

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. 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 31st July, 2018** at **7.00pm.**



Mrs Stephanie Mills **Parish Clerk**

25th July 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 19th June 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. BONFIRE APPLICATION FROM SOUTH HEIGHTON VILLAGE HALL MANAGEMENT COMMITTEE

To receive a verbal report from the Clerk to consider the application submitted by the SHVHMC to hold the 2018 Bonfire and Fireworks Display at The Hollow Recreation Ground on the weekend of Saturday 10th - Sunday 11th November 2018. **Decision Required.**

6. THE HOLLOW APPLICATION FROM DENTON AND SOUTH HEIGHTON JUNIOR FOOTBALL CLUB

To receive a verbal report from the Clerk to consider the application submitted by the DASHJFC to run 3 summer holiday football schools at The Hollow on Thursday 9th, Thursday 16th and Thursday 23rd August 2018. **Decision Required.**

7. GRANT APPLICATION FROM FRIENDS AND ASSOCIATES OF DENTON SCHOOL

To receive a verbal report from the Clerk to consider the Grant Application for £120 submitted by the Friends and Associates of Denton School towards the purchase of 30 litter pickers for the school to help keep the local area tidy and litter-free. **Decision Required.**

8. CROQUET MATCH AT THE HOLLOW

To receive a verbal report from Cllr Turner regarding a letter sent to the South Heighton Village Hall Management Committee regarding a Croquet Match at The Hollow and procedure for holding small events at The Hollow. **To Note.**

9. FINANCE

9.1. Q1 2018 Finance Review

To receive an update from the Clerk on the Council's Finances from 01/04/18 – 30/06/18 including the working cashbook, spend against budget and bank reconciliations. **Decision Required.**

9.2. Budget Review and Forecast

To receive an update from the Clerk regarding the forecasted budget for Q2-4 2018 and to approve any required amendments. **Decision Required.**

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9.3. Payments since last Meeting

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

9.4. Clerk Payment for August 2018

To consider arrangements in respect of the payment of the Clerk's Salary for August 2018 when no Council Meeting takes place. **Decision Required.**

10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

To receive a verbal report from the Clerk to undertake the annual review of the Parish Council's Standing Orders and Financial Regulations. **Decision Required.**

11. ANNUAL REVIEW OF THE HOLLOW PROTOCOL AND PROCEDURES

To receive a verbal report from the Chairman regarding the annual review of the protocol and procedures for The Hollow Recreation Ground. **Decision Required.**

12. PETROL CONTAINER AND OIL FOR DONATED LEAF BLOWER

To receive a verbal report from Cllr Julian regarding a Backpack Leaf Blower kindly donated to the Parish Council by The Day Group and to approve costs for a petrol container and oil. **Decision Required.**

13. 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 including approval of final invoice (**Decision Required**);
- Outstanding Issues with Play Area Refurbishment, including path and cracked table-top (**Decision Required**);
- Provision of stock wire fencing (**Decision Required**);
- Provision of additional removable fencing (**Decision Required**);
- Feedback since opening (**To Note**);
- New and Replacement Signage (**Decision Required**);
- To thank Andrew Willie for his time and effort (**Decision Required**);
- Friends of The Hollow Volunteer Group (**Decision Required**).

14. CLERK APPRAISAL AND HOLIDAY

To receive a verbal update from the Chairman and Clerk regarding:

- The Clerk's probationary period and appraisal process;
- Approval for Clerk's holiday during August 2018 and arrangements for covering the Parish Council email and mobile phone.

15. PLANNING AND TREE APPLICATION CONSULTATIONS

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

16. CONSULTATIONS/MEETINGS/ACTIVITIES

To review and agree responses/attendance to the following Consultations/Meetings/Activities:

- NALC Annual Conference 2018 on 30th-31st October 2018.

17. PARISH CLERK'S ANNOUNCEMENTS

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

18. 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.**

19. ROLLING PROGRAMME and AGENDA ITEMS

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

20. COUNCILLORS' UPDATE

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

21. DATE and LOCATION of next COUNCIL MEETING

To note that the next meeting, the Annual Council Meeting, is scheduled for 7pm on 11th September 2018 in South Heighton Village Hall. **To Note.**