

## Chiddingly Parish Council

[www.chiddingly.gov.uk](http://www.chiddingly.gov.uk)

### Chairman

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### Clerk

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14<sup>th</sup> May 2019

Members of Chiddingly Parish Council are summoned to the **Annual Parish Council Meeting** to be held on **21<sup>st</sup> May 2019** commencing at 1930 hours in Chiddingly Village Hall.

Signed: *Claudine Feltham* Clerk to Chiddingly Parish Council.

### AGENDA

1. The Election of the Chairman of Chiddingly Parish Council.
2. Election of Vice Chairman of Chiddingly Parish Council.
3. Election of Planning Committee Chairman
4. Receive the Declaration of Acceptance of Office from the incoming Parish Council Chairman
5. Receive the declarations of acceptance of office from all incoming members.
6. Receive the Register of Interest forms from all councillors and Chairman
7. Apologies and reasons for absence.
8. The Chairman will invite Councillors to declare any interest they may have in the following agenda items.
9. Minutes of 16<sup>th</sup> April 2019 Parish Council Meeting to be agreed and signed as a true record.

*The meeting is then suspended for 10 minutes, if required, for the Public to express a view or ask a question about any item on the following agenda.*

10. Clerk and Councillor reports arising from the minutes of 16<sup>th</sup> April 2019 not covered elsewhere in the agenda:
11. Councillor Reports:
  - 11.1. Cllr Geoffrey Draper (WDC).
  - 11.2. Cllr Nick Bennett (ESCC)
12. Correspondence: ESCC Footpath order – as covered in item 16.2 of this agenda
12. **Jubilee Field and verge**
  - 12.1 Improvement works to the verge – update from Cllr Goss
13. **Jubilee Play Park**
  - 13.1 Repairs required to the broken gates and one gate catch
  - 13.2 The picnic bench is too far gone for repair and needs replacing.

13.3 The stock netting fence on the hedge side of the park needs replacing. The stock netting is holding the posts up which have rotted off below ground. Resolve to replace with paling fencing like round the rest of the park.

13.4 The plastic seat on one of the swings has a couple of small splits along the edge. Concern that the splits might pinch bare legs.

14. Noticeboards – to consider the style and quotes for the replacement noticeboard – as circulated by the Clerk

## **15 Councillor Reports:**

### **15.1 Village Shop**

15.2 **Saturday Morning Market** – update from Cllr Goss.

15.3 Ask for volunteers to attend Saturday morning market, so that the Clerk can create a new rota.

## **16. Footpaths**

16.1 Hoads Wood new hand rails installed by ESCC – Cllr Goss

16.2 Public footpath Chiddingly 67 Definitive Map Modification Order from ESCC:

‘The effect of the order is to add a public footpath commencing at the public highway known as footpath Chiddingly 18a, just south of the junction of public bridleways Chiddingly 7b and 7c, and public footpaths 18a and 45 running in a west-south-westerly direction for 9 metres to reach the waters edge at the weir before turning and running in a generally south-south-easterly direction for 34 metres, to re join public footpath 18a. The path will have a uniform width of 2 metres throughout’

17. **Highways** – any new issues to report?

## **18. Financial Matters** – Clerk

18.1 To approve the Bank reconciliations for April 2019.

18.2 To approve and authorise accounts payable (as detailed on the payment list).

18.3 To acknowledge the receipt of the following RBS End of Year financial reports and Annual Return documents for the year ending 31<sup>st</sup> March 2019:

- Cash and investment reconciliation
- Ear marked reserves
- Detailed receipts and payments by budget heading
- Trial balance
- Fixed assets register
- Risk assessment
- Annual return detailed report
- Statement of internal control and review effectiveness of internal control
- Annual Governance and Accountability Return 2018-2019
- Explanation of any significant variances from last years annual return figures and this year’s annual return figures.

18.4 Resolve to create an earmarked reserve within the RBS finance system for the CIL funds, as suggested by the internal auditor (in addition to the CIL funds having their own bank account)

## **19. Annual Governance Statement.**

19.1 To review the effectiveness of the system of internal control and prepare the annual governance statement.

19.2 Resolve that full parish council approve the Annual Governance Statement.

19.3 For the Chairman to sign the Annual Governance Statement.

**20. Annual Accounting Statements.**

20.1 For full parish council to consider the Accounting Statements

20.2 Resolve that full parish council approve the Accounting Statements

20.3 For the Chairman to sign the annual Accounting Statements

**21.** Parish council policies to review and approve the following policies/documents:

- GDPR
- GDPR personal data
- Document retention
- Freedom of Information
- Financial regulations
- Retention of documents
- Recording of public meetings
- Standing Orders
- Media
- Statement of internal controls
- Gifts and hospitality
- Consultations
- Risk assessment
- Fixed asset register

**22.** Chiddingly Parish Council Annual Assembly – to finalise arrangements for next weeks annual assembly

**23.** Community Land Trust – an update from Cllr Goss

**24.** Roles and responsibilities. To resolve the following positions:

24.1 Councillors for the Planning Committee.

24.2 Representative for Parish Planning Panel.

24.3 Councillors for the Finance Working Party.

24.4 Resolve which members will have areas of special responsibility. The current areas are:

- Jubilee Field
- Footpaths & Bridleways
- Highways
- Village Hall Committee
- Lachelle Link
- Parish Church/PCC
- Village Car Park & Recycling Centre
- Emergency Planning
- Tree Warden
- Jubilee Garden
- Neighbourhood Watch
- Sussex Police
- Veolia

**25.** Resolve to (usually) hold the Parish Council meeting on the third Tuesday of the month and the Planning Committee Meeting on the fourth Tuesday of the month.

**26.** Any items for inclusion on next month's agenda:

***The May 2019 planning meeting will follow on from the end of this parish council meeting.***

- *The Annual Assembly will take place on 28<sup>th</sup> May 2019 in Chiddingly Village Hall. Doors open from 7.15 p.m. and start at 7.30 p.m.*
- *The next parish council meeting will take place on 18<sup>th</sup> June 2019 in Chiddingly Village Hall at 7.30 p.m.*
- *The next planning meeting will take place on 25<sup>th</sup> June 2019 in Chiddingly Village Hall at 7.30 p.m.*