

**ETCHINGHAM PARISH COUNCIL**

*I hereby give notice that the Annual General (Statutory) Meeting of Etchingham Parish Council  
will take place on  
Thursday 18th May at 7.00pm at The Parker Hall, Parsonage Croft, Etchingham and you are hereby summoned to attend.*

*Paulette Barton (Clerk to Etchingham Parish Council)*

*(Members are reminded to make any declarations of interests prior to the appropriate agenda item)*

**AGENDA:**

1. **Declaration of Acceptance of Office by all Members duly appointed in an Uncontested Election May 2023**
2. **Election of Chairman**
3. **Declaration of Acceptance of Office in respect of the Chairman**
4. **Apologies for absence**
5. **Election of Vice- Chairman**
6. **Declaration of Acceptance of Office in respect of the Vice-Chairman**
7. **Register of Disclosable Pecuniary Interest & other Registerable Interests**  
*For Members to collect and/or complete their forms if they have not already done so.  
Members are reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer Rother District Council. This is a legal requirement.*
8. **Declarations of Interest**  
*To receive any disclosure by Members of any interests in matters on the agenda in accordance with Paragraphs 8(3) and 8(5) of the Etchingham Parish Council Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to commencement of the item in question.*
9. **Etchingham Parish Council – Dispensations**  
*To consider any requests for Dispensations in respect of any agenda item in accordance with the Policy adopted by the Council at the meeting held on 17<sup>th</sup> May 2018 (Minute 1759a – page 323) as provided for by Paragraph 13 of the Etchingham Parish Council Code of Conduct, adopted May 2018.*
10. **Review of Portfolios and appointment of Portfolio Holders. Current list previously to be circulated.**
11. **Election of Representatives to Outside Bodies.**
  - a) **ESALC – East Sussex Association of Local Councils**
  - b) **RALC - Rother Association of Local Councils**
12. **Schedule of Meeting dates for 2023/2024 – attached.**
13. **To record that there was no AGM held in May 2022 due to it being inquorate. This has been minuted and authorised by the Chairman presiding who signed said minutes on 22<sup>nd</sup> July 2022.**
14. **Chairman’s Announcements – to receive any announcements or information from the Chairman presiding.**
15. **Public Time – to receive Reports and comments from Elected Representatives and comments and questions from Members of the public in respect of any item included on this agenda**
  - a) **East Sussex County Councillor**
  - b) **Rother District Councillors**
  - c) **TESAG – Mr Michael Le Garignon**
  - d) **Members of the general public**
  - e) **Members of the Council (if to be excluded from the meeting)**
16. **Finance**
  - a) **To consider receiving the annual pay review for staff at the next full meeting – closed session**
  - b) **Authorisation of acceptance of renewal of Insurance Policy – document circulated**

c) **Authorisation of payment of Accounts for May – a Schedule of Receipts & Payments will be presented at meeting**

17. **Parish Matters – to receive Reports and comments with regard to local parish matters including any matters raised by members of the public under agenda item 15 and make such resolutions as might be necessary.**

a) **Village Amenities**

i) **to receive the latest update on the progress of selling the Old Stores (subject to commercial sensitivity)**

ii) **to update on the playground and pathway installation Queen's Garden**

iii) **to receive the latest report on fundraising for ERGT to support the playgrounds**

b) **Highways**

c) **Community Safety**

**Community Safety**

**CSW Force Overview**

**Speedwatch Report & Summary**

d) **Environmental issues**

i) **Drainage issues Church Lane & Oaks Close**

18. **Planning –**

a) **to consider and make recommendations on the following local planning applications**

<b>Planning Applications for consideration:</b>				
<b>List Number &amp; Date validated</b>	<b>Reference no.</b>	<b>Location</b>	<b>Proposed development</b>	<b>Decision Date</b>
No. 2023/19	RR/2023/782/FN	Kitchenham Farm, Sheepstreet Lane	Application to determine if prior approval is required for the proposed erection of an agricultural building.	None given

b) **to consider any other planning and/or associated matters not including Neighbourhood Plan**

19. **To consider the process of review of Etchingham Parish Council Policies, Procedures and Protocols – the documents are available on the website.**

- a) **Etchingham Parish Council Standing Orders**
- b) **Etchingham Parish Council Code of Conduct**
- c) **Etchingham Parish Council Financial Regulations**
- d) **Privacy Statement**
- e) **Freedom of Information Publication Scheme**
- f) **Dispensation Protocol**
- g) **Safeguarding Children & Vulnerable Adults Policy**
- h) **Media and Communication**
- i) **Grants to Village Organisations Protocol**
- j) **Risk Assessment Schedules**
- k) **Health & Safety Policy Statement**
- l) **Insurance Schedule**
- m) **Fixed Assets Register**
- n) **Any additional required**

20. **Correspondence -**

**Correspondence is mostly distributed by e-mail, in particular information received from Rother District Council and ESCC; other correspondence requiring attention will be specified on the agenda as appropriate or, if for information, will be made known and available at the meeting, including to members of the public at the discretion of the Council**

21. **Etchingham Parish Council – Notification to Members of Council decisions**

**To inform any Members who were excluded from the meeting of the decisions agreed by Council in respect of the relevant agenda item.**



**Paulette Barton – Clerk to Etchingham Parish Council**

**12<sup>th</sup> May 2023**