



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 April 2026 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 April 2026

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 last meeting held on Tuesday 17th March 2026 **(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 Review - update (Clerk) **(3)**
 - b. Traffic Management **(5)**:
 - Butts Meadow Double Yellow Lines – to consider residents' feedback and agree if any further action should be taken (SW/Clerk)
 - Speed Indication Device – to agree application for a site south of the Newpound Lane turning on the B2133
 - c. Replacement Pavilion – to consider and agree next steps following the latest legal advice – refer to Clerk's briefing for specific questions to be answered and to note incurred expenditure (SW) **(20)**
 - d. Playground Repairs – to select contractor and approve expenditure for the new surfacing and receive details of recent expenditure to replace a guard rail (MW/Clerk) **(5)**
 - e. Stable Field – update on surface levelling and ditch, gate/sign erection and parking in front of the gate. To agree any further action (FV/Clerk) **(5)**

- f. Data Protection - confirmation that the training video has been watched (Clerk) **(1)**
 - g. Village Green Repairs – update on proposed work and expenditure, and to report concerns relating to the drainage but also unauthorised rolling of the football pitch (AB/Clerk) **(3)**
 - h. Byelaws – to receive an [update](#) from the Ministry of Housing, Communities and Local Government and agree next steps (Clerk) **(3)**
 - i. School Road Access Repair – update and to agree next steps (Clerk) **(5)**
 - j. Clerk’s Update: **(5)**
 - Reminder - Annual Parish Meeting – Wednesday 29th April, 7.30 pm
 - New email addresses - reminder to switch accounts
 - New website - update
 - Other matters to report since the publication of the agenda
7. New Items for Discussion:
- a. Risk Assessments – to approve assessments for [Community Speed Watch](#) and [Speed Indicator Device](#) operation (Clerk) **(2)**
 - b. Durbans Road Double Yellow Lines – to consider whether the Parish Council would support this request (Clerk) **(3)**
 - c. [WSCC Bus Stop Improvement Programme](#) – to review the proposal for the village and agree response (SW) **(5)**
 - d. Newpound Lane/B2133 junction – commercial signs – to consider visibility concerns and agree action (Clerk) **(3)**
 - e. Horticultural Society Plant Sale – to consider use of the Little Green for a plant sale on Saturday 16th May 2026 (Clerk) **(1)**
8. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**
9. Finance (Clerk) **(20)**:
- a. [Bank Reconciliation](#) - to confirm year-end reconciliation for March (MW)
 - b. Accounts for Payment - to receive details and agree payment
 - a. Society of Local Council Clerks - to authorise expenditure for Clerk’s membership
 - b. Year-end Position – to receive the [report and year-end accounts](#) to be presented at the Annual Parish Meeting and agree Reserve Transfers
 - c. [Fixed Asset Register](#) – to review and agree the register for year end March 2026
 - d. Internal Auditor’s Report for the year ended March 2026 – to receive the [year-end report](#) and [AGAR Report \(pg. 3\)](#).
 - e. [Data Audit](#) – to review and note (Clerk) **(2)**
 - f. To review and approve the assertions of the [Annual Governance Statement \(AGAR pg. 4\)](#) for 2025/26 noting that [Assertion 10](#) has not been fully met
 - g. To approve the [Accounting Statements \(AGAR pg. 5\)](#) for 2025/26 for submission to the external auditor
 - h. To approve the [Community Infrastructure Monitoring](#) report for year end March 2026
 - i. Cambridge & Counties – to approve reinvestment of the maturing 1 Year Bond and agree if the investment should be increased (Clerk)

10. Planning **(10)**:
 - a. To discuss and ratify responses for the following applications:

Application Number & Detail
WR/26/00485/DOM 5 Council Cottages Durbans Road Wisborough Green RH14 0DH Removal of existing conservatory. Erection of a two storey side extension, single storey rear extension, front porch, and general refurbishment works. O.S. Grid Ref. 504974/126648 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TB4CX2ERJDN00
SDNP/26/01048/LDP East Lutmans, Horsebridge Hill, Wisborough Green, RH14 0HB Construction of a garden room. https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TBZHQZTUJ4T00

- b. [CDC Planning Decisions](#) – to receive details of the Planning Authority’s decisions
 - c. Enforcement: to report any possible planning breaches and CDC updates
11. Other Reports **(3)**:
 - a. Allotments
 - Tenancy update
 - To approve expenditure to create a compost area for Parish Council use
 - b. Health & Safety - any concerns to report (All)
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:
 - Annual Parish Meeting – Wednesday 29th April 2026 at 7.30 pm
 - Planning Committee – Tuesday 5th May 2026 at 7.45 pm (only if required)
 - Parish Council Meeting – Tuesday 19th May 2026 at 7.45 pm