update (PD/Clerk) **(2)**
  - c. Clerk's Update: **(2)**
    - Public Toilet Agreement – update
    - Songhurst Meadow – Cedec path, dog fouling – to agree expenditure for dog fouling signs
    - WS Young Offenders Scheme
    - Loss of water supply – article for newsletter
    - Other matters to report since the publication of the agenda
8. Policy documents: To review and adopt the following:
  - a. [Bench Donation Policy](#)
9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(2)**
10. Planning **(10)**:
  - a. There are currently no planning applications for review.
  - b. Enforcement: to report any possible planning breaches or CDC update:
    - Collard's Field tree felling: to report CDC response and agree if further work to update area Tree Preservation Orders should be undertaken (Clerk)
    - Hoelands, Billingshurst Road: To report action.
  - c. Dark Night Skies – to report CDC's response to inconsistent decision making and consider any further response to CDC (PD)
11. Finance **(5)**:
  - a. Bank Reconciliation - to confirm month end reconciliation for May (HT)
  - b. Accounts for Payment - to receive details and agree payment
  - c. Monthly Financial Statement – to receive the year to date compared to budget statement
  - d. Natwest Bank Signatories – confirmation of form completion
12. Other Reports **(5)**:
  - a. Village Hall (Clerk) – update on the Old Workhouse Tenancy
  - b. Allotments (Clerk)
    - Tenancy Update
    - To consider the request for a greenhouse to grow produce for the Foodbanks
  - 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 30<sup>th</sup> May 2023 at 8.00 pm (only if required)  
Parish Council Meeting – Tuesday 18<sup>th</sup> July 2023 at 7.45 pm