

Parish Council Members are summoned to an **Ordinary Meeting of the Parish Council** to be held on **Wednesday 13<sup>th</sup> March 2024** at 7.00 p.m. in Brightling Village Hall

Signed by: 

Parish Clerk & RFO

Date: 6<sup>th</sup> March 2024

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## A G E N D A

**For Information Only:** Members of the Public and Press are welcome and encouraged to attend. There is no need to book to attend the meeting, everyone is welcome. There is a public forum at the beginning of the meeting where everyone has a chance to speak. Once the meeting has started, members of the public cannot speak, unless invited by the Chair.

If you have a question for Councillors, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and advice. Anything received post the agenda being published will be included on the next agenda for discussion. To contact the Clerk about a question please email [clerk@brightling-pc.gov.uk](mailto:clerk@brightling-pc.gov.uk)

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### 1. Public Forum

### 2. Apologies for Absence

### 3. 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.

### 4. 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.

### 5. Adoption of Minutes

Councillors to receive and **RESOLVE** to adopt the minutes of the ordinary meeting held on Wednesday 10<sup>th</sup> January 2024 and the extraordinary planning meeting held on Thursday 15<sup>th</sup> February 2024 as true and correct records.

### 6. Reports from District and County Councillors

Cllr. Eleanor Kirby-Green (ESCC) and Cllr. John Barnes (RDC) to update the Council on items of change or importance.

## 7. D-Day 80<sup>th</sup> Anniversary

- 7.1. The Clerk to share details of beacon lighting and confirmation of insurance arrangements.
- 7.2. Councillors to discuss and **RESOLVE** any further village activities to mark the anniversary.
- 7.3. Councillors to discuss and **RESOLVE** to purchase a commemorative D-Day flag to be raised from the church flagpole.

## 8. South East Water

Councillors to discuss and **RESOLVE** questions to be submitted to South East Water Stakeholder Officer ahead of attendance at the Annual Parish Meeting 10/4/24.

## 9. Highways and Drainage

- 9.1. Councillors to receive the minutes of the Strengthening Local Relationships meeting held 16/2/24.
- 9.2. The Clerk to provide an update to Councillors from Cllr Dowling (ESCC), if received.
- 9.3. Cllr. Petty to provide further updates on highways and drainage.

## 10. Affordable housing

Councillors to discuss and **RESOLVE** a position in relation to affordable housing within the Parish and actions that arise thereafter.

## 11. Policies and website

- 11.1. Councillors to discuss and **RESOLVE** to adopt a Data Protection policy.
- 11.2. Councillors to discuss and **RESOLVE** to adopt a Freedom of Information & Publication Scheme.
- 11.3. Councillors to discuss and **RESOLVE** to adopt an Accessibility Statement for the Parish website.
- 11.4. Councillors to discuss and **RESOLVE** to adopt a Privacy Policy for the Parish website.

## 12. Annual Parish Meeting

- 12.1. Councillors to discuss and **RESOLVE** the arrangements for food and drink.
- 12.2. Councillors to discuss and **RESOLVE** to seek reports from the following organisations/areas:
  - 12.2.1. Brightling Flower Show
  - 12.2.2. Brightling Village Trust
  - 12.2.3. East Sussex County Council

- 12.2.4. Highways and drains
- 12.2.5. Brightling Café
- 12.2.6. Messenger Magazine
- 12.2.7. Parish Councillor reports
- 12.2.8. Rother District Council
- 12.2.9. Tree Warden
- 12.2.10. Village Hall
- 12.2.11. Others not listed

### 13. Finance and Governance

13.1. Councillors to **RESOLVE** and adopt the following documents:

13.1.1. **RESOLVE** to adopt the bank reconciliations to 29/2/24.

13.1.2. **RESOLVE** to adopt the schedule of receipts and payments for the months of January and February 2024.

13.1.3. **RESOLVE** to adopt the bank statements for January and February 2024

13.1.4. **RESOLVE** to adopt the payment schedule and invoices as at 29/2/24.

13.2. Clerk to confirm arrangements for Internal Year End Audit 2023/24 on 9/4/24.

13.3. Clerk to recommend continued appointment of Mulberry & Co as internal auditors, fixed until end of 2025/26 financial year audits with Councillors to **RESOLVE** approval.

### 14. Planning Matters

*All decision notices and enforcement updates have previously been circulated to Councillors for information.*

14.1. New and Updated Planning Applications

14.1.1. RR/2024/244/FN - Green Oak Farm, Brightling Road, Brightling, TN32 5HB

*Proposed shipping container to accommodate sale of farm produce not granted under permitted development; full planning permission required.*

14.1.2. RR/2023/2077/P – Lake Cottage, Manor Farm, Brightling Road TN32 5HB

*Clerk to provide Councillors with updates from the planning officer, if received.*

14.1.3. RR/2023/2423/P – Bannisters, Deer Park Road, Brightling, TN32 5HL

*Planning permission granted with conditions.*

## 14.2. Open Enforcement Cases & Appeals

### 14.2.1. ENF/73/23/SAL - Wyland Wood/Silver Birches, Willards Hill, Robertsbridge, TN32 5ET

*Clerk to provide Councillors with updates from the planning officer, if received.*

### 14.2.2. APP/U1430/C/24/3338892 – 1 Grants Cottage, Battle Road, Brightling, TN32 5HZ

*Councillors to discuss and **RESOLVE** comments for submission to the appeal.*

## 15. Correspondence

### 15.1. Clerk to provide an update on recent correspondence regarding:

#### 15.1.1. Rother Voluntary Action

#### 15.1.2. Forestry Commission (Darwell Wood dog waste bin)

#### 15.1.3. British Gypsum – Brightling Mine

## 16. Matters Arising from Previous Meeting

### 16.1. Clerk has confirmed details of both defibrillators to update The Circuit Website are correct. Clerk to provide Councillors with an update on defibrillator maintenance.

## 17. Community and Business Development

### 17.1. Reports on the following areas by councillors:

- 17.1.1. Broadband (AW)
- 17.1.2. Crime, anti-social behaviour, police relationships (CC)
- 17.1.3. Defibrillators (CC)
- 17.1.4. Environment Policy & Bio-Diversity (KB and AW)
- 17.1.5. Footpaths and Bridleways. (KB)
- 17.1.6. Highways, Hedges & Potholes (JP)
- 17.1.7. Messenger magazine (JO)
- 17.1.8. Phone Box (JC)
- 17.1.9. Trees - Tree warden (PG)
- 17.1.10. Utilities (CC)
- 17.1.11. Refuse Collection (CC)
- 17.1.12. Village Hall (JO)
- 17.1.13. Website (AW)
- 17.1.14. Welcome Packs (KB)

## 18. Parish Councillors' Forum

## 19. Items for Noting or Including on the Future Agenda

## 20. Remaining Planned Meetings

- 20.1. The following are the remaining dates for council meetings in the current council year:  
10<sup>th</sup> April (Annual Assembly), 8<sup>th</sup> May (AGM)
- 20.2. The next meeting of the parish council will be in Brightling Village Hall at 7.00pm on  
**8<sup>th</sup> May 2024.**