

South Heighton Parish Council

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Chairman: Cllr Paul Julian • Clerk: Steve Carter, 84 Barnett Road, Brighton BN1 7GH

Members of the Parish Council are hereby summoned to attend an **Ordinary Meeting** of; **South Heighton Parish Council** to be held at **South Heighton Village Hall** on the **10th January 2023 at 7pm** - where the following business will be considered and transacted.

THE MEETING IS OPEN AND MEMBERS OF THE PUBLIC ARE WELCOME AND ENCOURAGED TO ATTEND

S Carter

Steve Carter, Clerk to the Council

2nd January 2023

AGENDA

1. Public Participation

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant items on the agenda or raise any appropriate matters that affect the Parish. The public and press are also welcome to stay and observe the rest of the meeting

2. Acceptance of apologies for absence

3. Declarations of Interest

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

4. Approval of Minutes

To agree, and sign as a true record, the minutes of Ordinary Council Meeting held Tuesday 8th November 2022.

5. Chairman's Announcements

To note any announcements by the Chairman of the Council.

6. District/County Councillor Reports

To receive verbal or written updates.

7. Council Vacancies

7.1. **To meet any new candidates and follow Co-option Policy**

8. Parish Councillor Reports

8.1. **Councillor Updates** – for items not covered elsewhere on agenda

8.2. **Update re Streetlighting Contract**

9. Finance

9.1. **Q3 Bank and Account Reconciliation** - To accept the Q3 bank reconciliation and an update on the Parish Council's Finances for Q3 (01/10/22-31/12/22) - if available.

9.2. **Setting of 2023/24 budget/Precept** – Update on precept setting arrangements for 2023-24

9.3. **Payments and Receipts**

To approve payments, and note receipts.

10. Clerk Items

10.1. **Outstanding Items Carried Forward from Previous Minutes –**

Ref.	Action
SHPC 22-163 – 9.2.1	11.1.2. : Legacy Documentation

10.2. **Clerk Items/Update**

10.2.1. **New Councillor Induction Pack** - To Review /Agree Proposed "new Councillor" Induction Pack

- 10.2.2. **Council Documentation** - To review and approve the following Council Documentation:
 - 10.2.2.1. **Risk Register** – to note the risk review and approve the risk register.
 - 10.2.2.2. **Asset Schedule** – to note amendments and approve.
 - 10.2.2.3. **Standing Orders** – to note amendments and approve.
 - 10.2.2.4. **Financial Regulations** – to note amendments and approve.
- 10.3. **Other items for Councillor Awareness**– mail received etc
 - 10.3.1. **Information Commissioner Registration** – to note current situation and legislation
 - 10.3.2. **Election Process** – Discussion regarding election process to ensure awareness
 - 10.3.3. **Clerk Annual Leave** – see annual leave card
- 11. **Planning** - to review any planning items received during month
- 12. **The Hollow Play Area**
 - 12.1. Monthly play inspections report update
 - 12.2. **Dealing with Fallen Tree** - update
 - 12.3. **Bins at the Hollow** - including removal of recycling bin
 - 12.4. Update on improvement actions:
 - 12.4.1. **Repair of Log Bench** - update
 - 12.4.2. **Roundabout** – update
 - 12.4.3. **Children’s Mushroom Table** – update
 - 12.4.4. **Update regarding “No Dogs Allowed” signage**
- 13. **Denton and South Heighton Junior Football Club**
 - 13.1. **Licence** – Update
 - 13.2. **DASH 2023 Tournament**
- 14. **ESCC Strengthening Local Relationships (SLR) meeting** - 16 January 2023 10:30-11:30
 - 14.1. To agree agenda for meeting
 - 14.2. Avis Road Traffic Project – Update from investigations re support for traffic calming
- 15. **Newsletter** – update
- 16. **Christmas Arrangements Review** - To Review the arrangements for Christmas 2022 and note any learning for 2023
- 17. **Surgeries before meetings** – Update
- 18. **Personnel Committee** – To confirm membership and set review meeting with Clerk
- 19. **Annual Parish Meeting** - To agree a date, location, format and attendees for the Annual Parish Meeting in May 2020.
- 20. **Matters arising in meeting for inclusion in next agenda**
- 21. Items discussed in meeting flagged for inclusion in Spring/Summer Newsletter
- 22. To agree the date of the **Ordinary Meeting** of the Council – 21st February 2023 at 7pm - **DENTON HOUSE HALL, FORWARD CLOSE, SOUTH HEIGHTON**