

To: All Members of the Parish Council

I hereby give notice that the Parish Council Annual Meeting will be held in the Committee Room at the Village Hall on **Tuesday 18th June 2024 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.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 13th June 2024

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Council Membership – Co-option of a new Parish Councillor **(5)**
4. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 4th June 2024 **(1)**
5. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Policy documents: To review and adopt the following:
 - a. Developer Engagement Policy – to consider and agree new policy (AJ) **(5)**
8. Report on on-going matters:
 - a. Neighbourhood Plan/Chichester Local Plan – update (Clerk) **(2)**
 - b. Public Toilets – update on utility providers and to agree expenditure for a replacement toilet in the ladies (Clerk) **(2)**
 - c. Pavilion – to receive improvement details and agree finance and next steps (AJ) **(15)**
 - d. Pavilion Lease – update and to agree next steps (Clerk) **(1)**
 - e. Byelaws – to agree if the application to update should also include Stable Field (Clerk) **(1)**
 - f. Youth Surface – to receive provisional costs to provide a further goal and consider if the project should be progressed. If not, to approve expenditure to have the old galvanised basketball post painted green (Clerk) **(3)**

- g. Clerk's Update: **(3)**
 - School Road Watershed application
 - Yellow zig-zag lines outside the school
 - Village maintenance
 - August newsletter – updates/articles to include
 - Other matters to report since the publication of the agenda
9. New Items for Discussion:
- a. CDC Climate Change Initiative – to consider and agree if a Councillor/Clerk to attend the workshop (Clerk) **(2)**
 - b. Annual Fair – to confirm arrival/departure dates and charge for September (Clerk) **(2)**
 - c. Litter Picking Equipment – to authorise expenditure to purchase more hoops (Clerk) **(1)**
 - d. Playground Gate – to authorise expenditure for a replacement gate (Clerk) **(1)**
10. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**
11. Planning **(3)**:
- a. New Applications:

Application No.	Application Details
KD/24/01197/FU L - Case Officer: Freya Divey	Mr and Mrs Weekes Lower Barn (Near Chandlers Barn) Skiff Lane Wisborough Green Billingshurst Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. (Variation of condition 2 of permission 23/01717/FUL - amendments to basement and ground floor). O.S. Grid Ref. 503194/127555 Access in Wisborough Green To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SDXZ3QERIYC00

- b. [District Council Decisions](#): to receive details of the Planning Authority's decisions
 - c. Enforcement: to report any possible planning breaches or CDC update
12. Finance **(10)**:
- a. Bank Reconciliation - to confirm month end reconciliation for May (HT)
 - b. Accounts for Payment - to receive details and agree payment
 - c. Monthly Financial Statement – to receive the year to date compared to budget statement
13. Other Reports **(5)**:
- a. The Green (Clerk)
 - Cricket Nets – to report response from the Cricket Club
 - Traffic Concerns – Friday evening cricket – to agree if any further action should be taken
 - RunWisborough on 9th June – any feedback to report
 - School Fair 15th June – any feedback to report

- b. Allotments (Clerk)
 - To approve greenhouse or polytunnel for plot 2C.
 - c. Health & Safety - any concerns to report (All)
14. 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.)
15. Date of Next Meeting:
Planning Committee – Tuesday 2nd July 2024 at 8.00 pm (only if required)
Parish Council Meeting – Tuesday 16th July 2024 at 7.45 pm