

ETCHINGHAM PARISH COUNCIL

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

Thursday 15th August 2024 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 consider and agree that the minutes of the meeting held on 20th June 2024 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. Portfolio Allocation to Councillors : To discuss and resolve updating portfolio titles and allocation to current councillors. 2023 List circulated to facilitate discussion.**
- 8. 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)**
- 9. 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 8, 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. Including a Resolution to split ‘set up’ costs 50/50 (not works costs which are to be proportionate to length of river frontage)**
 - 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) Any other any other matters**
 - b) Children and Young People - To consider any matters.**
 - c) Highways, Footpaths and Community Safety**
 - i. To receive any update or report on road safety matters including issues raised with ESCC Highways.**
 - 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 including the proposed upgrade to the Parish Council Website and Email Accounts – full report previously circulated.**

10. Planning

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

RR/2024/957/P : King Johns Lodge, King Johns Nursery, Sheepstreet Lane : Extension to existing parking area and installation of 'terram geotextile membrane' over existing parking.

- b) **To consider and complete the RDC Planning Enforcement Survey: deadline for submission September 16th -24 – i.e. this month’s meeting only as needs to be in next day!**
- c) **Any other planning matters - including latest appeals regarding Bewl Water**

11. Finance

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

12. To consider the process of review of Etchingham Parish Council Policies, Procedures and Protocols.

- a) **Etchingham Parish Council Employee Handbook – Protocols remaining to be reviewed and adopted:**

Councillor

CB	Performance Management Scheme
CB	Training and Development Policy
JB	Member/Officer Protocol
JB	Recruitment Policy
JB	Grievance Policy
JB	Disciplinary Policy
MB	Sickness and Absence Policy
MB	Bullying and Harassment (Dignity at Work) Policy
RB	Employee Expenses Policy
RB	Statement on Employee Management
SB	Adverse Weather Policy
SB	Confidential Reporting (Whistleblowing) Policy
TM	Pay Policy
TM	Redundancy Policy

- b) **Any additional required New email policy as required for upgraded web/email system**

- c) **Brief update on Fixed Asset Register - Clerk**

13. 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) **Northern Parishes Group**
- d) **Dark Skies Group**
- e) **Any other Meetings/Conferences attended by Members or the Clerk on behalf of the Council**

14. 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.

15. 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.

16. Agenda items for the next meeting

A handwritten signature in black ink that reads "Paulette J. Barton". The signature is written in a cursive style and is centered within a light gray rectangular box.

Paulette Barton – Clerk to Etchingam Parish Council – 9th August 2024

Closed session to approve and sign, if approved, the minutes of the Closed Session 18th July 2024.