

## **ETCHINGHAM PARISH COUNCIL**

***I hereby give notice that a Meeting of Etchingham Parish Council will meet at 7.30pm on***

***Thursday 17<sup>th</sup> August 2023 in The Parker Hall***

***preceded by a presentation from RVA on Community Hubs commencing at 7pm***

***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. Apologies for absence.**
- 2. To confirm that the minutes of the meeting held on 20<sup>th</sup> July are an accurate record and to authorise the Chairman presiding to sign said Minutes.**
- 3. Declarations of Interest – to receive any disclosure by Members if any interests in matter on the agenda in accordance with Paragraph 3u of the Etchingham Parish Council Standing Orders. Members are reminded of the need to repeat their declaration immediately prior to commencement of the item in question. (Please refer to NALC LTN80, March 2017 ‘Members’ Conduct and the registration of disclosure of their interest (England) and Guide for Councillors – March 2017 – Department for Communities & Local Government).**
- 4. 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.**
- 5. Chairman’s Announcements – to receive any announcements of information from the Chairman presiding.**
- 6. Clerk’s Report – to consider the report on matters undertaken and progress since previous meeting. Items requiring further consideration and resolution are on the following agenda.**
- 7. 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 – Eleanor Kirby-Green**
  - b) Rother District Councillors – John Barnes, Eleanor Kirby-Green**
  - c) Members of the general public**
  - d) Members of the Council (if to be excluded from the meeting)**
- 8. 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 7, and pass any such resolutions as may be necessary.**
  - a) Village Amenities**
    - i) To consider and resolve as necessary matters regarding the Old Etchingham Stores particularly status of the river wall project.**
    - ii) To consider the Inspection Reports on Queen’s Garden and VIPER playgrounds (previously circulated) and any other Council property not covered elsewhere in this Agenda.**
    - ii) Any other any other matters**
  - b) Children and Young People**
    - i) To consider any Report to include Etchingham Primary School as appropriate – Cllr Turner**
    - ii) To consider any update on ERGT fundraising – Cllr Boylett**

- iii) *To consider any other matters.*
- c) **Highways, Footpaths and Community Safety**
  - i) *To receive any update or report on road safety matters including issues raised with ESCC Highways – Clerk*
  - ii) *To receive any update or report from TESAG*
  - iii) *To receive the monthly Report from Cllr Boylett on the Speedwatch Scheme*
  - iv) *To receive the monthly Report from Rother Police and the PCSO – Cllr Boylett*
  - v) *To consider any other matters*
- d) **Environmental and Other - To consider any matters**
- e) **Communications – To consider any matters**

To consider appointing an additional representative to the Northern Rother Parish Councils forum.

## 9. **Planning**

- a) **To consider and make recommendations on local planning applications as follows:**  
There were no applications at date of publication for Etchingham parish.
- b) **Any other planning matters**  
*- Information on the RDC Call for Gypsy & Traveller sites previously circulated*

## 10. **Finance**

- a) **Authorisation of payment of Accounts – to approve accounts for payment - (a Schedule of Receipts & payments for July will be presented at the meeting).**
- b) **Any other financial matters.**

## 11. **To review and approve:**

- a) **Adoption of the Employee Handbook including approval of Codes, Policies, Statements and Protocols:**
  - i) **Employee Code of Conduct**
  - ii) **Health and Safety Policy**
  - iii) **Risk Management Policy**
  - iv) **Lone Working Policy**
  - v) **Environmental Policy**
  - vi) **Email and Internet Usage Policy**
  - vii) **Protecting Vulnerable Persons Policy**
  - viii) **Equal Opportunities Statement**
  - ix) **Member/Officer Protocol**
  - x) **Recruitment Policy**
  - xi) **Pay Policy**
  - xii) **Redundancy Policy**
  - xiii) **Employee Expenses Policy**
  - xiv) **Statement on Employee Management**
  - xv) **Performance Management Scheme**

- xvi) *Training and Development Policy*
- xvii) *Sickness and Absence Policy*
- xviii) *Adverse Weather Policy*
- xix) *Bullying and Harassment (Dignity at Work) Policy*
- xx) *Confidential Reporting (Whistleblowing) Policy*
- xxi) *Grievance Policy*
- xxii) *Disciplinary Policy*

*Documents distributed via email with this agenda to Councillors*

*b) Adoption of Contract of Employment for Clerk/RFO – to be signed if adopted*

*c) RDC consultation on Housing Allocation Policy*

[Housing Allocations Policy 2023 – Rother District Council](#) for reference & information

**12. *To receive Reports from and Members and Representatives passing such resolutions as may be necessary***

- a) East Sussex Association of Local Councils – Cllr J Barnes*
- b) Rother Association of Local Councils – Cllr J Barnes*
- c) Any other Meetings/Conferences attended by Members or the Clerk on behalf of the Council*

**13. *Correspondence not distributed by e-mail, but requiring attention, will be specified on the agenda as appropriate or, if for information only, will be made known and available at the meeting.***

**14. *Etchingam Parish Council – Notification to Members of Council decisions***

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

**15. *Agenda items for the next meeting***



**Paulette Barton – Clerk to Etchingam Parish Council – 11<sup>th</sup> August 2023**