

WARBLETON PARISH COUNCIL

www.warbletonparishcouncil.co.uk

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20 June 2025

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Members of Warbleton Parish Council are summoned to the Parish Council meeting to be held on Thursday 26 June 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 Annual Meeting of the Council held on 29 May 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 if agreed to co-opt to fill the existing vacancy: resolution required 5.2

- 5.1 To receive the application form from prospective councillor/s (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 – 3 June 2025 draft minutes have been circulated.

8. Finger Posts: resolution required

To receive this year's assessment report on the condition of parish finger posts. To agree which posts require priority maintenance and authorise the clerk to obtain work quotes and apply for match funding from ESCC. The balance to be funded by remaining CIL funds if agreed.

9. Finance: resolutions required 9.1 & 9.2

9.1 To authorise the bills for payment (June 2025 payment list circulated).

9.2 To approve the Finance Reports at 31 May 2025; bank reconciliation, budget monitor and reserve movements (reports circulated).

10. Council Policies & Procedures: resolution required 10.1 & 10.2

10.1 **Rushlake Green Bye-Law** – To receive an update on further research undertaken by the clerk and to review any relevance to the sign on Rushlake Green which restricts horse riding. To agree on the interpretation of the latest available copy of the Bye-Law and approve any changes to existing notices, and whether to revise the existing Bye-Law.

10.2 **Practitioners Guide 2025** - To note that NALC has published the 2025 edition of the guide. The most notable change is a new Assertion 10, which clarifies requirements for data compliance, previously covered under Assertion 3. There is a mandatory requirement in Section 1 of the Guide for smaller authorities to have an authority-owned website domain (.gov.uk) and a generic email account hosted on the same (.gov.uk).

Assertion 10 will be included in the 2025/26 external audit check to be assessed as compliant or not.

It is recommended that Warbleton Parish Council go ahead initially to commission the .gov.uk website address (at no additional charge with the current website provider), and to approve a generic .gov.uk email address for the clerk (charged at an additional 9.99 + vat per month – this charge would allow up to five addresses).

Due to compliance requirements with data protection/GDPR it is also recommended practice that all members switch to a .gov.uk email address to deal solely with council correspondence. The council to agree this process.

11. Water Conservation: resolution required

The council will work to encourage local residents to reduce their water usage with the aim of slowing water run-off into the sewerage network during peak rain periods. The council to agree the process for researching relevant information and making that available to residents.

12. Spring Hill Tree: resolution required

To agree the procurement process for obtaining the Black Tulip Magnolia tree and plaque (as agreed 27 March 2025 Item 13), and planting arrangements.

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

14. Date of next meeting – The next meeting of the Council will be held on Thursday 24 July 2025 **Bodle Street Green Village Hall** 7pm.