

PARISH COUNCIL

OF

Wisborough Green

ANNUAL MEETING

Committee Room at the Village Hall

Tuesday 16th May 2017

At 7.45 pm

THE PUBLIC AND PRESS ARE CORDIALLY
INVITED TO BE PRESENT

Parish of Wisborough Green

Notice of Meeting of Parish Council

To: All Members of the Parish Council

I hereby give you notice that the Annual Meeting of Wisborough Green Parish Council will be held in the Committee Room in the Village Hall on Tuesday 16th May 2017 at 7.45 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated 11th May 2017

.....*L N Davies*.....

Clerk of the Parish Council

BUSINESS TO BE TRANSACTED	Time
1. Apologies for Absence	1 min
2. Election of Chairman and signing of Declaration of Acceptance of Office	1 min
3. Election of Vice-Chairman and signing of Declaration of Acceptance of Office	1 min
4. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation.	1 min
5. Minutes of the last Meeting – to approve the minutes of the meeting held on Tuesday 18 th April 2017	1 min
6. Minutes of the Annual Parish Meeting – to approve the minutes of the meeting held on Thursday 20 th April 2017	1 min
7. Minutes of the Planning Committee – to approve the minutes of the meeting held on Tuesday 2 nd May 2017	1 min
8. District/County Councillor – to receive an update on District/County related matters.	10 mins
9. Public Questions – to receive, and act upon if considered necessary by Council, comments made by members of the public.	10 mins
10. Policy Documents and Committees:	
a. Financial Regulations – to approve circulated document.	1 min
b. Members’ Areas of Interest - to review and agree for the year, including formal appointments to outside bodies	5 mins
c. Finance Committee - agree membership, agree Terms of Reference and elect the Chairman	3 mins
d. Planning Committee - agree membership, Terms of Reference and elect the Chairman	3 mins
e. Green Co-ordination Group - agree membership and Terms of Reference	3 mins
11. Matters Arising from the meeting on 18 th April 2016 and on-going matters:	
a. Gatwick Airport – update and agree consultation responses (PD)	5 mins
b. Traffic Management Plan – update and agree applications to be submitted to WSCC (KC)	10 mins
c. Village website – progress update (Clerk)	2 mins
d. Community Speed Watch – update on establishing the group (HT)	2 mins
e. Community Infrastructure Workshop – update (SO/Clerk)	2 mins
f. Clerk’s Report on on-going matters (Clerk)	5 mins
- Community Payback Scheme	
- Village Design Guide – submission to CDC	
- Asset of Community Value application	
- Risk Assessment – village paths – actions to report	
- No Parking Cones – 7 cones lost at weekend’s event	

WISBOROUGH GREEN PARISH COUNCIL – AGENDA FOR TUESDAY 16th MAY 2017

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| 12. New Items for Discussion | | | | |
| a. Antiques Fayre in marquee – to consider request to hold an event on Saturday 26 th August (Clerk) | | 2 mins | | |
| b. South Down National Park Authority - Parish Member appointment – to consider position and approve nomination (if necessary) (Clerk) | | 1 min | | |
| 13. Correspondence – to read, comment, and where necessary take action, on letters and reports received by the Parish Council | | 3 mins | | |
| 14. Planning: | | 10 mins | | |
| a. New Planning Applications: To receive, discuss, comment upon and ratify planning applications received as listed below: | | | | |
| | <table border="1"> <tr> <td>SDNP/17/02001/CND
– Case Officer
Beverley Stubbington</td> <td>Mr Robert Hall
The Kiln , Brick Kiln Common, RH14 0HZ
Grid Ref 502814 122916
Variation of condition 2 of permission SDNP/13/03317/FUL. Revision of plans showing fenestration and roof line changes.
http://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=OOJVZ4TUI8300</td> </tr> </table> | SDNP/17/02001/CND
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| b. District Council Decisions – to receive Chichester District Council planning decisions | | 1 min | | |
| c. District Council Planning Committee – confirmation of attendance and any representation at meeting on Wednesday 21 st June at 9.30 am relating to Land South of Meadowbank | | 3 mins | | |
| 15. Finance: | | 10 mins | | |
| a. Society of Local Council Clerks - to authorise expenditure for Clerk’s membership | | | | |
| b. Accounts for Payment - to receive details and agree payment | | | | |
| c. Bank Reconciliation - to confirm month end reconciliation (HT) | | | | |
| d. Internal Auditor’s Report for the year ended March 2017 – consider report, review internal controls and consider outcome of review (report circulated) | | | | |
| e. To approve the Annual Governance Statement for 2016/17 (circulated) | | | | |
| f. To approve the Accounting Statements for 2016/17 for submission to the external auditor (circulated) | | | | |
| g. To approve Community Infrastructure Monitoring report for year end March 2017 (circulated) | | | | |
| 16. Other Reports: | | | | |
| a. Village Hall (SO) | | 1 min | | |
| b. Allotments (Clerk) | | 1 min | | |
| c. Pavilion (KC/AJ) | | 1 min | | |
| d. The Green – confirmation of work and Sports Association’s contribution (AB) | | 1 min | | |
| 17. Any Other Matters to Report: (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.) | | | | |
| 18. Date of next meeting: Planning Committee Meeting on Tuesday 6 th June 2017 at 8.00 pm.
Parish Council Meeting on Tuesday 20 th June 2017 at 7.45 pm. | | | | |
| Exclusion of Press and Public. Pursuant to Standing Orders Section 3d, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public will be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted. | | | | |
| 19. Village Hall Lease: To approve draft Lease and councillor signatories | | | | |