

WARBLETON PARISH COUNCIL

www.warbletonparishcouncil.co.uk

Jeanne Peterson
Clerk to Warbleton Parish Council
Tel: 07355 574998
Email: warbletonparishclerk@gmail.com

17 May 2024

Members of Warbleton Parish Council are summoned to the **Annual Meeting of the Council** to be held on Thursday 23 May 2024 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. To elect a Chairman of the Council and receive the Chair's signed Declaration of Office – resolution required**
- 3. To elect a Vice-Chairman of the Council and receive the Vice-Chair's signed Declaration of Office – resolution required**
- 4. Appointment of Standing Committees – resolution required 4.1 & 4.2**
 - 4.1 Planning Committee – minimum three members
 - 4.2 Staffing Committee – minimum three members
- 5. Election of Chairman & Vice-Chairman to each of the following Committees – resolution required 5.1 & 5.2**
 - 5.1 Planning Committee
 - 5.2 Staffing Committee
- 6. Appointment of Representatives to Outside Bodies**
 - 6.1 Dunn Village Hall
 - 6.2 Bodle Street Green Village hall
 - 6.3 Wealden District Association of Local Councils (WDALC)
- 7. 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
- 8. Minutes: resolution required 8.1**
 - 8.1. To resolve that the minutes of the Council meetings held on 25 April 2024, and the minutes of the Annual Parish Assembly held on 21 March 2024 be taken as read, and confirmed as a correct record and signed by the Chairman
 - 8.2. Matters arising from the minutes not covered on the agenda
- 9. 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.
- 10. Reports – those noted as circulated will be taken as read.**
 - 10.1. To receive report from County Councillor as circulated
 - 10.2. To receive reports from District Councillors
 - 10.3. To receive report from PCSO if available
 - 10.4. To receive reports from Parish Councillors

- i. Cllr Beverley Saunders - Dunn Village Hall as circulated
 - ii. Cllr Andy Long – Update report
- 10.5. To receive Clerk's report as circulated
- 11. Committee reports**

To receive proceedings of the following committee meetings:

 - i. Planning & Development – 23.04.2024 draft minutes have been circulated.
- 12. Highways – general issues**
 - 12.1 Sink hole at the corner of Rookery Lane and the junction of the Bodle Street road
 - 12.2 SE Water works signage on Rushlake Green
- 13. Finance: resolutions required 13.1 – 13.10 (papers have been circulated and will be taken as read)**
 - 13.1 To consider and approve the 2023-2024 Annual Governance Statement (Section 1)
 - 13.2 To consider and approve the 2023-2024 Accounting Statements (Section 2)
 - 13.3 To acknowledge the approved Internal Audit Report 2023-2024 and note that the council is compliant in its financial processes.
 - 13.4 To consider and approve the Explanation of Variances Report
 - 13.5 To receive and approve the updated Asset Register at 31 March 2024
 - 13.6 To receive the Summary of Accounts at year end 31 March 2024
 - 13.7 To receive the bank reconciliation reports at year end 31 March 2024 and at 30 April 2024
 - 13.8 To authorise the clerk to submit the council's end of year financial papers to the external auditor.
 - 13.9 To note that the Exercise of Public Rights will commence on 03.06.24 until 12.07.24
 - 13.10 To consider and authorise the bills for payment as per the payment list.
- 14. Policy updates: resolution required 14.1**
 - 14.1 An update to the Financial Regulations has been provided by NALC. The revised draft policy document has been circulated for consideration.
 - 14.2 To note that there are no further updates to policies required at this time, but the clerk will be reviewing all papers in due course.
- 15. Warbleton Emergency & Resilience Planning: Resolution required 15.1**

To note that both Dunn Village Hall and Bodle Street Green Village Hall Committees are favorable to allow access for electrician quotes to install change-over switches. To receive an update if available.

 - 15.1 Spring Hill Well, Punnetts Town – to consider how this council owned resource may be used in cases of emergency and agree next steps in investigating its potential use.
- 16. Exclusion of press and public: resolution required 16.1**
 - 16.1 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.
 - 16.2 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.
- 17. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda**
- 18. Date of next meeting – Thursday 20 June 2024 Bodle Street Village Hall 7pm.**