

To: All Members of the Parish Council

I hereby give notice that the Parish Council Annual Meeting will be held in the Committee Room at the Village Hall on **Tuesday 21st May 2024 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 May 2024

Please also 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. Election of Chairman and signing of Declaration of Acceptance of Office.
3. Election of Vice-Chairman and signing of Declaration of Acceptance of Office.
4. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
5. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 16th April 2024 **(1)**
6. Minutes of the Annual Parish Meeting: to approve the [Minutes](#) of the meeting held on Wednesday 24th April 2024 **(1)**
Feedback from the meeting, to consider matters raised in public questions and agree if any further action is required.
7. Minutes of the Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 14th May 2024 **(1)**
8. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
9. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
10. Policy documents: To review and adopt the following:
 - a. [Code of Conduct](#)
 - b. [Financial Regulations](#) (NEW)

- c. [Standing Orders](#) (Finance details will need to be altered inline with Financial Regs)
 - d. [Investment Policy](#)
 - e. Developer Engagement Policy – to be circulated.
11. Councillor Interests and Committee Membership:
- a. [Members' Areas of Interest](#) - to review 2023/24 responsibilities and agree roles for 2024/2025, including formal appointments to outside bodies
 - b. Finance Committee - to approve the [Terms of Reference](#) and elect the Chairman
 - c. Planning Committee - to approve the [Terms of Reference](#) and elect the Chairman
 - d. Green Co-ordination Group – to approve the [Terms of Reference](#)
 - e. Neighbourhood Plan Review Steering Group – to approve the [Terms of Reference](#)
12. Report on on-going matters:
- a. Neighbourhood Plan/Chichester Local Plan – update (Clerk) **(3)**
 - b. Public Toilets – update on utility providers and future expenditure (Clerk) **(2)**
 - c. The west road – agree [planter design](#) and update on road repair (Clerk) **(3)**
 - d. Songhurst Meadow– to approve expenditure to increase grass cutting frequency and maintenance update (Clerk) **(2)**
 - e. Pavilion – feedback from meeting with Trustees and to agree next steps (PD) **(10)**
 - f. Pavilion Lease – to review drafted lease and licence (linked to [Village Green Policy](#)) and agree terms and highlighted elements for further discussion with WG Sports (AJ) **(10)**
 - g. Traffic Concerns – feedback from the School, and new Speed Indicator Site (SW/Clerk) **(2)**
 - h. A272 Road Surface – to receive details of planned work and agree if any further action is required (Clerk/AB) **(5)**
 - i. Clerk's Update: **(5)**
 - Council Membership – co-option
 - Morning School Football Club
 - Bench sleeper installation – to consider/approve further expenditure
 - Durbans Road Traffic Regulation Order
 - Tree Preservation Order application
 - School Road Watershed application
 - Playground inspection course – approve increased expenditure
 - Updated Defibrillator at the Village Hall
 - Question & Answers with Andrew Griffith MP confirmed – Thursday 18th July, 7.30 pm
 - Cyber Security Police presentation in Loxwood – Tuesday 23rd July, 7.30 pm
 - Other matters to report since the publication of the agenda
13. New Items for Discussion: **(20)**
- a. Stable Field Open Space – to discuss public access, use for sport and mechanism for granting consent to Wisborough Green Sports (PD/AJ)
 - b. Songhurst Meadow Open Space – to discuss use for sport and if agreed, mechanism for granting consent to Wisborough Green Sports (PD/AJ)
 - c. Village Green Registration – to consider and agree if an application for registration should be submitted for other open spaces in the village (PD)
 - d. Save Our South Coast Alliance – Grampian Conditions – to agree if a response to the survey should be submitted; survey circulated (PD)

14. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**

15. Planning **(5)**:

a. To discuss and ratify response for the following:

Application Number	Application Details
WR/24/00910/FUL - Case Officer: Emma Kierans	Mr George Andrews Land South Of Dunhurst Barn Skiff Lane Wisborough Green Change of use of land to mixed agricultural and private equestrian, together with the erection of a stable building and menage and laying of a track - variation of Condition 2 of Planning Permission WR/21/02064/FUL - to move siting of stables, sand school and muck heap. O.S. Grid Ref. 503411/127376 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SC4XDIERIBO00

b. [District Council Decisions](#): to receive details of the Planning Authority's decisions

c. Enforcement: to report any possible planning breaches or CDC update

16. Finance **(10)**:

a. Bank Reconciliation - to confirm month end reconciliation for April (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. Direct Debits - to agree continuance of current Direct Debit payments

e. Contract Payments – to agree payment of annual contract payments

f. One Year Fixed Rate Bond – update on bond maturity and reinvestment

17. Other Reports **(5)**:

a. Village Hall (Clerk)

- Building re-evaluation for insurance

b. Allotments (Clerk)

- Tenancy update
- To agree to increasing the allotment deposit
- To consider and agree if non-village residents should be charged a higher rent
- To agree expenditure to raise the height of the main gate

c. Health & Safety - any concerns to report (All)

d. WSALC Chair's Forum on 23rd April 2024 (PD/SW)

18. 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.)

19. Date of Next Meeting:

Planning Committee – Tuesday 4th June 2024 at 8.00 pm (only if required)

Parish Council Meeting – Tuesday 18th June 2024 at 7.45 pm