

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 November 2025 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 November 2025

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. Council Membership: Co-option of new member (Chair) **(3)**
4. Full Council Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 21st October 2025 **(1)**
5. Planning Committee Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 4th November 2025 **(1)**
6. Finance Committee Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 11th November 2025 **(1)**
7. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
8. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
9. Finance **(30)**:
 - a. Remembrance Day Wreath – to agree the donation to the Royal British Legion (Clerk)
 - b. Bank Reconciliation - to confirm month end reconciliation for October 2025 (MW)
 - 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 approve the document as tabled (PD)
 - f. [Community Infrastructure Levy/S106 Funding](#) – to note the balances and agree to the Finance Committee’s recommendations as detailed (PD)
 - g. [2025/26 Budget](#) – to note the Finance Committee’s discussion and agree to the proposals as detailed (PD)

- h. New Website / Email Account - to receive details and agree expenditure for an accessible website and transfer to .gov.uk emails (Clerk)
 - i. [Objectives](#) - to review the updated 5-year Plan to beyond 2029, note the Finance Committee's discussion and agree to the proposals as detailed (PD)
 - j. [2026/27 Budget Preparation](#) - to review and consider the draft budget as discussed by the Finance Committee. To consider and agree the proposal as detailed in the Committee Meeting minutes, item 8, and the projects to be included in the budget (PD)
 - k. [Allotment Rent Review](#) – To consider and agree rents from April 2027 (Clerk)
 - l. Clerk's Pension Review - to agree the Finance Committee's proposal to increase the Parish Council's contribution (PD)
 - m. Bank and Investment Accounts - To note the Finance Committee's discussion and agree 'Option' for investment of Parish Council funds (PD)
 - n. One Year Fixed Rate Bond – to resolve to open a further one-year fixed rate bond with Cambridge & Counties when the current bond matures in January (Clerk)
10. Report on on-going matters:
- a. Neighbourhood Plan - Update and to agree expenditure for Strategic Environmental Assessment and Habitats Regulation Assessment (Clerk) **(5)**
 - b. Traffic Management - Update on enquiries with West Sussex Highways (Clerk) **(3)**
 - Durbans Road signs and Speed Indicator Device site
 - Billingshurst Road Speed Indicator Device site
 - Newpound Lane 'No waiting' zig zag lines
 - Petworth Road white line marking
 - c. Pavilion - Maintenance update and to agree any further action (Clerk) **(5)**
 - d. Replacement Trees - to agree species and expenditure (Clerk) **(3)**
 - e. Clerk's Update: **(5)**
 - December Newsletter - to agree content
 - Land Registry - Songhurst Meadow and Stable Field
 - Little Green Ditch
 - Football parking
 - Other matters to report since the publication of the agenda
11. New Items for Discussion:
- a. [Nature Recovery Strategy Consultation](#) – To agree any comments to be submitted (Clerk) **(2)**
 - b. [CDC's Contamination Land Strategy](#) – To agree any comments to be submitted (Clerk) **(2)**
 - c. Gatwick Airport – [CAA airspace consultation](#) – deadline 18th December 2025 – to agree if comments should be submitted (Clerk) **(3)**
 - d. Erosion of the Verge Edge – The Green and Newpound Lane – To agree action and expenditure (Clerk) **(2)**
12. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**

13. Planning **(10)**:

- a. New Applications: To ratify responses to the following applications:

Application No.	Application Details
WR/25/02392/FUL - Case Officer: Benjamin Marshall	Fishers Adventure Farm Park Newpound Lane Wisborough Green Retrospective application under s73a for siting of 2 no. glamping pods and associated infrastructure. O.S. Grid Ref. 505852/126780 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3RAL7ERMA600
WR/25/01229/FUL - Case Officer: Benjamin Marshall	Wharf Farm Newpound Wisborough Green Change of use of former veterinary surgery to a patisserie (Use Class E) and retention of black barn stained, timber clad extension. O.S. Grid Ref. 506699/125925 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWLQBQERHUM00

- b. Enforcement: To report any possible planning breaches and receive CDC updates
c. Solar Farm Planning Application: To confirm the Parish Council's representation (SW)

14. Other Reports **(10)**:

- a. Green Coordination Group: To note discussion at the meeting on 22nd Oct 2025 (Clerk)
b. WS Association of Local Councils AGM on 4th November 2025 (SW)
c. Chichester District Association of Local Councils Meeting on 10th November 2025 (SW)
d. Health & Safety - any concerns to report (All)

15. 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.)

16. Date of Next Meeting:

- Extra Parish Council Meeting - Tuesday 2nd December 2025 at 7.45 pm or
Tuesday 16th December 2025 at 7.45 pm
To include planning applications (if required)
Planning Committee Meeting - Tuesday 6th January 2025 at 8.00 pm (if required)
Parish Council Meeting - Tuesday 20th January 2026 at 7.45 pm