



**To all members of the Council, you are summoned to attend a Full Council Meeting of the Parish Council on Thursday 19<sup>th</sup> October 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: Gilly Lowe, Locum Parish Clerk**

**Date: 12<sup>th</sup> October 2023**

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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 21<sup>st</sup> September 2023. Appendix A
  5. **To receive report from County Councillor.** Appendix B
  6. **To receive reports from District Councillors.** Appendix C
  7. **Finance**
    - 7.1. To receive & approve the payment report for October 2023. Appendix D
    - 7.2. To approve provision of the Christmas tree for St Mary's Church.

- 7.3. To confirm the Chairman's signature on behalf of the parish council on a Letter of Authority to Hodge Bank to confirm signatory changes and give permission to the current clerk to discuss account changes.
- 7.4. To confirm notice of the conclusion of audit by the external auditors and publication as required of the Notice & Section 3 of the AGAR 2022/'23.
- 7.5. To confirm a date & time for a first meeting about 2024/'25 budget setting.

**8. Expenditure in line with 4.1 of the Financial Regulations**

- 8.1. Purchase of a poppy wreath for the parish council to present on Remembrance Sunday - £21.99.

**9. Governance**

- 9.1. To discuss corporate email addresses for councillors.
- 9.2. To consider the proposal by a member of the public to live stream meetings.
- 9.3. To consider the adoption of a Bench Policy and a CCTV policy.

**10. Outside Spaces**

- 10.1. To discuss the Annual Playground Inspection report and suggested actions.
- 10.2. To approve an invitation to Brian Banks to become the Ecological Advisor to the parish council.
- 10.3. To agree to John O'Connors repairing of fences at the playing fields.
- 10.4. To update regarding pest control at St Francis Field.
- 10.5. To confirm that the inadequate repairs to the cemetery path have been reported and the contractor is inspecting and reporting back.
- 10.6. To discuss the Northiam Conservation Society's request to plant an oak tree to mark King Charles' Coronation Year – location to be agreed.
- 10.7. To confirm that the replacement front for the noticeboard can be ordered, and will need installing once received.
- 10.8. To confirm that councillors have received the details for the playground inspection training.

**11. St Francis Field**

- 11.1. To consider the drafted licence for properties to use gates exiting onto St Francis Field.
- 11.2. To discuss the progress of the change of use planning application.
- 11.3. To discuss the proposal of a working party to liaise with the CIC on a regular basis about plans and proposals for St Francis Fields.
- 11.4. To discuss the proposal to use SFF Field 9 as a Community Produce Garden.

**12. Planning Applications – to consider and agree responses.**

- 12.1. **RR/2023/1908/P – Sunnymead, Beckley Road, Northiam TN31 6JB**  
*Proposal: Demolition of existing property and erection of new chalet bungalow. Widening of existing vehicular access and siting of mobile home during the construction period only.*

**13. To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**

Cllr Schlesinger to report from the recent RALC meeting.

**14. To report correspondence**

14.1. Complaint about the state of workhouse pond (email of 24/09)

14.2. ESALC AGM & Conference – 14<sup>th</sup> November at 2pm (email of 26/09)

14.3. Climate & Ecology Bill – a response (email of 6/10)

14.4. Damage to the war memorial (email of 23/08) and quotes for repair.

14.5. Consultation on the HW AONB – deadline 5<sup>th</sup> November (email of 26/09)

**15. Reports from Councillors**

**16. Second Session for Public Questions**

As resolved for inclusion at the July meeting, a second session for public questions or comments.

**17. 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**

**18. Human Resources**

18.1. To update on the appointment of clerk following candidate interviews and approve the job offer.

**19. Leases**

19.1. To update on the lease of the parish office at Northiam Village Club.

19.2. To confirm required changes to the legal documents in relation to the sewer diversion.

19.3. To update on the Bowls Club Lease.

19.4. To approve the final grazing licence for a 6-month lease of Field 13 by the stables tenant.

**20. Other Business**

20.1. To consider the CIC engage with potential users to graze Fields 11,12,13 & 14 from the end of April 2024.

**PAYMENT SCHEDULE October 2023**

<b>Payee</b>	<b>Budget</b>	<b>Amount Gross</b>	<b>Amount Net</b>	<b>VAT</b>	<b>Method</b>	<b>Description</b>
John O'Conner	Grass contract	£1,082.50	£902.08	£180.42	BACS	Grounds Maintenance
ESALC	Training	£144.00	£120.00	£44.00	BACS	Finance Training
Safeplay		£4,874.40	£4,062.00	£812.40	BACS	Annual Inspection
NVHT	Admin	£26.00	£26.00	-	BACS	Room Hire - September
Cartridge King	Admin	£55.60	£55.60	-	D/Card	Printer ink
Oakden Tree Care		£900.00	£750.00	£150.00	BACS	Tree Works
East Sussex CC	School Crossing	£1,250.00	£1,250.00	-		School Patrol
G H Lowe	Admin			-	BACS	Locum Clerk (Aug-Oct)
PKF Littlejohn	Audit	£756.00	£630.00	£126.00	BACS	External audit
Royal British Legion	Misc	£21.99	£21.99	-	D/Card	Misc.
Business Stream	SFF	£151.80	£151.80	-	BACS	Waste water services
SSE	Admin	£202.48	£192.84	£9.64	DD	Parish Office
D & S Chestnut	SFF	£1,700.00	£1,700.00	-	BACS	Deposit for fencing

In accordance with Financial Regulation 5.2 this approved schedule has been ruled off and initialled by the Chair of the meeting

Signed ..... Chair

Date.....

In accordance with Financial Regulation 5.6 and 6.4 this list of payments has been signed by two members of the Council and the Clerk

Signed..... Councillor One

Signed..... Councillor Two

Signed..... Clerk

