

Parish Council Members are summoned the **Annual Meeting of the Parish Council**
to be held on **Wednesday 14th Ma 2025** at 7.30 p.m. in Brightling Village Hall

Signed by:



Parish Clerk & RFO

Date: 8th May 2025

AGENDA

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 Chairperson

2. Election of Vice-Chair

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 of the Parish Council held on Wednesday 12th March 2025 as a true and correct record.

8. To confirm the appointment of members to serve on external bodies and councillors' lead responsibilities.

9. To confirm the dates of future meetings

2025: 9th July, 10th September, 12th November

2026: 14th January, 11th March, 13th May (AGM).

10. To confirm the date of the Annual Assembly in 2026 as Wednesday 8th April 2026.

11. 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.

12. Finance and Governance – RFO Update

12.1. Annual Governance and Accountability Return (AGAR)

12.1.1. To review and **RESOLVE** to approve the Internal Auditor's Report and the effectiveness of internal systems of control.

12.1.2. To review and **RESOLVE** to approve Section 1 Annual Governance Statement.

12.1.3. To review and **RESOLVE** to approve Section 2 the Accounting Statement and witness the signing thereof.

12.1.4. 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.

12.1.5. To confirm the dates of the Notice of Electors' Rights.

12.1.6. To receive and **RESOLVE** to accept the end of year accounting statement against budget and note any variances.

12.2. Confirmation of Annual Governance Reviews

12.2.1. To note that the following items were reviewed and approved at the meeting held on 12/03/2025 (*minute 8.3-8.11*):

Delegation arrangements to the Clerk

Standing Orders and Financial Regulations

Policies and procedures, including Code of Conduct, Risk Assessment, and Data Protection.

Asset Register

12.2.2. To review and **RESOLVE** to approve the Parish Council's insurance policy.

12.2.3. To review the Code of Conduct.

12.3. Councillors to receive and **RESOLVE** to adopt the following documents:

12.3.1. **RESOLVE** to adopt the bank reconciliations to 30/04/2025

12.3.2. RESOLVE to adopt the schedule of receipts and payments for the months of March and April 2025.

12.3.3. RESOLVE to adopt the bank statements for March and April 2025.

12.4. Clerk to provide an update on income and expenditure against budget 2025/26. Councillors to **RESOLVE** to receive and adopt the I&E document as of 30/04/2025

12.5. To **RESOLVE** to approve the following payments:

- 12.5.1. 2025-03-28** – Milbrook Design and Print – INV-17174
- 12.5.2. 2025-04-02** – RDC – Dog Waste Bin Emptying – INV-86833548
- 12.5.3. 2025-04-02** – X2 Connect – Phone box door frame and paint – INV-24778
- 12.5.4. 2025-04-03** – Clerk Expenses – Litter picking equipment
- 12.5.5. 2025-04-07** – Chair Expenses – Assembly food
- 12.5.6. 2025-04-08** – Clerk Expenses – Assembly drinks
- 12.5.7. 2025-04-15** – Mulberry Audit – INV-0959
- 12.5.8. 2025-04-15** – Parish Online – INV-21UG006-0011

12.6. To **RESOLVE** organisations to be in receipt of S137 Grant monies from BPC.

13. Phone Box Update

13.1. Cllr Petty to provide an update on the refurbishment.

14. Planning and Enforcement Matters – *All decision notices and enforcement updates had previously been circulated to Councillors for information*

14.1. Planning – *to note that no new applications have been received.*

14.2. Enforcements – *to note that no updates have been received.*

15. Annual Parish Assembly 2025 Review

15.1. Review, feedback and notes for 2026.

16. RALC Feedback

16.1. Cllr Croft to provide feedback from recent meeting.

17. Annual Litter Pick

17.1. Cllr Oxenford to provide feedback.

18. Clerk Correspondence

19. Community and Business Development**19.1. Reports on the following areas by councillors:**

- 19.1.1.** Broadband (AW)
- 19.1.2.** Crime, anti-social behaviour, police relationships (CC)
- 19.1.3.** Defibrillators (CC)
- 19.1.4.** Environment Policy & Bio-Diversity (KB and AW)
- 19.1.5.** Footpaths and Bridleways. (KB)
- 19.1.6.** Highways, Hedges & Potholes (JP)
- 19.1.7.** Messenger magazine (JO)
- 19.1.8.** Phone Box (JP)
- 19.1.9.** Trees - Tree warden (PG)
- 19.1.10.** Utilities (CC)
- 19.1.11.** Refuse Collection (CC)
- 19.1.12.** Village Hall (JO)
- 19.1.13.** Website (AW)
- 19.1.14.** Welcome Packs (KB)

20. Parish Councillors' Forum**21. Items for Noting or Including on the Future Agenda****22. Remaining Planned Meetings**