

Parish Council Members are summoned to the Annual Meeting of the Parish Council to be held on Wednesday 8th May 2024 at 7.00 p.m. in Brightling Village Hall

Signed by: 

Parish Clerk & RFO

Date: 2nd May 2024

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

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Acceptance of Office and Registers 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
Councillors to receive and RESOLVE to adopt the minutes of the ordinary meeting held on Wednesday 13th March 2024 as true and correct records.

8. To review and RESOLVE to approve the Asset Register of Council Property, risk assessment procedures and the scheme of delegation.
9. To review and RESOLVE to approve the Financial Regulations and Standing Orders.
10. To confirm the appointment of members to serve on external bodies and councillors' lead responsibilities.
11. To confirm the dates of future meetings
2024: 10th July, 11th September, 13th November
2025: 8th January, 12th March, 14th May (AGM).
12. To confirm the date of the Annual Assembly in 2024 as Wednesday 9th April 2025.
13. Reports from District and County Councillors
 - 13.1. To receive verbal reports on any matters to which RDC or ESCC councillors wish to speak.
14. Public Forum
 - 14.1. To receive verbal representations on any agenda items to which members of the public wish to speak.
15. RFO Report and Governance
 - 15.1. Annual Governance and Accountability Return (AGAR)
 - 15.1.1. To review and RESOLVE to approve the Internal Auditor's Report and the effectiveness of internal systems of control.
 - 15.1.2. To review and RESOLVE to approve Section 1 Annual Governance Statement.
 - 15.1.3. To review and RESOLVE to approve Section 2 the Accounting Statement and witness the signing thereof.
 - 15.1.4. To certify and RESOLVE that the parish council continues to meet the criteria to submit a Certificate of Exemption to the external auditor and witness the signing thereof.
 - 15.1.5. To confirm the dates of the Notice of Electors' Rights.
 - 15.2. RFO Report
 - 15.2.1. To receive and RESOLVE to accept the schedule of receipts and payments for April 2024.
 - 15.2.2. To receive and RESOLVE to accept the bank reconciliation to year end 31st March 2024 with supporting bank statement.

- 15.2.3. To RESOLVE to approve the following payments:
- 15.2.3.1. RDC 2023 Elections (INV 86565900) - £139.97 (paid retrospectively)
 - 15.2.3.2. Geosphere .gov email hosting (INV 21UG006-0009) - £184.80 (paid retrospectively)
 - 15.2.3.3. Clerk's Expenses: Parish Assembly Drinks – (ALDI RECEIPT) £40.14 (paid retrospectively)
 - 15.2.3.4. Clerk's Expenses: Millbrook Design and Print (INV 16376) - £96.00 (paid retrospectively)
 - 15.2.3.5. Clerk's Expenses: GoDaddy website hosting (RECEIPT 3060926016) - £48.20
 - 15.2.3.6. Zurich Insurance (INV 532816434) - £236.99
 - 15.2.3.7. Mulberry & Co. Internal Audit (Inv. 0045) - £270.78
 - 15.2.3.8. ESALC Subscription 2024'25 (INV 1733) - £104.65
- 15.2.4. To receive and RESOLVE to accept the end of year accounting statement against budget and note any variances.
- 15.2.5. To confirm and RESOLVE the the salary of the clerk at £378.90 per month (£12.63/hr) and the addition of the home office allowance at £6/wk. Salary equates to £4546.80/year, as agreed in the budget plans for 2024/'25 (note that budget includes increase to £13.63/hr if LGA pay award agreed). This will be paid on the 25th of each month by BACS.
16. Highways update – feedback from SLR meeting. Councillors to RESOLVE a response to information received and shared from Ruby Brittle following BPC questions.
17. Annual Assembly 2024 – feedback, review, and notes for 2025.
18. Planning Matters
- 18.1. *All decision notices and enforcement updates had previously been circulated to Councillors for information.*
- 18.1.1. RR/2024/416/P - Coldharbour Farm Estate, Battle Road, Brightling. To minute submitted comments.
 - 18.1.2. RR/2024/280/P and RR/2024/281/L - Hollingrove Farm, Hollingrove Lane, Brightling. To minute submitted comments.
 - 18.1.3. RR/2023/2077/P – Lake Cottage, Manor Farm, Brightling Road, Brightling. Approved conditional.
19. Phone Box
- 19.1. To RESOLVE to use earmarked reserves from budget to complete refurbishment.
 - 19.2. To RESOLVE the location of storage during refurbishment.

20. Coronation Living Heritage Fund Grant

20.1. To RESOLVE to pursue application for grant to plant fruit and nut trees.

21. RALC

21.1. Cllr Coleman to update Council on her attendance at the recent RALC meeting.

22. MP's Parish Conference

22.1. Cllr Petty to update Council on her attendance at the recent conference.

23. Correspondence

23.1. Clerk to provide an update on recent correspondence regarding Brick Lane forestry works.

24. Community and Business Development

24.1. Reports on the following areas by councillors:

- 24.1.1. Broadband (AW)
- 24.1.2. Crime, anti-social behaviour, police relationships (CC)
- 24.1.3. Defibrillators (CC)
- 24.1.4. Environment Policy & Bio-Diversity (KB and AW)
- 24.1.5. Footpaths and Bridleways. (KB)
- 24.1.6. Highways, Hedges & Potholes (JP)
- 24.1.7. Messenger magazine (JO)
- 24.1.8. Phone Box (JC)
- 24.1.9. Trees - Tree warden (PG)
- 24.1.10. Utilities (CC)
- 24.1.11. Refuse Collection (CC)
- 24.1.12. Village Hall (JO/PG)
- 24.1.13. Website (AW)
- 24.1.14. Welcome Packs (KB)

25. Parish Councillors' Forum

26. Items for Noting or Including on the Future Agenda

- 26.1. Affordable housing
- 26.2. Emergency plan review