

Parish Council Members are Summoned to the **Annual Meeting of the Parish Council**  
to be held on Monday 13th May 2019 at 7.30 p.m. at The Village Hall, Brightling

Signed

Date: 8th May 2018

Gilly Lowe, Clerk

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## **A G E N D A**

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Declarations of Acceptance of Office**
- 4. Apologies for absence**
- 5. 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.
- 6. 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.
- 7. Adoption of minutes**  
To confirm the minutes of the ordinary meeting held on Monday 11th March 2019 as a true and correct record.
- 8. Standing Orders and Financial Regulations**
  - 8.1 To note the date of the most recent review and confirm re-adoption.
- 9. To approve the Asset Register of Council Property**
- 10. To consider the appointment of members to serve on external bodies**
- 11. To confirm the dates and times of future meetings**  
  
2019:  
15 July, 30 September, 18 November.  
2020  
13 January, 9 March, 11 May (AGM).

**12. To confirm the date of the Annual Assembly in 2020**  
Monday 6th April 2020.

**13. Open Forum**

- 13.1 To receive verbal reports on any matters to which RDC or ESCC councillors wish to speak
- 13.2 To receive verbal representations on any agenda items to which members of the public wish to speak.
- 13.3 Adrian Moore – Planning Ref: RR/2019/845/P  
English Heritage Buildings LLP, Woods Corner, TN21 9LQ  
Retention of extraction system to southern elevation of main workshop building and installation of no.2 acoustic enclosures (Part retrospective)

**14. RFO Report and Governance**

- 14.1 Annual Governance and Accountability Return
  - 14.1.1 To review the effectiveness of internal systems of control,
  - 14.1.2 Subject to the findings of 14.1.1 above to approve the Annual Governance Statement (by resolution),
  - 14.1.3 To approve the Accounting Statement (by resolution) and witness the signing thereof,
  - 14.1.4 To certify that the parish council continues to meet the criteria to submit a Certificate of Exemption to the internal auditor.
- 14.2 RFO Report
  - 14.2.1 To receive the schedule of receipts and payments for the period,
  - 14.2.2 To receive the bank reconciliation to end of April 2019,
  - 14.2.3 To approve the following payments:
    - 14.2.3.1 Annual Assembly refreshments – Champagne & Caviar - £37.50
    - 14.2.3.2 Annual subs – ESALC - £118.16
  - 14.2.4 To receive the end of year accounting statement against budget,
  - 14.2.5 To confirm the salary of the clerk for the next 12 months and adopt the NALC Pay Award for salary point 7 in scale LCI - £18,870 pa
- 14.3 Governance
  - 14.3.1 To review the Annual Assembly on 8th April 2019 and note points for 2020.

**15. Community and Business Development**

- 15.1 Village website
- 15.2 Broadband
- 15.3 Other utilities (electricity, water, rubbish collection)

## 16. Planning Matters –

- 16.1 RR/2019/704/P - Proposed farmhouse Acorn Farm, Mountfield Lane, Mountfield TN32 5LD  
<http://planweb01.rother.gov.uk/OcellaWeb/showDocuments?reference=RR/2019/704/P&module=pl>
- 16.2 RR/2019/508/P Construction of a tool store and shelter (Part Retrospective) Woods behind Darwell Hill - , Netherfield, Battle TN3 3QL  
<http://planweb01.rother.gov.uk/OcellaWeb/planningDetails?reference=RR/2019/508/P&from=planningSearch>
- 16.3 RR/2019/600/P BRIGHTLING DEL Filands, Brightling Road, Brightling TN32 5HD  
New drainpipe connection from septic tank to Inspection Chamber in field.  
<http://planweb01.rother.gov.uk/OcellaWeb/planningDetails?reference=RR/2019/600/P>
- 16.4 RR/2019/790/FN BRIGHTLING DEL Giffords Farm, Battle Road, Brightling TN21 9LH  
Replacement agricultural building. **This notification is for information only.**  
<http://planweb01.rother.gov.uk/OcellaWeb/planningDetails?reference=RR/2019/790/FN>

## 17. Highways Matters

- 17.1 Finger posts
- 17.2 Strengthening Local Relationships (SLR) – to review the agenda for the next meeting on 11th June 2019.
- 17.3 Road Names

## 18. Training

None

## 19. Correspondence

- 19.1 Member of the public's email

## 20. Parish Councillors' Forum

### 20.1 Individual Parish Councillor Responsibilities to be decided upon:

- Broadband
- Crime, anti-social behaviour, police relationships
- Defibrillators
- Footpaths and Rights of Way
- Hedges overhanging highway
- Phone box
- Planning
- Potholes and road surface and drainage problems
- Refuse collection
- Signposts
- Trees
- Utilities
- Village hall
- Website
- Welcome packs

**21. Circulation Folder**

21.1 None

**22. Information for Councillors / Future Agenda Items**

22.1 None

**23. Future Meetings**

23.1 The next meeting of the parish council will be in Brightling Village Hall at 7.30pm.

23.2 The following are the remaining dates for council meetings in the current council year (subject to confirmation of agenda items 11. and 12. above :

2019:

15 July, 30 September, 18 November.

2020:

13 January, 9 March, (6 April Annual Assembly), 11 May (AGM)