

ETCHINGHAM PARISH COUNCIL

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

Thursday 16th November 2023 in The Parker Hall

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 19th October 2023 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 17th 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.**
 - iii) **Report from the Working Party on adoption of Lay-by and funding applications – Clerk.**
 - iv) **Update on the use of the Recording Studio/Rehearsal Room by Outreach (RVA) Youth Group – Clerk.**
 - v) **Any other any other matters**

b) Children and Young People

- i) To consider any Report to include Etchingam 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. Update on drainage problems in Church Lane – Clerk**
- ii. To receive the monthly Reports from Cllr Boylett on the Speedwatch Scheme**
- iii. To receive the monthly Report from Rother Police and the PCSO – Cllr Boylett**
- iv. To consider any other matters**

d) Environmental and Other - To consider any matters

e) Communications – To consider any matters

9. Planning

a) To consider and make recommendations on local planning applications as follows:

RR/2023/2150/P	Barden, Sheepstreet Lane : Conversion of existing barn/ outbuilding to an annexe for ancillary use to the main dwelling.
RR/2023/2184/P	Braemar - land to the North, High Street : Outline permission with all matters reserved for the erection of 2x four bed, two storey detached dwelling houses, access drive, parking & turning area, refuse and cycle storage provisions, and private amenity spaces.

b) Any other planning matters

10. Finance

- a) To consider and approved the report from the Interim Audit – previously circulated.**
- b) To consider the draft Budget for 2024-2025 with reference to the half year Summary of Receipts and Payments – previously circulated.**
- b) Authorisation of payment of Accounts – to approve accounts for payment - (a Schedule of Receipts & payments for November will be presented at the meeting).**
- c) Any other financial matters.**

11. To review and approve:

a) Approval and review of Codes, Policies, Statements and Protocols in order to issue the Employee Handbook, to be undertaken in monthly tranches until it is complete:

- i) Environmental Policy (new)**
- ii) Protecting Vulnerable Persons Policy (compare to Safeguarding now & review)**
- iii) Email and Internet Usage Policy (new)**
- iv) Equal Opportunities Statement (new)**

Documents previously distributed.

b) Progress report from HR portfolio holders on the Job Description for Clerk/RFO

- 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**

A handwritten signature in black ink, reading "Paulette J Barton". The signature is written in a cursive style and is centered on a light gray rectangular background.

Paulette Barton – Clerk to Etchingam Parish Council – 10th November 2023