

# WARBLETON PARISH COUNCIL

[www.warbletonparishcouncil.co.uk](http://www.warbletonparishcouncil.co.uk)

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Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 24 April 2025 at 7pm in Bodle Street Green Village Hall.

*The meeting is open to members of public & press who are welcome to attend, unless the council otherwise resolve to enter private session when public & press are excluded.*

Signed: *Jeanne E Peterson*  
Clerk to Warbleton Parish Council

## **AGENDA**

### **1. Attendance & apologies for absence: resolution required to note apologies**

### **2. Declarations of Interest**

Councillors are reminded to declare their interests on any items on this agenda in accordance with Warbleton Parish Council's Code of Conduct.

### **3. Minutes: resolution required 3.1**

- 3.1 To **resolve** that the minutes of the Meeting of the Council held on 27 March 2025 be taken as read, and confirmed as a correct record and signed by the Chairman.
- 3.2 Matters arising from the minutes not covered on the agenda.

### **4. Public Participation**

Up to fifteen minutes will be available for the public to make representations, answer questions or give evidence in respect of any item of business included on the agenda, in accordance with Standing Orders.

### **5. Casual Vacancies: To receive an application for the office of Parish Councillor and to co-opt to fill the existing vacancy: resolution required 5.2**

- 5.1 To receive the application form from prospective councillor (as circulated)
- 5.2 Co-option interview and to **resolve** the successful candidate
- 5.3 Successful candidate to sign the Declaration of Acceptance of Office

### **6. Reports – those noted as circulated will be taken as read.**

- 6.1 To receive reports from County Councillor as circulated
- 6.2 To receive report from District Councillor
- 6.3 To receive report from PCSO if available
- 6.4 To receive reports from Parish Councillors as available
- 6.5 Clerk's Report (on items not included on the agenda) as circulated

### **7. Committee reports**

- 7.1 To receive proceedings of the following committee meetings:  
Planning & Development – 1 April 2025 draft minutes have been circulated.

**8. Highway issues/ SLR meeting – resolution required 8.2**

- 8.1 To note that a SLR meeting took place between WPC and ESCC Highways on 8 April 2025 and the draft minutes of the meeting will soon be available on the council's website.
- 8.2 The council has since been made aware that the school bus that travels down Hammer Lane appears to be driving too fast for the road. The council to consider and agree any action to be taken to try and control this.

**9. VE Day commemoration 8 May 2025:**

To note that the Bonfire Society has donated £115 toward the cost of VE Day celebrations from funds raised at their quiz.

To receive an update on actions taken **since the last meeting** and to approve by resolution any **new or updated** arrangements and associated costs where applicable:

- i. Beacon and installation
- ii. War Horse
- iii. Performer bookings
- iv. Programme/advertising
- v. Village Hall facility as base
- vi. Flags
- vii. Military Vehicles
- viii. Temporary Event Notice/ Music performance Application
- ix. Wet weather contingency
- x. Risk Assessment/Insurance
- xi. Budget (as circulated with costs known to date)

**10. Finance: resolutions required 10.1 – 10.3**

- 10.1 To authorise the bills for payment (April 2025 payment list circulated).
- 10.2 To approve the Finance Reports at 31 March 2025; bank reconciliation, budget monitor and reserve movements (reports circulated).
- 10.3 To approve two bank account signatories (in addition to the clerk as administrator), to be named on the Hinckley & Rugby Building Society application. This will be minuted in accordance with the Society's application requirements. The clerk may then proceed with the application.

**11. Council Policies & Procedures: Resolution required 11.1 & 11.2**

- 11.1 **Model Standing Orders** have been updated by NALC to comply with new procurement legislation and ensure consistency with their Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. Model Standing Order (England ) 14 has also been updated to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. The council to note the updates and adopt the revised Model Standing Orders
- 11.2 **Rushlake Green By-Law** – To review the By-Law which appears to have restricted horse riding on the green (reference the notice at the top of the green). To agree on the interpretation of the By-Law and approve any changes to existing notices.
- 11.3 **Practitioners Guide 2025** - To note that NALC has published the 2025 edition of the guide. The most notable changes are a requirement for parish and town councils to have a generic email account hosted on an authority-owned domain (.gov.uk) and a new Assertion 10, which clarifies requirements for data compliance, previously covered under Assertion 3. The clerk will prepare options for compliance to be discussed at the next full council meeting 29 May 2025.

**12. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda**

**13. Date of next meeting** – The Annual Meeting of the Council will be held on Thursday 29 May 2025 **Bodle Street Green Village Hall** 7pm.