

# SOUTH HEIGHTON PARISH COUNCIL

**Chairman:**  
Cllr. C Bradshaw  
132 Court Farm Road  
Newhaven  
East Sussex  
BN9 9HB  
Tel: 07810538886

Cllr. C Bradshaw (Chair),  
Cllr. Ms G Hazell, Cllr. P. Julian, Cllr S Lo Fan Hin,  
Cllr. Mrs. J Miller, Cllr. A Turner.

**Temporary Clerk:**  
Mrs L Butcher  
6 The Mews  
East Hoathly  
East Sussex  
BN8 6EH  
Tel: 07432478248

You are summoned to the meeting of the **SOUTH HEIGHTON PARISH COUNCIL** to be held in the **SOUTH HEIGHTON VILLAGE HALL, SOUTH HEIGHTON**, on **TUESDAY 21<sup>st</sup> November, 2017** at **7.00pm**.

Mrs Linda Butcher **Temporary Parish Clerk**

15<sup>th</sup> November 2017

## A G E N D A

- 1. Public Question Time**  
*There will be a 15 minute period at the start of the meeting when members of the public may ask questions on any matters that affect the Parish.*
- 2. To consider apologies for absence.**
- 3. To approve and sign the Minutes of the Council meeting of 24<sup>th</sup> October 2017 (copy to follow)**
- 4. To receive declarations of interest from Councillors in respect of items on the Agenda**
- 5. Finance Update, Current Budget Review and Draft 2018/19 Budget (papers to follow)**  
*To receive a report from the Temporary Clerk (as Responsible Finance Officer) to include: an update on the reconciliation of accounts and Half Year Budget Review; CiL Notification from the SDNP Authority; reporting account balances and recommendation of the payment of invoices – Decision Required.*
- 6. Training Programme Review (papers to follow)**  
*To receive a verbal report from the Chairman and Temporary Clerk outlining the possible training programme for Councillors and staff to help inform 2018/19 budget preparation – Decision Required.*
- 7. Update on 2017/18 Budget Virements and Provisions for 2018/19 (papers to follow)**  
*To receive verbal reports from the Chairman and Temporary Clerk identifying proposed projects from the Parish Plan Review and Councillors for the 2018/19 budget and update on virements and setting the precept for the next financial year – Decision Required.*
- 8. Report Back on the 2017 Bonfire Society Event (papers to follow)**  
*To receive a verbal report from the Chairman on the 2017 Bonfire Event to agree part deposit return, inform the review of the Licence and agree a process for the restoration of the bonfire site – Decision Required.*
- 9. Potential Waste Odours from Skip It, North Quay Road, Newhaven**  
*To receive a verbal report from Cllr. Julian on notification from the Environment Agency (EA) of potential odours from the required removal of waste from the Skip It site and to consider a response to the EA – Decision Required.*
- 10. Parish Plan Review Update (papers to follow)**  
*To receive a verbal report from the Chairman on the comments on the Parish Plan Review Leaflet; to consider any revisions and agree the preparation of the final plan for publication – Decision Required.*
- 11. Purchase and installation of a Christmas Tree and lights on the Village Green**  
*To receive a verbal report from Cllr. Miller to consider the purchase of a Christmas tree and a further set of lights (to replace those damaged) for the Village Green and arrange an installation date if agreed - Decision Required.*
- 12. Christmas Carol Event on the Village Green (papers to follow)**  
*To receive a verbal report from the Chairman outlining the responses to the proposal for a Christmas Carols event and the possibility of combining this with the CTLA Father Christmas event – Decision Required.*
- 13. Consider Recruitment Process and Timetable for Appointing a Permanent Parish Clerk (papers to follow)**  
*To receive a verbal report from the Chairman to consider the recruitment process/timetable for appointing a permanent Parish Clerk including draft job description, person specification and contract – Decision Required.*
- 14. Planning and Tree Application Consultations (papers to follow)**  
*To consider planning/tree works applications the Council has been consulted on and LW/17/0940 the Brett Aggregates Concrete Batching Plant, East Quay, Newhaven – Decision Required.*
- 15. To consider the exclusion of the press and public**  
*Under Standing Order 3g to consider a motion that due to the confidential nature of the business to be transacted the press and public be excluded from the meeting.*
- 16. Consider Tenders and Appointment of Contractors for The Hollow Project (papers to follow)**  
*To receive a verbal report from the Chairman outlining the tenders received for The Hollow Playground, consider the schemes, appoint a contractor for the refurbishment and consider the fencing quote and options – Decision Required.*
- 17. Action List (copy to follow)**  
*To receive a verbal report from the Chairman introducing the updated Parish Council's Action List to note progress, consider ways and approve additional tasks and actions to be progressed – Decision Required.*
- 18. Parish Clerks Announcements & Correspondence**  
*To receive verbal reports from the Temporary Clerk on items and notices received by the Council – To Note.*
- 19. Rolling Programme and Agenda Items (copy to follow)**  
*To identify items for consideration at the next Council meeting and review the rolling programme of items – To Note.*
- 20. Councillors' Updates**  
*To receive verbal reports from Councillors on issues they have been dealing with not covered above – To Note.*
- 21. Date and Location of the next Council Meeting**  
*Programmed for 7.00 p.m. 16<sup>th</sup> January 2018 at South Heighton Village Hall – To Note.*