

Parish Council Members are Summoned to the **Annual Meeting of the Parish Council**  
to be held on Wednesday 12th May 2021 at 7.30 p.m in Brightling Village Hall

Signed: Gilly Lowe, Clerk & RFO

Date: 5th May 2021

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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 and review of Members' Interests.
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 Wednesday 10th March 2021 as a true and correct record.
8. Standing Orders and Financial Regulations
  - 8.1 To note the date (November 2019) of the most recent review and confirm re-adoption.
9. To approve the Asset Register of Council Property
10. To confirm the appointment of members to serve on external bodies and councillors' lead responsibilities.
11. To confirm the dates of future meetings  
2021: 30<sup>th</sup> June, 8<sup>th</sup> September, 10<sup>th</sup> November.  
2022: 12<sup>th</sup> January, 9<sup>th</sup> March, 11<sup>th</sup> May (AGM).

**12.** To confirm the date of the Annual Assembly in 2022 as Wednesday 6<sup>th</sup> April 2022.

**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.

**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 report on the internal auditor's report (previously circulated by email).
- 14.2.2 To receive the schedule of receipts and payments for April 2021.
- 14.2.3 To receive the bank reconciliation to end of April 2021.
- 14.2.4 To approve the following payments:
  - 14.2.4.1 Fingerpost Repair, Doug Andrews - £629.42 (paid retrospectively & 50% contribution of £314.71 from ESCC received).
  - 14.2.4.2 ESALC subscription - £124.29 (paid retrospectively)
  - 14.2.4.3 Litter Picking equipment, Janitorial Supplies - £142.04 (paid by credit card)
  - 14.2.4.4 Chairman's Expenses – £119.00
  - 14.2.4.5 Clerk's Expenses - £22.27
  - 14.2.4.6 Go Daddy renewal – £31.25
  - 14.2.4.7 Zurich Insurance renewal - £257.60
- 14.2.5 To receive the end of year accounting statement against budget.
- 14.2.6 To confirm the salary of the clerk continuing at £313.20 per month (£10.44/hr) as per NALC's salary review for 2020/'21 (update not yet received)

14.3 Governance

- 14.3.1 To review the Annual Assembly on 14<sup>th</sup> April 2021 and note any points for 2022.

**15.** Speeding and traffic calming – an update

**16.** Public Spaces Protection Order – to renew or leave to expire

**17.** NALC Consultation on 5G masts – motion to approve the proposed response.

**18.** Community and Business Development

- 18.1 Broadband
- 18.2 Crime, anti-social behaviour & police relationships
- 18.3 Defibrillators
- 18.4 Footpaths & Bridleways
- 18.5 Highways, hedges & potholes
- 18.6 Phone Box
- 18.7 Refuse Collection
- 18.8 Signposts
- 18.9 Trees
- 18.10 Utilities
- 18.11 Village Hall
- 18.12 Website
- 18.13 Welcome Packs

**19.** Planning Matters

19.1 New Planning Applications – None

19.2 Enforcement / Appeals

19.2.1 Fern Hill – No further action

19.2.2 The Musings – As of 15<sup>th</sup> April, Enforcement arranging to visit the site & review lighting issue.

19.2.3 The Oast at Brightling Place – Retrospective planning being sought by owners. Appropriate time has been granted to cease use of outbuilding as a separate dwelling – the situation is being monitored.

19.3 Decision Notices

19.3.1 Bank Cottage, Cackle Street, Brightling - RR/2021/28/P

*Planning Permission was recently sought for an amendment to a condition and the decision is as follows:*

*Condition 4 - If on completion of the extension hereby permitted, the owners consider that the brickwork should be painted white to match the main dwelling, this would be acceptable.*

19.3.2 Socknersh Manor, Fontridge Lane, Brightling - RR/2020/1701/P

*Planning permission and the associated listed buildings consent (RR/2020/1702/L) was granted with various conditions regarding the bricks, pointing and the preservation of the historic fabric of the building.*

**20. Future Training Events**

None (potential Mulberry Planning Training – more details to follow)

**21. Correspondence**

- 21.1 Forestry Commission's reply to Formal Complaint
- 21.2 Andrew & Yasmin Rich's search for land to rent
- 21.3 Simon Tayler's email

**22. Parish Councillors' Forum**

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

**24. Future Meetings**

- 24.1 The next meeting of the parish council will be in Brightling Village Hall at 7.30pm.
- 24.2 The following are the remaining dates for council meetings in the current council year (subject to confirmation of agenda items 11. and 12. above):
  - 2021:  
30<sup>th</sup> June, 8<sup>th</sup> September, 10<sup>th</sup> November.
  - 2022:  
12<sup>th</sup> January, 9<sup>th</sup> March, (6<sup>th</sup> April Annual Assembly), 11<sup>th</sup> May (AGM)