

SOUTH HEIGHTON PARISH COUNCIL

Chairman:
Cllr. C Bradshaw
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Cllr. C Bradshaw (Chair),
Cllr. Ms G Hazell, Cllr. P. Julian,
Cllr S Lo Fan Hin, 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 19th June, 2018** at **7.00pm.**



Mrs Stephanie Mills **Parish Clerk**

14th June 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 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. 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

4.1. To resolve that the minutes of the Council Meeting held on 15th May 2018 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. DENTON AND SOUTH HEIGHTON JUNIOR FOOTBALL CLUB LICENCE REVIEW

To receive a verbal report from the Chairman reporting back on the outcome of previous seasons use of the recreation ground and consider the terms of the licence agreement for the forthcoming season including the request to extend the length of the Licence to cover a 10-year period. **Decision Required.**

6. BONFIRE APPLICATION FROM SOUTH HEIGHTON BONFIRE SOCIETY

To receive a verbal report from the Clerk to consider the application submitted by the SHBS to hold the 2018 Fireworks Display and Bonfire at The Hollow Recreation Ground on Saturday 10th November 2018. **Decision Required.**

7. MEMBER RESIGNATION

To receive a verbal report from the Clerk and Chairman on the implications and necessary actions following the resignation of Mrs Miller from the Council including election procedures, the re-allocation of responsibilities and representation on outside bodies. **Decision Required.**

8. FINANCE

8.1. End-of-Year Financial Report (To Note)

To receive an update from the Clerk on:

- The end-of-year Financial Status of the Council's Finances;
- The results of the internal audit conducted on 11th June 2018;
- Dates for notification of public rights;
- Arrangements for submission of Annual Return to the external auditors.

8.2. Approval of Annual Governance Statement 2017/2018 (Section 1)

To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2017/2018 Part 3 Section 1, to be signed by the Chairman and Clerk. **Decision Required.**

8.3. Approval of Accounting Statements 2017/2018 (Section 2)

To review and approve the figures presented within the PKF Littlejohn Annual Governance and Accountability Return 2017/2018 Part 3 Section 2, to be signed by the Chairman. **Decision Required.**

8.4. Payments since last Meeting

To consider and approve payments since the last Council Meeting. **Decision Required.**

8.5. Clerk CiLCA Qualification

To consider the Clerk's attendance on the Sussex Association of Local Councils Certificate in Local Council Administration (CiLCA) Programme and associated costs of completing the CiLCA Qualification. **Decision Required**

SOUTH HEIGHTON PARISH COUNCIL

9. AGENDA AND ITEM MANAGEMENT

To receive verbal reports from the Clerk and Chairman considering the future agenda structure, items and management, including the approach to the Council's Documentation Review Process, Members Pack and Handbook preparation. **Decision Required.**

10. PARISH PLAN UPDATE

To receive a verbal report from the Chairman outlining progress on the plan update and consider and resolve actions as necessary including on:

- Review and Consultation - annual review to agree process and matters in the Plan on which to consult the Parish in light of feedback from the Annual Parish Meeting.
- The Proposals and Management Plan for The Hollow - in light of progress on The Hollow Project and comments from the Annual Parish Meeting.
- Consider Proposals planed for the Village Green - in light of comments from the Annual Parish Meeting and Denton Challenge.

Decision Required.

11. UPDATE ON PROGRESS ON THE HOLLOW PROJECT

To receive verbal reports from the Clerk and Chairman outlining progress on the project and consider and resolve actions as necessary, including:

- Grant and Financial Payments;
- Outstanding Issues with Play Area Refurbishment;
- Use of "The Hollow" Budget Fund;
- New and Replacement Signage;
- Friends of The Hollow Volunteer Group;
- Tree and Management Proposal Applications.

Decision Required

12. PLANNING AND TREE APPLICATION CONSULTATIONS

To consider planning/tree works applications the Council has been consulted on and/or those relevant to the Parish.

13. CONSULTATIONS/MEETINGS/ACTIVITES

To note any Consultations/Meetings/Activities received since publication of the agenda.

14. PARISH CLERK'S ANNOUNCEMENTS

To receive verbal reports from the Clerk on items and notices received by the Council not covered above.
To Note.

15. ACTION LIST

To receive a verbal report from the Chairman introducing the updated Parish Council's Action List, to note progress, consider ways for any outstanding tasks and actions to be progressed and approve any additional tasks and actions. **Decision Required.**

16. ROLLING PROGRAMME and AGENDA ITEMS

To identify items for consideration at the next Council meeting and review the rolling programme of items.
To Note.

17. COUNCILLORS' UPDATE

To receive verbal reports from Councillors on issues they have been dealing with not covered above.
To Note.

18. DATE and LOCATION of next COUNCIL MEETING

To note that the next meeting, the Annual Council Meeting, is scheduled for 7pm on 31st July 2018 in South Heighton Village Hall. **To Note.**