

Parish Council Members are summoned to the **Annual Meeting of Brightling Parish Council** to be held on **Wednesday 13th May 2026** at **7.30p.m.** in Brightling Village Hall

Signed by:



Parish Clerk & RFO

Date: 7th May 2026

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

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- 1. Election of a Chairperson** for the ensuing year and completion of declaration of acceptance of office.
 - 2. Election of Vice - Chairperson** for the ensuing year and completion of declaration of acceptance of office.
 - 3. Summons to attend meetings** – Councillors to complete email consent form.
 - 4. Public Forum**
 - 5. Apologies for Absence**
 - 6. 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.
 - 7. 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.
 - 8. Adoption of Minutes**
Councillors to receive and **RESOLVE** to adopt the minutes of the Ordinary Meeting of the Parish Council held on Wednesday 11th March 2026 as a true and accurate record.
 - 9. Reports from District and County Councillors**
East Sussex County Councillor and Cllr. John Barnes (RDC) to update the Council on items of change or importance.

10. Allocation of responsibilities for the year ahead – to review and agree Councillor areas of responsibility and members to serve on external bodies.

11. Finance and Governance – RFO Update

11.1. Councillors to receive and **RESOLVE** to approve the following documents:

11.1.1. bank reconciliations to 30/04/2026

11.1.2. schedule of receipts and payments for the months of March and April 2026.

11.1.3. Unity Trust bank statements for March and April 2026.

11.2. To **RESOLVE** to approve payment of the following invoices

11.2.1. **2026-04-15** – – (RETROSPECTIVE) Brightling Village Hall March PC meeting **£18.75**

11.2.2. **2026-04-15** – – (RETROSPECTIVE) RDC 26/27 dog bin emptying **£197.60**

11.2.3. **2026-04-15** – – (RETROSPECTIVE) Parish Online .gov.uk email package 26/27 **£214.80**

11.2.4. **Clerk reimbursement** - labels for Annual assembly signs **£12.00**

11.2.5. **Clerk reimbursement** – drinks for Annual assembly **£104.69**

11.2.6. **ESALC Ltd** – NALC and ESALC subscriptions 26/27 **£126.53**

11.2.7. **Mulberry local authority services Ltd** – Provision of internal audit for 25/26 **£436.50**

11.2.8. **Brightling Village Hall** – Annual Assembly meeting hall and projector hire **£45.00**

11.3. Review of Council policies and procedures:

11.3.1. Councillors to review and readopt the Code of Conduct.

11.3.2. To consider insurance policy renewal and **resolve** next steps.

11.3.3. Asset register and website accessibility – update.

11.4. Annual Governance and Accountability Return (AGAR) 2025/26

11.4.1. Councillors to receive and note the Internal Auditor's report and recommendations.

11.4.2. Councillors to review and approve The Annual Governance Statement (Section 1) before signing by the Chairman and Clerk

11.4.3. Councillors to review and approve The Accounting Statement (Section 2) before signing by the Chairman

11.4.4. Councillors to resolve that the parish council continues to meet the criteria to submit a Certificate of Exemption to the external auditor and approve the signing of Form 2 by the Chairman and RFO.

11.4.5. Clerk to confirm dates for the Notice of Electors' Rights.

11.4.6. Councillors to receive and approve end of year balance sheet and accountnigh statement against budget and note any variances.

11.5 Internal audit arrangements 2026/27

11.5.1. Councillors to consider audit arrangements for 26/27 and **resolve** whether to accept Mulberry Local authority services Ltd quote for 1 or 3 years or seek alternative provider.

12. Local Government Reorganisation

12.1. Update on Asset Transfer – land at Park View.

13. War Memorial

13.1. Councillors to consider and **resolve** response to approach from War Memorials Trust stating inscriptions on the memorial may be difficult to read and some repointing may be needed.

14. Drain cover at Long Reach, Brightling

14.1. Councillors to consider ESCC highways response to request for sign or marker and **resolve** next steps.

15. RDC bin

15.1. Councillors to consider and agree location for new bin.

16. British Gypsum Mountfield site

16.1. Cllr Blench to report on issues encountered by Brightling Environmental Group.

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

17.1 Planning - RR/2026/0336/LBC Long Reach Farm, The Street, Brightling, Robertsbridge, East Sussex, TN32 5HJ Development application: Internal alterations and addition of single window on first floor of North elevation.

Received 7/4/26 Clerk submitted the following response under delegated authority "*Brightling Parish Council has no objection with this application*".

17.2 RR/2025/2014/HOU 2, PARK VIEW Rectory Hill, Brightling, Robertsbridge, East Sussex, TN32 5HE Proposed single storey rear extension including internal alterations. **Approved with conditions.**

17.3 Enforcements– CASE: ENF/5/23/BRI Address: 1 Grants Cottages. The conservatory has now been removed and will be replaced with an extension as per the planning permission subsequently granted.

17.4 Appeal decision - APP/U1430/C/24/3343279 & APP/U1430/C/24/3343276 - Land to the west of Wyland wood, TN32 5ET. Appeal A and B – the appeal is dismissed and the **enforcement notice is upheld**. Appeal C and D – it is directed that the enforcement notice is varied by extending the period from four to nine months. Subject to this variation the appeals are dismissed and the **enforcement notice is upheld**. Council to consider appeal decision letter and resolve whether camping as part of organised events is permissible under existing permitted development or if further enforcement be sought.

18. Parish Assembly 2026 Review and date for 2027

18.1. Review, feedback and notes for 2027. Councillors to agree a date for 2027.

19. RALC Feedback

19.1. Cllr Croft to provide feedback from recent meeting.

20. Annual litter pick

20.1. Cllr Oxenford to provide feedback.

21. Community and Business Development

21.1. Reports on the following areas by councillors:

21.1.1. Broadband and Website (AW)

- 21.1.2.** RALC (CC)
- 21.1.3.** Crime, anti-social behaviour, police relationships (CC)
- 21.1.4.** Defibrillators, Refuse Collection and Utilities (CC)
- 21.1.5.** Environment Policy & Bio-Diversity (KB and AW)
- 21.1.6.** Deer Management (IL)
- 21.1.7.** Dark skies (KB and IL)
- 21.1.8.** Footpaths and Bridleways. (KB and JO)
- 21.1.9.** Highways, Hedges & Potholes (JP)
- 21.1.10.** Messenger magazine (AW)
- 21.1.11.** Phone Box (JP)
- 21.1.12.** Trees - Tree warden (PG)
- 21.1.13.** Village Hall (JO)
- 21.1.14.** Welcome Packs (KB)

22. Clerk Correspondence

23. Parish Councillors Forum

24. Items for Noting or Including on a future Agenda

25. Remaining Planned Meetings

15th July, 9th September, 11th November, 13th January 2027, 10th March, 12th May (AGM)