

# WARBLETON PARISH COUNCIL

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

Jeanne Peterson  
Clerk to Warbleton Parish Council  
Tel: 07355 574998

20 September 2024

Email: [warbletonparishclerk@gmail.com](mailto:warbletonparishclerk@gmail.com)

Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 26 September 2024 at 7pm in Dunn Village Hall, Rushlake Green.

*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. **To elect a Chairman of the Council and receive the Chair's signed Declaration of Office: resolution required**
3. **To elect, if necessary, a Vice-Chairman of the Council and receive the Vice-Chair's signed Declaration of Office: resolution required**
4. **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
5. **Minutes: resolution required 5.1**
  - 5.1 To **resolve** that the minutes of the Meeting of the Council held on 25 July 2024 be taken as read, and confirmed as a correct record and signed by the Chairman
  - 5.2 Matters arising from the minutes not covered on the agenda
6. **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.
7. **Casual Vacancies: To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies: resolution required 7.3**
  - 7.1 To receive application forms from prospective councillors
  - 7.2 Co-option interviews
  - 7.3 To **resolve** the successful candidates
  - 7.4 Successful candidates to sign the Declaration of Acceptance of Office
8. **Reports – those noted as circulated will be taken as read.**
  - 8.1 To receive reports from County Councillor as circulated
  - 8.2 To receive reports from District Councillors
  - 8.3 To receive report from PCSO
  - 8.4 To receive reports from Parish Councillors
  - 8.5 Clerk's Report (on items not included on the agenda) as circulated
9. **Committee reports: resolution required 9.2**
  - 9.1 To receive proceedings of the following committee meetings:
    - i. Planning & Development – 06.08.2024 minutes have been circulated.
    - ii. To note that a Staffing Committee meeting will take place on 26.09.24 and will be reported to council at the October meeting.
  - 9.2 To receive expressions of interest from council members wishing to join the staffing Committee and to **resolve** any agreed changes

**10. Speed Watch: resolution required**

To note resident's continued concerns of speeding vehicles within the parish. Councillors to commit to engagement with Speed Watch training within the next month & to maintain awareness of the Community Speed Watch monthly updates. When possible, a member to attend the monthly councillor information sessions.

To consider the review of the data analysis of previous traffic surveys and report to a future meeting.

**11. Finance: resolutions required 11.1 11.2 11.3 & 11.4**

11.1 To authorise the bills for payment (August & September payment list circulated)

11.2 To approve the Finance Reports at 31 August 2024; bank reconciliations July and August, budget monitor and reserve movements (reports circulated)

11.3 To agree the return of event deposit to the Horticultural Society for use of Rushlake Green

11.4 To note available information on managing reserve funds in higher interest accounts and to agree any further action.

**12. Appointment of Representatives to Dunn Village Hall and Bodle Street Green Village Hall Committees: resolution required**

**13. Warbleton Emergency & Resilience Planning: resolution required 13.1 & 13.2 if quotes available**

13.1 Electrical work: To receive the quote on installation of change-over switches at the parish Halls and agree the next steps.

13.2 Spring Hill Well: To receive quotes for the proposed testing of the water and agree the next steps.

**14. Highways maintenance: resolution required 14.1**

14.1 To receive an update regarding the application process for a temporary transfer of responsibility from ESCC to WPC for the management of parish hedgerows, and agree the next steps.

14.2 To receive an update on the review of works carried out on pot hole repairs within the Parish, and note response from ESCC Highways as circulated.

**15. To review the existing application process and the Terms & Conditions for use of Rushlake Green: resolution required**

To agree updates and instruct the clerk to draft revised papers as necessary.

**16. Rushlake Green notice board: resolution required**

To note that the new notice board has been installed at Rushlake Green, and to decide whether both previous commemorative plaques should be reinstated to the board instead of the single one already fitted.

**17. Exclusion of press and public: resolution required 17.1**

17.1 To consider whether to exclude the Press and Public from the meeting during consideration of the following item pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the exempt nature of the business to be transacted due to legal and confidential considerations.

17.2 To consider the Council's legal position regarding planning application WD/2023/2974/F Osborne House, Rookery Lane, Rushlake Green, pursuant to its ownership of forefront car park and adjacent land areas and access to building works and the response to questions supplied by the council to the applicant.

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

**19. Date of next meeting – Thursday 24 October 2024 Dunn Village Hall, Rushlake Green 7pm.**