

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 18th July 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 July 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 20th June 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. Report on on-going matters:
 - a. Neighbourhood Plan – update, to advise of developer contact and agree response to CDC regarding the NP process (Clerk/PD) **(10)**
 - b. Gatwick Airport – to receive details of the northern runway project and agree the Parish Council's consultation response and delegation of consultation completion (PD) **(10)**
 - c. The West Road – to consider traffic calming ideas, agree trial arrangements and possible expenditure (PD) **(5)**
 - d. Village Green Drainage – to consider current condition and approve expenditure for additional sand to top up the trenches (PD) **(3)**
 - e. Clerk's Update: **(5)**
 - Public Toilet Agreement
 - Byelaws
 - Litter and dog waste bins
 - Next newsletter – articles to be included – ideas

- Other matters to report since the publication of the agenda

7. New Items for Discussion:
 - a. Request to use the Green – to consider the request from Wisborough Green Sports (WGS) for their Summer Fun Day on Sunday 23rd July 2023 (Clerk) **(1)**
 - b. Request to use the Green – to consider the request from WGS for RunWisborough on Sunday 9th June 2024 (Clerk) **(1)**
 - c. Replacement Trees – to agree species (Clerk) **(3)**
 - d. Fingerposts Signs – to agree budgeted expenditure for the renovation of two signs at the Crimbourne Lane and Wakestone Lane junctions (Clerk) **(1)**
 - e. Northern Parishes Meetings – to consider if this should be held as a quarterly meeting (to link into CDALC meetings) and if joint training (potentially at a cost) would be of value (Clerk) **(2)**
8. Policy documents: To review and adopt the following:
 - a. Anti-Harassment and Bullying Policy
 - b. Disciplinary Policy
 - c. Employee Absence Policy
 - d. Employee Code of Conduct
 - e. Equality and Diversity Policy
 - f. Grievance Policy
9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(2)**
10. Planning **(10)**:
 - a. To discuss and ratify response for the following:

Application Number	Application Details
SDNP/23/02184/LIS Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, RH14 0HB Single storey pool pavilion and associated works. Grid Ref: 503197 122878 https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RV492STUMRK00
SDNP/23/01552/HOUS Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Proposed swimming pool, hard and soft landscaping and associated development thereto. Grid Ref: 503197 122878 https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RSZSE9TULQL00

- b. Enforcement: to report any possible planning breaches and CDC updates

- c. Soel Copse Barn: To receive Councillor feedback from the site visit and to agree if any previously submitted comments to CDC are retracted (LB/SW/TW):

Application Number	Application Details
WR/21/03622/FUL - Case Officer: Sascha Haigh	Mr D Tredinnick Soel Copse Barn Formaly Starveall Barn Newpound Wisborough Green Replacement of existing barn and associated structures and erection of 1 no. self-catering holiday let. O.S. Grid Ref. 505487/127777 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R49N93ERJ2400

11. Finance **(10)**:
 - a. Bank Reconciliation - to confirm month end reconciliations for June (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
 - e. Internal Audit – to agree the appointment of April Skies Accounting to undertake the internal audit for year end March 2024
12. Other Reports **(5)**:
 - a. Village Hall (Clerk)
 - update on the Old Workhouse tenancy
 - update on proposal for the use of the Great Meadow S106 art fund
 - b. Chichester District Association of Local Councils meeting on 29th June 2023 (SW)
 - 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 1st August 2023 at 8.00 pm (only if required)
 - Planning Committee – Tuesday 15th August 2023 at 8.00 pm (only if required)
 - Planning Committee – Tuesday 5th September 2023 at 8.00 pm (only if required)
 - Parish Council Meeting – Tuesday 19th September 2023 at 7.45 pm