

# 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.

Parish Clerk:  
Mrs S Mills  
10 Bromley Road  
Seaford  
East Sussex  
BN25 3ES  
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 13<sup>th</sup> February, 2018** at **7.00pm.**



Mrs Stephanie Mills **Parish Clerk**

8<sup>th</sup> February 2018

## A G E N D A

### 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 matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting.

### 2. APOLOGIES - To receive 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. MINUTES – (copy to follow)

4.1. To resolve that the minutes of the Council Meeting held on 21<sup>st</sup> November 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Matters outstanding from these minutes (not listed as separate agenda items)

### 5. FINANCE – (papers to follow)

5.1. Finance Update and Bank Account Progress;

5.2. To receive an update on reconciliation of accounts and payment of invoices.

### 6. BONFIRE SITE RESTORATION AND DEPOSIT RETURN TO THE SOUTH HEIGHTON VILLAGE HALL MANAGEMENT COMMITTEE (SHVHMC)

To receive a verbal report from the Chairman outlining the restoration work undertaken with a view to agreeing the return of the outstanding deposit of £200 to the SHVHMC – Decision Required.

### 7. PURCHASE OF NEW NOTICE BOARD

To receive a verbal report from Cllr Julian in respect of a grant to purchase a new notice board and consider the siting of the board, financial and other implications - Decision Required.

### 8. SPRING/SUMMER NEWSLETTER – (paper to follow)

To receive a verbal report from the Chairman to consider draft topics for inclusion in the Spring/Summer Parish Council Newsletter - Decision Required.

### 9. GRANT AWARDING POLICY AND PROCESS – (papers to follow)

To receive a verbal report from the Clerk outlining the proposed Grant Awarding Policy and Process with a view to it's adoption by the Council – Decision Required.

# **SOUTH HEIGHTON PARISH COUNCIL**

- 10. REVIEW OF STAFF MANAGEMENT AND APPRAISAL POLICY AND PROTOCOL**– (paper to follow)  
To receive a verbal report from the Chairman outlining the proposed amendments to the arrangements associated with the Staff Management and Appraisal Policy and Protocol with a view to their adoption – Decision Required.
- 11. SICKNESS AND ABSENCE, EQUAL OPPORTUNITIES AND HEALTH AND SAFETY POLICIES**  
– (papers to follow)  
To receive a verbal report from the Chairman outlining the proposed Sickness and Absence, Equal Opportunities and Health and Safety Policies with a view to their adoption by the Council – Decision Required.
- 12. ARRANGEMENTS FOR NEW EMAIL ADDRESSES FOR COUNCILLORS**  
To receive a verbal report from the Clerk outlining the proposed revised arrangements for new individual email addresses – Decision Required.
- 13. ARRANGEMENTS FOR A NEW CONTRACT FOR THE COUNCIL'S MOBILE PHONE NUMBER**  
To receive a verbal report from the Clerk outlining the proposed revised arrangements for a new contract to cover the Council's contact phone number – Decision Required.
- 14. THE HOLLOW PROJECT**  
To receive verbal reports from the Clerk and Chairman outlining progress of The Hollow Project – To Note.
- 15. 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.
- 16. PLANNING and TREE APPLICATION CONSULTATIONS**  
To consider planning/tree works applications the Council has been consulted on and/or those relevant to the parish.
- 17. PARISH CLERK'S ANNOUNCEMENTS**  
To receive verbal reports from the Temporary Clerk on items and notices received by the Council – To Note.
- 18. 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.
- 19. COUNCILLORS' UPDATE**  
To receive verbal reports from Councillors on issues they have been dealing with not covered above – To Note.
- 20. DATE and LOCATION of next COUNCIL MEETING**  
To note that the next meeting is scheduled for 7pm on 13<sup>th</sup> March 2018 in South Heighton Village Hall.