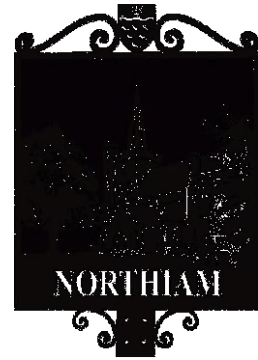


Northiam Parish Council

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AGENDA

To all members of the Council, you are summoned to attend the Extraordinary Council
Meeting of the Parish Council on 12th September 2024 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

SIGNED: Mary Philo, Locum Clerk

Date: 6th September 2024

M. Philo

Governance

1. To receive and accept Apologies for Absence
2. To receive Declarations of Interest
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.
3. To agree the minutes of [11th July](#) and [24th July](#) Meetings 2024
4. **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.

Report from County Councillor Redstone

Reports from District Councillors Biggs and Ganly

The meeting to reconvene.

5. Risk Assessment
To agree the proposed Risk Assessments – [Main](#) and [Additional Property](#)

Personnel

Ian and Mary Philo to leave the room and Chair to officiate

6. To agree to accept the resignation of Nicola Ideson and send letter
7. To agree to offer the position of Clerk to Mary Philo for a fixed term to end of July 2025 and sign letter. Rate is £23 per hour. Anticipated 10-20 hours a week.
8. To agree to offer the position of Responsible Financial Officer to Ian Philo for a fixed term to the end of July 2025 and sign letter. Rate is £23 per hour. Anticipated 10 hours a week.
Ian and Mary Philo to return to the room
9. Personnel Handbook
To review and agree the following personnel policies:
[Equality and Diversity Policy Draft](#)~
[Expenses Policy Draft](#)
[Grievance Policy Draft](#)
[Disciplinary Policy Draft](#)

Planning

10. Planning

RR/2024/1083/ T Works to ash tree on boundary of cemetery overhanging neighbouring garden has been approved but the work may only be carried out by the parish council after leaf fall.

a. Applications to consider:

RR/2024/1073/L and P Yew Tree Cottage, Mill Corner: The replacement of the windows on the north facade and east elevation. The introduction of a small side extension.

RR/2024/1158/T Cloudcroft, Dixter Lane: T1 Oak - To crown lift by 1-2m over garage and front of house, remove dead wood and inspect canopy. T2 Oak - To crown lift by 1-2m over rear of house and neighbours property, remove dead wood and inspect canopy. T3 - Oak - To remove dead wood and inspect canopy

RR/2024/1263/T 13 Northridge: T1 Oak - To crown lift by 1-2m over garage and front of house, remove dead wood and inspect canopy. T2 Oak - To crown lift by 1-2m over rear of house and neighbours property, remove dead wood and inspect canopy. T3 - Oak - To remove dead wood and inspect canopy

RR/2024/1420/P Oaklands, Rye Road: Two storey extension at side to create garage with bedroom over

RR/2024/1234/P Ghyllside - Land adjacent to, Station Road: Demolition of existing dilapidated residential garage to provide 1x two bedroom, 1.5 storey dwelling with associated parking and landscaping.

Finances

11. Asset Register

To review and agree the [proposed asset register](#) and confirm that in response to query that the Victorian funeral carriage previously stored in the Chapel was donated to the Weald and Downland Living Museum, Chichester in 2008.

12. Earmarked Funds

a. Community Infrastructure Levy

To agree the level of funds held as at the 31st March 2024 is £54,775.61. Furthermore, to agree the declaration to RDC for 2023-2024 year according to the [August expenditure to date](#).

Note at the end of the first quarter 30th June 2024 CIL funds stand at £64,952.92.

b. New Cemetery S106

To agree [the funds](#) as at 31st March 2024 stood at £49,213.00

c. Sewer Funds

To confirm that the funds as at 31st March **2023** stood at £ 82,165.65. Hodge Bank is refusing to communicate since the parish council email change. The bank reconciliation will have to be based on this figure till an update is achieved.

d. St Francis Field Funds

As per the minutes of 14 October 2021 it was agreed to make an additional sum, from the SFF earmarked funds, of £17,000 available to the CIC for capital works. It was suggested in April 2022 that this sum stood at £13,920, following electrical works, hedge cutting and aggregate materials. However, by 22nd May 2022, the then Clerk ascertained that this had been further reduced by £1170 for work by FSG. In the 2022-2023 it appears that no expenditure was allocated out of this money. 2023-2024 year appears to be the same. This fund stands at £12,750. This appears to be what is being currently called the Kick Start Fund. It should be noted that there has been a further reduction for the skip hire and at a future date planning application for poly-tunnel.

With regard to the funds held for St Francis Field, these are stated as currently being £51,232.99. **To agree to confirm that this is the figure to work from as of the 1st April 2024.**

However, the original amount held, in March 2020, does not appear to be the sum expected. The difference between the loan taken out and the sum paid for the acquisition of the land was only £40,600. Although income received has been higher than expected the shortfall means that these funds are almost exhausted. [A projection of income and expenditure](#) for the coming year from the end of the first quarter suggests the funds in various bank accounts should be moved into more easily accessible bank accounts.

13. Banks

a. Co-op Bank

To agree to authorise Ian Philo, RFO as Key Contact and administrator in order to be able to set up payments and view/print online statements, set up new accounts and make telephone enquiries.

b. Barclays Bank

Barclays Bank requires the Chair to be an authorised signatory on the account. To agree that the Chair is automatically appointed as signatory to the Barclay Bank Account(s). Once done this will allow the changes to signatories already agreed. Note the current chair is Michelle Fairbrass.

c. Unity Bank

Following on from the review of funds available to agree to withdraw funds leaving £1 to keep the account open for future use and request £18,477.43 to be transferred to Northiam Parish Council Barclays account and £8,668.09 to be transferred to Northiam Parish Council Co-op Account.

d. Nationwide

Following on from the review of funds available to agree to withdraw funds leaving £1, to keep the account open for future use and request £ 32,755.56 to be transferred to Northiam Parish Council Barclays Account and £21,561.93 to be transferred to Northiam Parish Council Co-op account

e. Hodge

As the bank has requested to close the account, the agree to request Hodge bank to transfer all funds to Northiam Parish Council Nationwide account and then to close the account. Councillor J. Harding to sign as the only approved signatory. Note these funds are ringfenced for sewer works in Northiam.

14. Bank Reconciliations and Payments to Authorise

- a. [Bank Reconciliation to 31st August](#)
- b. [Payments to Authorise](#)
- c. [July and August payment and receipts made](#)

15. Parish Online Mapping

To agree to subscribe to Parish Online £ tba

Parish Matters

16. **Playground Working Group**

- a. Playground Report
- b. Playground Equipment Tender

To agree the [tender cover letter and specification letter](#) and approve approaching the following providers - Sovereign, Wicksteed, Eibe, Sutcliffe Play, Creative Play, Playdale Playgrounds, Kompan, Handmade Places, Hags UK, ESP Play, Online Playgrounds, Pentagon Play.

17. **Playing Field and Pavilion Working Group Report**
[Report](#)

To agree to contract one of the following, to provide a biodiversity net gain report

Contractor A £495 plus vat (does not include a Preliminary Environment Assessment (PEA))

Contractor B £550 plus vat (does include a (PEA))

Contractor C £1390 plus vat (does include a (PEA))

18. Local Nature Recovery Working Group

- a. Report – Councillor Wadie
- b. Harlot's Wood

Following correspondence with a resident, to meet with the said resident in the woods to see the works and discuss these.

19. Cemetery and Cemetery Extension Working Group

- a. [Report](#)
- b. To agree to contract a consultant to provide net biodiversity gain report for the change of use planning application for the cemetery est. £550 plus vat. Three quotes will to be obtained and the clerk delegated to appoint. Funds to come from the S106 earmarked cemetery extension funds.

20. St Francis Field Working Party Group

- a. Report
- b. To agree to refund the SFF CIC £146.44 for the temporary repair regarding a leak on the hub rest room roof. Thanks to the 'A' Team.
- c. [Newt Ponds Report](#)
To agree for the Newt Conservation Partnership to establish two newt ponds in Field 14 of the SFF estate subject to receipt of an acceptable contract.

21. School Crossing Patrol

Should a suitable applicant be found, to agree to sponsor the patrol.

22. Information for/from Councillors

23. Items for the Next Agenda

24. Date of Next Meeting

10th October 2024 7.00pm