



Clerk: Ms Liz Gander  
 Parish Council Office  
 The Cock Inn  
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**To Members of the Parish Council**

You are summoned to attend the Annual Meeting of the Parish Council to be held in the **Church Hall, Church Lane**, on Monday 13 May 2019 at 8pm.

Liz Gander (Clerk)

**OPEN FORUM**

Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.

**AGENDA**

<b>Agenda Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>1</b>	<b>Election of Chair &amp; signing of declaration of acceptance of office</b>	
<b>2</b>	<b>Election of Vice-Chair</b>	
<b>3</b>	<b>To receive Declarations of Acceptance of Office from all Councillors</b>	
<b>4</b>	<b>Apologies for Absence</b>	
<b>5</b>	<b>Declarations of Members' Interests</b>	All councillors
a	To receive declarations of pecuniary interest from Councillors in respect of items on the agenda	
b	To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.	
c	To remind Councillors of the need to observe the Council's Code of Conduct.	
d	To remind Councillors of the need to submit new Register of Members Interests forms within 28 days.	
<b>6</b>	<b>To approve the Minutes of:</b>	All councillors
a	The Parish Council meeting of 4 March 2019	
b	The Parish Council meeting held 1 April 2019	
c	To sign the minutes of 4 and 18 Feb 2019 approved at the meeting of 4 March.	
d	To agree the draft minutes of the Annual Parish meeting, prior to these being uploaded (in draft) to the Council's website	
<b>7</b>	<b>To Review and Re-Adopt the following Documents:</b>	All councillors
a	Code of Conduct	
b	Financial Regulations	
c	Standing Orders	
<b>8</b>	<b>To Agree the Appointment of Representatives to the Following Outside Bodies:</b>	All councillors
a	Lewes District Association of Local Councils: two members.	
b	Wivelsfield Village Hall & Recreation Ground Committee: two members.	
c	East Sussex Association of Local Councils Executive Board: two members	

<b>9</b>		<b>To Confirm the Dates of Meetings for the Forthcoming Council Year</b>	Clerk
<b>10</b>		<b>To Confirm Insurance Arrangements for the Forthcoming Year</b>	Clerk
<b>11</b>	a b c d e f	<b>Financial Matters</b> To review and authorise cheques for payment. To agree cheque signatories and internet banking access for the Co-op accounts. To agree cheque signatories for the Barclays account. To discuss the best way forward with accounts packages. To consider a request for a grant towards landscaping the garden to the rear of the Church Hall for the benefit of its users. Request for grant for Village Day.	Clerk
<b>12</b>	a b c	<b>Review of Agency Arrangements</b> Use of Lewes District Council for monthly play area inspections. Contract with East Sussex Highways for highway verge cutting. Contract with Simon Goacher for payroll services.	
<b>13</b>	a b c d e	<b>Planning Matters</b> <b>To consider the Planning Applications below and any others received between the publication of this agenda and the meeting.</b> <u>LW/19/0252 – 49 Ridgeway</u> – erection of conservatory to rear of property.* <u>LW/19/0244 – The Homestead, Homestead Lane</u> – proposed single storey side extension.** <b>Other Planning Matters</b> <u>LW/18/0900- Somerset House, Green Road</u> – to consider whether the Council can do anything to appeal against this consented application for prior approval of change of use to 25 flats in the former Beer Piper building. <u>Charters Gate Way drainage</u> <u>Springfield Industrial Estate</u> – update.	Councillors
<b>14</b>	a b c d e	<b>Items to be Discussed from Previous Meetings</b> Tree responsibilities at the Green/VAT situation. Highways Gate, Green Road. Bollards, North Common Road. To note East Sussex Highways' acknowledgement of Theobalds Road as a bridleway, rather than a highway. Email correspondence.	Clerk
<b>15</b>	a b c d	<b>Reports from Councillors</b> CCTV update. Concerns about horses in the Charters Gate Way development. State of verge between Charters Gate and Drivers' Road. Cars parked on pavement opposite 'Willows', and near Baldings Cottages.	EP EP
<b>16</b>	a b c d	<b>Correspondence</b> Concerns regarding the development at Coldharbour Farm. SSALC – Councillor briefing sessions. Damaged verges. Concern about speed of traffic on South Road.	Clerk
<b>17</b>		<b>Items for Noting or Inclusion on Next Agenda</b>	All
<b>18</b>	a	<b>Date of Next Meeting</b> Parish Council Meeting - Monday 4 <sup>th</sup> June 2018	

\*comments to be with Lewes District Council by 8 May 2019 however extension given until after this meeting

\*\*comments to be with LDC by 13 May 2019, however extension agreed until after this meeting.