

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 17th October 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: 12th October 2023

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 19th September 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 on recent meetings with CDC (AJ/LB/Clerk) **(5)**
 - b. Pavilion Lease – update and to agree terms of Lease: length, annual rent (AJ/MW)
 - c. Clerk's Update: **(5)**
 - Remembrance Day – to confirm councillor attendance for the road closure
 - Tree planting – update on planting cost
 - Other matters to report since the publication of the agenda
7. New Items for Discussion:
 - a. Playground Inspection - to consider [report recommendations](#) and agree action and expenditure (Clerk) **(10)**
 - b. Community Traffic Regulation Order – to consider applying to reduce the Durbans Road speed limit from 40 to 30mph and whether the Parish Council could commit to some funding (Clerk) **(5)**
 - c. CDC Infrastructure Business Plan Consultation ([Appendix 1](#) & [Appendix E](#)) – to consider if the Parish Council should submit any comments and to confirm the village projects are recorded correctly (Clerk) **(5)**

- d. Christmas – to confirm arrangements and expenditure, and to consider if the Parish Council will sponsor/decorate a tree at the Christmas Tree Festival (Clerk) **(2)**
 - e. WSALC AGM – to confirm attendance and authorised representative to vote on the Council’s behalf (Clerk) **(1)**
8. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**
9. Planning **(10)**:
- a. To discuss and ratify response for the following:

Application Number	Application Details
WR/23/01945/FUL - Case Officer: Freya Divey	Mrs Rebecca MacRae Northlands Farm House Newpound Wisborough Green Billingshurst Change of use for mixed use as agricultural land and secure dog walking field for local residents. O.S. Grid Ref. 506549/126270 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZLJDTERM5I00
SDNP/23/03989/ HOUS Case Officer: Beverley Stubbington	Mr & Mrs H Thomas Luttmans Farm Brick Kiln Common Wisborough Green West Sussex RH14 0HZ Demolition of rear porch; replacement of conservatory with two storey extension; single storey extension to south-east with various alterations including replacement of existing windows with new timber windows. https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S1DMX0TUI7C00

- b. [District Council Decisions](#) – to receive details of the Planning Authority’s decisions
 - c. Enforcement: to report any possible planning breaches and CDC updates
10. Finance **(10)** (Clerk):
- a. Bank Reconciliation - to confirm month end reconciliations for September (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. One Year Fixed Rate Bond – confirmation of opening with Redwood Bank
 - e. Insurance – to consider Data and Cyber Protection Insurance cover
 - f. 2024/25 Budget Preparation - consideration of projects for inclusion in budget discussion by the Finance Committee on 7th November 2023
11. Other Reports **(5)**:
- a. Village Hall (Clerk)
 - b. Allotments – update on community plot (Clerk)
 - c. Health & Safety - any concerns to report (All)
 - d. WSALC Chair Forum on 11th October 2023 (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:
Finance Committee – Tuesday 7th November at 7.30 pm
Planning Committee – Tuesday 7th November at 8.00 pm (only if required)
Parish Council Meeting – Tuesday 21st November 2023 at 7.45 pm