



To all members of the Council, you are summoned to attend a Full Council Meeting of the Parish Council on Thursday 8th June 2023 at 19.00.

This meeting will be held at Northiam Village Hall, Main Street, Northiam

Members: Cllr Biggs, Cllr Fairbrass, Cllr Fenton, Cllr Harding, Cllr Lockett, Cllr Russell, Cllr Sargent, Cllr Schlesinger, Cllr Wadie

AGENDA

SIGNED: Georgina Jackson, Parish Clerk

Date: 2nd June 2023

Georgina Jackson

1. **To receive and accept Apologies for Absence**
2. **Chairman's Announcements.**
3. **To adjourn the meeting to enable members of the public and Councillors to address the meeting.**

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed initially and only if time permits will further comments be heard. This is a 'for information' session only and no action can be taken upon those items raised.
- 3 **To receive Declarations of Interest and Lobbying**

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.
4. **Minutes** to receive and approve for signature the minutes of the Council meeting held on 18th May 2023. Appendix A
5. **To receive report from County Councillor.**
6. **To receive reports from District Councillors.**
7. **To review the following for adoption:**
 - 7.1. Most recent version of Standing Orders. Appendix B
8. **Finance**

- 8.1. To receive & approve the payment report for May/ June 2023
- 8.2. To receive recent bank reconciliation March and April 2023
The chairman and RFO will review bank statement and reconciliation statement for signature. Appendix C and D
- 8.3. To receive time sheets from the Clerk and RFO for the time period 08/04/2023 to 12/05/2023. Appendix E and F
- 8.4. To approve travel expenses for the locum clerk. Appendix G
- 8.5. To receive and consider financial position as at 31st March 2023. Appendix H
- 8.6. To note the situation in relation to Lolly and agree actions.
- 9. Annual Governance Review 2022/2023**
- 9.1. To approve the Annual Governance Statement for 2022/2023, Section 1 of the AGAR for the year ending 31st March 2023. The Chair of the meeting and the Clerk to sign and update. Appendix I and J
- 9.2. To approve the Accounting Statements for 2022/2023, Section 2 of the AGAR for the year ending 31st March 2023 and the supporting Bank Reconciliation as at March 2023 and if necessary, the explanation of the significant variations from last year (2021-22) to this year (2022/2023). The Chair of the meeting to sign and date.
- 9.3. To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Financial Officer – Monday 13th June to Friday 22 July 2022.
- 10. St Francis Field**
- 10.1. To consider the appointment of consultants to carry out the Phase 1 geotechnical survey required for the proposed natural burial ground.
- 10.2. To consider the creation of new ponds in Field 14 of the estate.
- 10.3. St Francis Fields: to consider the granting of a short-term grazing licence for Fields 11 & 12 to the current stables' tenant.
- 11. To consider Governance Review undertaken by external consultants.** Appendix K
- 12. To consider a representative of the parish council for the Northiam Village Hall Trust Committee for the remainder of this tenure.**
- 13. Clubs**
- 13.1. To discuss the football pavilion and agree actions.
- 14. Planning Applications – to consider and agree responses.**
- 14.1. **RR/2023/969/P - 5 Ghyllside Road, Northiam TN31 6QG** - Proposed removal and replacement of existing conservatory; rear extension.
- 14.2. **RR/2023/971/P - Valencia, Station Road, Northiam TN31 6QL** - Variation of condition 2 imposed on planning permission RR/2022/1778/P to allow one dormer to side elevation and minor infill/extension at ground floor level to allow provision of wheelchair lift and two dormers to front elevation.
- 14.3. **RR/2023/1004/P - The Oast House, Tufton Place, Tufton Lane, Northiam TN31 6HL** - Change of use of the oast-house from a private parish retreat to ancillary residential accommodation for Tufton Place; internal alteration works.

- 14.4. **RR/2023/1058/P - Woodland, Dixter Lane, Northiam TN31 6PS** - Proposed two-storey side and rear extension including the removal of existing garage block; alterations to first floor layout including dormer to existing bedroom.
- 14.5. **RR/2023/994/P - Crockers Barn, Crockers Lane, Northiam TN31 6PY** - Proposed stable block with associated facilities.
15. **To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**
31/05/2023 – Chair and Councillor training. All councillors attended.
16. **To report correspondence**
 - 16.1. 15/05/2023 – FOI request regarding various questions on St Francis Fields.
 - 16.2. 25/05/2023 – FOI request regarding memberships of CIC.
 - 16.3. 26/05/2023 – Email from resident regarding assets
 - 16.4. 01/06/2023 – Email response to FOI request.
17. **Questions from Councillors**
18. **To agree the public’s exclusion from the confidential part of the meeting.**

That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw

19. **St Francis Field**
 - 19.1. To consider a small claims court claim for outstanding utility monies owed by the tenant.

Accounts for Payment – June 2023

Payee	Budget	Amount Gross	Amount Net	VAT	Method	Description
Jon O'Conner	Grass contract	£1,082.50	£902.08	£180.42	BACS	Grounds Maintenance May
TSO Host	IT Support/ Equip etc	15.54	12.95	2.59	Card on file.	Website hosting
Hire of Hall	Room Hire	£56.00			BACS	Hall Hire – May 23 – meeting and training.
Scribe Software	Accounts Software	£673.92	£561.60	£112.32	BACS	Scribe Software Fee
Staff Salaries	Staff Costs	£1,822.65			BACS	Locum Clerk and RFO fees
G Jackson expenses	Travel	£61.20	n/a	n/a	BACS	Locum Clerk expenses
ESALC Limited	Training	£345.00	£295.00	£50.00	BACS	New Cllr Training
Business Stream	SFF Utilities (no budget)	123.33			BACS	Dec – Mar 23 - SFF
BT	Telephone	144.40	120.34	24.06	DD	Telephone April to June 23