

# 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 27 March 2025 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. 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 February 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. Reports – those noted as circulated will be taken as read.**

5.1 To receive report from County Councillor as circulated

5.2 To receive report from District Councillor

5.3 To receive report from PCSO if available

5.4 To receive reports from Parish Councillors as available

5.5 Clerk's Report (on items not included on the agenda) as circulated

### **6. Committee reports**

6.1 To receive proceedings of the following committee meetings:

Planning & Development –18/02/2025 draft minutes have been circulated (meeting due on 11/03/2025 was postponed).

**7. VE Day commemoration 8 May 2025: resolutions required**

To receive an update on actions taken since the last meeting. To note that the event was agreed to work within budget limitations noted at the 23 January 2025 meeting. To approve by resolution the arrangements, and associated costs to the council where applicable:

- i. Beacon and installation
- ii. Silhouettes
- iii. Performer bookings
- iv. Programme/advertising update
- v. Village Hall facility as base
- vi. Flags
- vii. Military Vehicles
- viii. Temporary Event Notice Application
- ix. Wet weather contingency
- x. Risk Assessment/Insurance

**8. Annual Parish Assembly 2025: resolution required**

To discuss and agree a meeting date subject to hall availability. To agree the draft agenda which proposes to include local groups invited to give brief updates as to their activities. A representative from "Wild about Warbleton" will be invited to give a talk. As previously agreed, drinks and nibbles to be provided.

**9. Warbleton Phone Box: resolution required**

The BT contract for WPC to adopt the phone box has been received and circulated. It is confirmed that even though the box is listed, telephony will be removed from the box. Any electricity supply to the box will be paid for by BT, but replacement of a light within the box, as well as all maintenance will become the responsibility of the council.

The council is to consider and approve the adoption of the box, and to authorise the clerk to sign the contract on behalf of the council, and that bank signatories will sign the £1 cheque.

**10. Rushlake Green event booking request: resolution required**

10.1 Warbleton & District Horticultural & Poultry Society

**11. Finance: resolutions required 11.1 – 11.4**

- 11.1 To authorise the bills for payment (March 2025 payment list circulated).
- 11.2 To approve the Finance Reports at 28 February 2025; bank reconciliation, budget monitor and reserve movements (reports circulated).
- 11.3 To consider the options to invest the council's business reserve funds in a 90 Day Account (as agreed at the council meeting held on 27 February 2025). To approve which option fits best to the council's requirements and authorise the clerk to make necessary arrangements.
- 11.4 To consider that the following regular payments be made by direct debit from the council's account to the provider, and authorise signatories to sign the paperwork:  
**Wealden District Council** – quarterly dog bin emptying  
**Hugo Fox** – monthly fee for website services  
**ICO** – annual subscription to comply with data protection requirements

**12. Council Policies: Resolution required 12.1**

12.1 Financial Regulations: The Model Financial Regulations have been updated because of The Procurement Act 2023 and the Procurement Regulation 2024. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11. The council to note the updates and adopt the revised Financial Regulations.

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

**14. Date of next meeting – Thursday 24 April 2025 Bodle Street Green Village Hall 7pm.**