



30th May 2023 PETT PARISH COUNCIL ANNUAL MEETING AGENDA

I hereby give notice that the Annual Meeting of Pett Parish Council will take place on

30th May 2024 at 7.30pm

Pett Methodist Chapel

and you are hereby summoned to attend.

Signed M E Philo

Mary Philo (Clerk to Pett Parish Council) on 24th May 2024

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

Presentation on the Local Plan Consultation by Planning Officers at 7.30 pm

AGENDA

1. Quorum and Election of Chairman

To establish a quorum and elect a member to the position of chairman to remain in office till the annual meeting in 2025. Proposer and seconder required. Nominees must accept the nomination. Following the vote, acceptance of office to be signed after the meeting.

2. Election of Vice Chairman

To elect a member of the council to the position of vice-chairman till the annual meeting of 2025. Proposer and seconder required. Nominees must accept the nomination.

3. Formalities

3.1 Apologies and reasons for absence.

(LGA1972 sch12, 12)

3.2 Councillors to consider their register of interest form and advise of any amendments.

3.3 Declarations of interest and whether prejudicial.

3.4 To consider any requests for dispensations that have been received in writing prior to the agenda date.

(Code of Conduct)

4. Agreement of Previous Meeting Minutes

To agree the minutes of the 16th April, 7th May and 24th May 2024 as a true record.

Adjournment of the Meeting for Public Time

Reports from County and District Councillors.

Questions and comments from the public on items on the agenda.

Reconvening of the Meeting

5. Authority to Publish

To agree to authorise the Chairman and Editors of the Pett and Pett Level News to write articles on behalf of the parish council. Any others?

6. Councillor Appointments and Responsibilities

a) To take nominations and elect Councillors as representatives on or liaison with the following bodies:

- i) Rother Association of Local Councils
- ii) East Sussex Association of Local Councils
- iii) Pett Sports Association

b) To take nominations and elect Councillors for the following areas of responsibility:

- i) Highways and Footpaths
- ii) Play Area
- iii) Allotments
- iv) Toilets

Suggestions for other areas.

c) Resilience / Flood Warden

To agree to confirm Chris Saint as Flood Warden to represent the parish with regard to the recent flooding and manage the parish flood emergency plan or resilience plan.

d) Tree Warden

To confirm Marcus Foster as Tree Warden.

7. Council Policies

Policies can be found on the council website Pett on the Net

To agree the following policies:

Standing Orders amended to reflect the threshold for public works contracts being raised to £30,000.

Financial Regulations – the 2024 version amended to suit

Data Protection policies – Information and Data Protection, Privacy Notice, Document and Records Retention, Email Disclaimer – As per 2023

Employment Policies – Health and Safety Statement, Disciplinary Policy, Grievance Policy, Clerk's Expenses Policy, Clerk's Sickness and Absence Policy – As per 2023

Co-option Policy- As per 2023

Grant and Donation Policy – As per 2023

Complaints Policy – As per 2023

Communication and Media Policy – As per 2023

8. Review of arrangements with not for profit bodies

- i) Sports Association Lease – The lease runs for 20 years from 25th March 2009
- ii) Allotments Lease – The current lease will finish without any automatic renewal in June 2025
- iii) Village hall – The parish council is the Custodian Trustee and is not responsible for managing the village hall.

9. Review of Council Assets

To agree the Asset Register as at 31st March 2024.

10. Council Risk Assessment

To review and agree the council risk assessment and policy for 2024-2025.

11. Schedule of Meetings

To agree that the schedule of meetings for the year will be as follows:

Bi-monthly Tuesday: 16th July, 17th September, 19th November, 21st January and 18th March

Possible Additional Planning Meetings: 18th June, 20th August, 15th October, 17th December and 18th February

12. Committee Terms of Reference

To agree the terms of reference for the Planning Meeting Committee remain unchanged.

13. Planning

13.1 Enforcements and Appeals

13.2 Planning Decisions notified

RR/2024/471/P Pett Level Life Boat: Proposed extension to PLIRB building (amendment plan as ref RR/2022/2871/P – Approved.

RR/2024/389/P Glen View, Pett Level Road: Erection of a three storey replacement building and associated landscaping. – Approved.

RR/2024/372/P Southlands, Pett Road: Garage conversion to studio annex – Approved.

13.3 Applications to be considered - None

14. Highways

i) Bollards for Chick Hill have now been installed.

ii) Fingerpost opposite the turning to Chick Hill is in poor condition. It has been advised that it could do with some refurbishment.

iii) The Strengthening Local Relations meeting has been deferred again.

iv) Any other issues.

15 Footpaths

A draft leaflet for the Jubilee Way has been produced. Copy has been circulated. Comments would be welcome.

16. Recreation Ground

i) Catch ball fencing

ii) To cut back fallen hedge behind pavilion of mixed ivy/hawthorn and remove all waste from site JLC £485 or Gibbs & Son £200

iii) To cut back all edges on tarmac pedestrian path on both sides from entrance gate to play area, No waste removed from site. Total £280

iv) To strim off weeds etc around tennis court drainage stones, spray with a herbicide and then hand weed out clean, clear weeds on two side as discussed within the tennis court. No waste removed off site. Total £450

To clear weeds on the other two sides of the tennis court. No waste removed off site. Total £130

17. Village Maintenance

18. Allotments

19. Pett Level Toilets

i) Gibbs & Son has been instructed to cut the grass.

ii) To agree to purchase a 'donations pole'. Installation estimated at £60 and acquisition starting from £689

20. Environment Related Issues

i) To agree to fund a bike rack and installation at the village hall est. £115. The village hall has agreed to the site.

ii) Repair shop

21. Grants and Donation

- i) To agree to grant **£1,000** towards the cost of maintaining St. Mary and St. Peter Churchyard.
- ii) To agree to grant **£800** to Pett Level Preservation Trust for the provision of a cattle grid.
- iii) To agree to donate **£60** to the British Legion for the Poppy Appeal, (to include cost of a wreath), at the appropriate time.
- iv) To agree to donate **£120** as a contribution towards providing Christmas Trees for Pett and Pett Level.

22. Finances

22.1 Year End Report (available on the website Pett on the Net)

22.2 Internal Audit Report

To review and note the Internal Auditor's Report

22.3 Statement of Internal Control

Having reviewed the internal auditor's report, to agree the statement of Internal Control.

22.4 AGAR Section 1 Annual Governance

Following review of the 9 assertions to agree Section 1 of the AGAR. The Chairman and Clerk to sign.

22.5 AGAR Section 2 Accounts Report

Following review, to agree Section 2 of the AGAR. The chairman to sign.

22.6 D-Day Flags

To agree to fund the flags from Project Remember funds.

22.7 Bank Balances

Current account balance as at 31st March 2024 £ 45,181.85 Project Remember £ 1,458.50

Current account balance as at 30th April 2024 £ 54,712.94 Project Remember £ 1,458.50

22.8 Receipts for March and April

See end of agenda.

22.9 Payments- additional March and April

See end of agenda.

22.10 Payments to be authorised

£991.43 Staff Salaries

£3,842.48 Geewoods Construction Company Ltd: Bollards installation on Chick Hill (from CIL funds)

£224.76 Mulberry Local Authority Services Limited: Annual internal audit (vat £37.46)

£388.57 Impression IT: Magazine print

£45.00 ESALC: Training - Roles, responsibilities and workings (vat £7.50)

Charge Card

There is a £6 credit from the D-Day Flag

23. Reports

- i) Chairs Forum

24. Information for councillors

The Chair attended the 100th Anniversary of the Pett and District Branch of the Royal British Legion.

The Annual Parish Meeting will be 18th June at 7.30pm In the Village Hall.

There is a Public Open Meeting on Friday 31st May from 6.30pm at the village hall, regarding approached to controlling the flooding.

The review of the local plan will be on the agenda for the July Meeting.

Response to the sewage spill survey by CPRE will be on the July agenda.

Discussion regarding the Hedgehogs R Us Highways Project.

25. Date of next meeting

Possibly Tuesday 18st June 2024 7.30pm for planning. Tuesday 16th July, 2024 Pett Village Hall

March Receipts

£1.00	Sports Association annual lease
£110.00	Magazine advert: K R Windows
£55.00	Magazine advert: Hayley Hounds
£55.00	Magazine advert: Conquest Cleaning
£1,930.00	Grant from East Sussex County Council Highways towards the bollards on Chick Hill
£110.00	Magazine advert: New Beach Club
£7.00	Magazine sales

April Receipts

£13,000	RDC: First half of the precept (council tax)
£110.00	Magazine advert: Eye Masters
£55.00	Magazine advert: tba
£15.00	Magazine subscription
£55.00	Magazine advert: tba
£55.00	Magazine advert: tba
£55.00	Magazine advert: AA Farnes
£8.50	Magazine sales
£110.00	Magazine advert: tba

Additional March Payments

£8.50	Refund S Adams: Magazine collection
£347.29	Refund M Philo: Half the cost of CiCLA

April Payments

£991.43	Staff Salaries
£55.02	M Philo: Office/Travel
£20.00	Village hall: January room
£256.83	ESALC/NALC: annual subscription
£388.57	Impression IT: magazine print invoice 16585
£36.00	Maiden Accountancy Services: Payroll March to June (vat £6)
£358.80	Rother District Council: Annual dog bin empty fee (vat 59.80)
£14.73	Refund A Adams: Magazine collection and bags for distribution
£500.00	Donation to Pett Level independent Rescue Boat (LGA 1972, s.137)
£500.00	Donation to Archive Resource Centre (LGA 1972, s.137)

Pett Parish Council Planning Committee Terms of Reference

1. Constitution

- a. The Constitution of this Committee shall be seven (7) members of the council.
- b. The committee shall elect a Chairman and Vice Chairman at its first meeting following the Annual Statutory Meeting of the Parish Council

2. Purpose

- a. The Parish Council is a statutory consultee of the Planning Authority. The Committee has delegated powers to consider all applications passed to Pett Parish Council by the Planning Authority and make representations to the Planning Authority on the applications

- b. Any proposed representations to the Planning Authority to use its powers under the Town and Country Planning Act 1990 and the Building Act 1984 shall be considered by the Planning Committee which has delegated power on behalf of the Parish Council to make representations to the Planning Authority.
- c. On behalf of the Parish Council to make representations regarding:
 - i. Policy and planning structure of the Planning Authority;
 - ii. Policy of the County Council as it relates to planning matters;
 - iii. Regional planning advice.
- d. To consider new legislation and policy as it relates to planning matters and respond to the appropriate body.

3. Delegated Powers

- a. The Planning Committee is authorised to make binding decisions on behalf of Pett Parish Council with regard to all aspects of its Purpose as set out above provided the meeting considering any matter is quorate

4. Quorum

- a. Three members of the committee shall constitute a quorum. If the numbers of councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting, at such other date as the Chairman may fix or at the next meeting of the Parish Council, if this is appropriate.

5. Review

- a. These terms of reference will be reviewed annually.