

Parish Council Members are Summoned to the **Annual Meeting of the Parish Council**  
to be held on Wednesday 11th May 2022 at 7.30 p.m in Brightling Village Hall

Signed: Gilly Lowe, Clerk & RFO

Date: 5th May 2022

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## **A G E N D A**

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Acceptance of Office and review of Members' Interests.
4. Apologies for absence
5. Disclosures of interest  
To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct.
6. Additional agenda items  
To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Clerk by 12 Noon on the day preceding the meeting.
7. Adoption of minutes  
To confirm the minutes of the ordinary meeting held on Wednesday 9th March 2022 as a true and correct record.
8. Standing Orders and Financial Regulations
  - 8.1 To note the date (November 2019) of the most recent review and confirm re-adoption.
9. To approve the Asset Register of Council Property
10. To confirm the appointment of members to serve on external bodies and councillors' lead responsibilities.
11. To confirm the dates of future meetings  
2022: 6<sup>th</sup> July, 14<sup>th</sup> September, 9<sup>th</sup> November.  
2023: 11<sup>th</sup> January, 8<sup>th</sup> March, 10<sup>th</sup> May (AGM).

**12.** To confirm the date of the Annual Assembly in 2023 as Wednesday 12<sup>th</sup> April 2023.

**13.** Open Forum

- 13.1 To receive verbal reports on any matters to which RDC or ESCC councillors wish to speak.
- 13.2 To receive verbal representations on any agenda items to which members of the public wish to speak.

**14.** RFO Report and Governance

14.1 Annual Governance and Accountability Return

- 14.1.1 To review the effectiveness of internal systems of control,
- 14.1.2 Subject to the findings of 14.1.1 above to approve the Annual Governance Statement (by resolution),
- 14.1.3 To approve the Accounting Statement (by resolution) and witness the signing thereof,
- 14.1.4 To certify that the parish council continues to meet the criteria to submit a Certificate of Exemption to the internal auditor.

14.2 RFO Report

- 14.2.1 To report on the internal auditor's report (previously circulated by email).
- 14.2.2 To receive the schedule of receipts and payments for April 2022.
- 14.2.3 To receive the bank reconciliation to year end 31<sup>st</sup> March 2022.
- 14.2.4 To approve the following payments:
  - 14.2.4.1 Dragon Signs (Annual Assembly signs) - £75.00 (paid retrospectively)
  - 14.2.4.2 Champagne & Caviar (Annual Assembly canapés) - £60.00 (paid retrospectively)
  - 14.2.4.3 Annual Assembly drinks (Jempson's) - £38.00 (paid on the credit card 2<sup>nd</sup> April 2022)
  - 14.2.4.4 ESALC Planning Training (CLr Coleman attended) - £48.00 (paid retrospectively)
  - 14.2.4.5 ESALC 2022/'23 subscription - £103.74
  - 14.2.4.6 Chairman's Expenses –
  - 14.2.4.7 High Viz Vests (Safety Supplies) - £13.86 (paid on the credit card 10<sup>th</sup> March 2022)
  - 14.2.4.8 Clerk's Expenses –
  - 14.2.4.9 Clerk's backdated pay for 2021/'22 - £68.40 (as per recent Pay Agreement - March '22.)
  - 14.2.4.10 Go Daddy renewal – £41.45 (paid on the credit card 3<sup>rd</sup> May 2022)
  - 14.2.4.11 Zurich Insurance renewal - £236.99
- 14.2.5 To receive the end of year accounting statement against budget.
- 14.2.6 To confirm the salary of the clerk continuing at £329.40 per month (£10.98/hr) as agreed in the budget plans for 2022/'23.

14.3 Governance

- 14.3.1 To review the Annual Assembly on 6<sup>th</sup> April 2022 and note any points for 2023.

14.3.2 To review, approve & adopt the Member's Code of Conduct

15. Consultation on anti-poverty strategy

16. Litter-Pick & Jubilee Tree - reports

17. High Weald AONB Management Plan Survey Responses

18. Community and Business Development

18.1 Broadband – *Cllr Wedmore*

18.2 Crime, anti-social behaviour & police relationships - *Cllr Croft*

18.3 Defibrillators – *Cllr Croft*

18.4 Environment & Bio-Diversity – *Cllrs Wedmore & Oxenford*

18.5 Footpaths & Bridleways – *Cllr Lambert-Gorwyn*

18.6 Highways, hedges & potholes – *Cllr Petty*

18.7 Messenger Magazine – *Cllrs Oxenford, Petty & Coleman*

18.8 Phone Box – *Cllr Coleman*

18.9 Refuse Collection – *Cllr Croft*

18.10 Trees – *Cllr Lambert-Gorwyn*

18.11 Utilities – *Cllr Lambert-Gorwyn*

18.12 Village Hall – *Cllr Oxenford*

18.13 Website – *Cllr Wedmore*

18.14 Welcome Packs – *Cllr Mower*

19. Planning Matters

***Items 18.3 – 18.4.6 are for councillors' information only***

19.1 Update on Enforcement – *Cllr Petty* to report

19.2 New Planning Applications

19.2.1 RR/2022/431/P – The Coach House, Brightling Road, Brightling

*Proposal: First floor side extensions*

The following comments were submitted online before the deadline of 19<sup>th</sup> April:

*Brightling Parish Council has no objection in principle to this application but would like the following conditions to be considered:*

*1. No external lighting to support the "dark skies" policy.*

*2. Planning permission should not be granted until satisfactory details of heating and energy use have been supplied, to conform with Rother's policy SRM1: Towards a Low Carbon Future.*

*3. Any materials used should be in keeping with the rest of the building and the surrounding area*

**19.2.2 RR/2022/616/P – Becket House, Brightling TN32 5HH**

*Proposal: Proposed brick piers, sandstone walls with copings and wrought iron pedestrian gate & posts to the northern boundary of the site.*

**19.3 Enforcement / Appeals**

**19.3.1 ENF/89/22/BRI – 4, Riverhouses, Battle Road, Brightling**

New: Erection of steel framed building without permission; material change of use of site outside of what was approved in Lawful Development Determination (RR/2013/148/O).

**19.3.2 ENF/364/21/BRI – 1, Furnace Cottage, New House Farm, Brightling**

Works to a non-designated Heritage Asset. Decision following weekly meeting. Building is not listed, therefore no breach of planning control – No Further Action.

**19.4 Decision Notices**

**19.4.1 RR/2021/2985/P – Hollingrove Farm, Kent Lane – Permission granted for creation of a tennis court.**

**19.4.2 RR/2022/31/P – 2, Park View, Rectory Hill – Permission granted for a single/two storey infill extension including internal alterations.**

**19.4.3 RR/2021/2517/P – Prinkle View, Battle Road – Permission granted for removal of lobby to rear of existing building and erection of single storey extension to rear of building and conversion of roof space to bedroom.**

**19.4.4 RR/2021/2183/P – Little Worge Farm, Willingford Lane – Permission granted for a new single door and window opening and external paving to Little Worge Barn Annexe out-building.**

**19.4.5 RR/2021/1969/P – The Oast, Brickyard Lane – Permission refused (retrospectively) for the demolition of existing outbuilding and erection of log cabin. Extension of existing residential curtilage.**

**19.4.6 RR/2022/381/P – The Coach House, Brightling Road – Permission granted (retrospectively) for conversion of existing games room accommodation above garage to self-contained one bed annexe.**

**20. Future Training Events**

24<sup>th</sup> May 2022 – “Pathway to Net Zero” - Cllrs Wedmore & Croft to attend

**21. Parish Councillors’ Forum**

**22. Information for Councillors / Future Agenda Items**

**23. Future Meetings**

23.1 The next meeting of the parish council will be in Brightling Village Hall at 7.30pm.

23.2 The following are the remaining dates for council meetings in the current council year (subject to confirmation of agenda items 11. and 12. above):

2022:

6<sup>th</sup> July, 14<sup>th</sup> September, 9<sup>th</sup> November.

2023:

11<sup>th</sup> January, 8<sup>th</sup> March, (12<sup>th</sup> April Annual Assembly), 10<sup>th</sup> May (AGM)