

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 19th September 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: 14th September 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 15th August 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. Gatwick Airport – update on forthcoming consultations, to reaffirm the Council's position on the proposed expansion and delegation of consultation completion (PD) **(5)**
 - b. Neighbourhood Plan – general update and to consider CDC response to complaint letter and agree if further action is required (Clerk/PD) **(10)**
 - c. New Youth Surface – update on action relating to the new surface, to report damage to the old surface, to agree storage box provision and to consider request from the Cricket Club for the Parish Council to assume maintenance of the cricket net area as use for general recreation was promoted (Clerk) **(10)**
 - d. Songhurst Meadow – to consider and agree measures to address dog fouling, approve expenditure for woodchips and maintenance review (Clerk) **(5)**
 - e. Byelaws – update on process and consider and agree Byelaw queries as identified, infringement fine and village consultation (Clerk) **(10)**

- f. Clerk's Update: **(5)**
- August Fete Feedback
 - Litter and Dog Waste Bins – amended provision
 - Visiting Fair
 - School Road Watershed Application
 - Hedges – to agree hedge cutting notice to offending houses, Songhurst Meadow hedge cutting and update on Park Cottage
 - Information Kiosk Map – to report damage and approve expenditure for replacement
 - Community Litter Pick – organised for Sat 7th October at 2 pm
 - Tree Preservation Order review
 - Public Toilet Agreement
 - Winter Management Plan – to confirm main contact
 - Shurlands Corner – to report speeding concerns and action
 - November Newsletter – agree items for inclusion
 - Meetings to be arranged - Finance Committee, Green Coordination Group, Meeting with Pavilion Trustees regarding the new Lease
 - CDC Infrastructure Business Plan consultation – for discussion at the next meeting
 - 2024 [Meeting Dates](#)
 - Other matters to report since the publication of the agenda

7. New Items for Discussion:

- a. Ditch Clearance – to approve expenditure to clear the ditch opposite the Cricketers Arms (Clerk) **(2)**
- b. Village Maintenance – to give consideration to gully vegetation clearance and whether the Parish Council wishes to take on responsibility (Clerk) **(3)**
- c. Replacement Tree Planting - to agree species and expenditure for new trees (Clerk) **(3)**
- d. Balloon Take-off Request - to consider the request from village residents to use the Green for take offs (Clerk) **(2)**
- e. Remembrance Day - to confirm arrangements for the road closure and to consider the purchase of a flag or large poppies (Clerk) **(2)**
- f. Dog Waste Bags - to review current costs and consider future provision (Clerk) **(3)**
- g. CDC's Statement of Community Involvement (SCI) Consultation – to consider if a representation should be submitted (PD) **(3)**

8. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(2)**

9. Planning **(10)**:

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

Application Number	Application Details
WR/23/01739/TCA - Case Officer: Henry Whitby	Burgin School Cottage School Road Wisborough Green Billingshurst Notification of intention to fell 3 no. fruit trees of mixed species (TG1). O.S. Grid Ref. 505106/125993

	<p>To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RYEBZRERLRZ00</p>
--	---

- b. **District Council Decisions:** to receive details of the Planning Authority's decisions.
 - c. Enforcement: to report any possible planning breaches and CDC updates
 - d. Planning Appeal – Land adjacent to 1 Newfields, Newpound – to note decision
10. Finance **(10)** (Clerk):
- a. Bank Reconciliation - to confirm month end reconciliations for July and August (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 Accounts – update on signatories
 - e. CAGNE – to consider donation request
 - f. One Year Fixed Rate Bond – to resolve to open a one-year fixed rate bond with Redwood Bank and agree authorised signatories
 - g. External Audit for Year End 2023 - **to note audit completion** and auditor's comments
 - h. Insurance Renewal – to review and agree **levels of cover** and **policy schedule**
11. Other Reports **(5)**:
- a. Village Hall (Clerk) - update on the Old Workhouse tenancy
 - b. Allotments
 - c. Health & Safety - any concerns to report (All)
 - d. All Parishes Meeting on 18th September 2023 (PD/SW)
12. 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.)
13. Date of Next Meeting:
- Planning Committee – Tuesday 3rd October 2023 at 8.00 pm (only if required)
- Parish Council Meeting – Tuesday 17th October 2023 at 7.45 pm