

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 21st November 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: 16th November 2023

AGENDA

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

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

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 17th October 2023 **(1)**
4. Minutes of the Finance Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 7th November 2023 **(1)**
5. Minutes of the Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 7th November 2023 **(1)**
6. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
7. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
8. Finance **(30)**:
 - a. Poppy Wreath – to agree donation to the Royal British Legion (Clerk)
 - b. Bank Reconciliation - to confirm month end reconciliation for October 2023 (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. [Management & Financial Risk Assessment](#) – to adopt the assessment as recommended by the Finance Committee, to approve the expenditure to engage Process Matters to review

- the Council's data protection procedures/cyber security and for councillors to commit to undertaking a one-hour online training course (PD)
- f. [Objectives](#) – to review and agree the amendments as proposed by the Finance Committee and to consider any further projects for inclusion (PD)
 - g. Community Infrastructure Levy/S106 Funding – to note the balances (as detailed in the Finance Committee Minutes item 6) and agree to the Finance Committee's recommendation to alert Wisborough Green Sports to the availability of S106 funds and support expenditure on the existing building to secure, if needed (PD)
 - h. 2023/24 Budget – to agree the Finance Committee's proposal to transfer unspent funds to establish reserves, to draw into the budget £750 from the Watershed Reserve and transfer unspent funds at the year-end into the General Reserve, as detailed in the Committee Meeting minutes, item 7 (PD)
 - i. [2024/25 Budget Preparation](#) - to review and consider the 2024/2025 objectives and draft budget as discussed by the Finance Committee. To consider and agree the proposal as detailed in the Committee Meeting minutes, item 8 (PD)
 - j. Bank and Investment Accounts – To consider and agree the Finance Committee's proposals as detailed in the Committee Meeting minutes, item 9. To authorise re-investment of the Savings Bonds as they mature, unless fund need identified (PD)
9. Report on on-going matters:
- a. Neighbourhood Plan – NP Group update, Kirdford Road footway and to agree the [NP Monitoring Report](#) to submit to CDC (Clerk) **(5)**
 - b. Pavilion Lease – update (AJ) **(1)**
 - c. Community Land Trust – to agree if a CLT should be established in view of new information and if so, councillor involvement (PD) **(5)**
 - d. Songhurst Meadow (Clerk) **(5)**
 - Dog fouling update and to agree any further action
 - Maintenance review update and to agree expenditure for maintenance items
 - e. Byelaws – update (Clerk) **(1)**
 - f. Community Traffic Regulation Order – update (Clerk) **(1)**
 - g. Clerk's Update: **(5)**
 - Tree planting
 - Tree Preservation Order review
 - Kirdford Road hedge / ditch clearance
 - Remembrance Day – feedback on arrangements
 - Christmas arrangements and increased cost
 - Internal Audit
 - Other matters to report since the publication of the agenda
10. New Items for Discussion:
- a. Public Conveniences - to consider CDC's offer to transfer ownership and responsibility for the facilities to the Parish Council (Clerk) **(10)**
 - b. Tree Inspection – update on inspection, approval to remove signs, and agree expenditure for further Picus tests on identified trees **(2)**
 - c. Tree Preservation Orders – to approve submission of applications for the Oak in Songhurst Meadow and the Oaks around the Glebe Fields (SW/Clerk) **(2)**
 - d. Annual Fair – to consider refunding fee due to fair size and bad weather (Clerk) **(2)**

- e. Councillor Training – to agree expenditure and attendance at planning training with Plaistow & Ifold Parish Council (PD) **(2)**
 - f. National Clerk's Pay Award – to note increase effective from 1st April 2023 (Clerk) **(1)**
11. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**
12. Planning **(10)**:
- a. There are currently no planning applications to review.
 - b. [District Council Decisions](#) – to receive details of the Planning Authority's decisions
 - c. Enforcement: to report any possible planning breaches and CDC updates
13. Other Reports **(5)**:
- a. Village Hall (Clerk)
 - b. Allotments – update on allotment inspection and to consider shed request (Clerk)
 - c. Health & Safety - any concerns to report (All)
 - d. Northern Parishes Meeting on 19th October 2023 (PD/SW/MW)
 - e. WSALC AGM on 20th October 2023 (PD/SW)
 - f. Operation Downsway Meeting on 30th October 2023 (SW)
 - g. Green Coordination Group Meeting on 20th November 2023 (MW/AB/Clerk)
14. 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.)
15. Date of Next Meeting:
- Planning Committee – Tuesday 5th December at 8.00 pm (only if required)
 - Planning Committee – Tuesday 19th December at 8.00 pm (only if required)
 - Planning Committee – Tuesday 2nd January 2024 at 8.00 pm (only if required)

Parish Council Meeting – Tuesday 16th January 2024 at 7.45 pm