

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 11th September 2018** at **7.00pm.**



Mrs Stephanie Mills **Parish Clerk**

6th September 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 31st July 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. FINANCE

5.1. Ratification of Clerk's Salary Payment for August 2018

To ratify the monthly contractual payment of £316.90 to the Clerk during August when no Council Meeting took place. **Decision Required.**

5.2. Budget Review and Forecast

To receive an update from the Clerk regarding the forecasted budget for Q3-4 2018 and the initial budget for 2019/2020. **Decision Required.**

5.3. New Grass Cutting Contract

To receive an update from the Clerk regarding arrangements for a new grass cutting contract. **Decision Required.**

5.4. Payment to last Clerk for Annual Server Renewal

To review and approve a payment of £68.38 to the previous Clerk for the annual renewal to Free Virtual Servers for hosting the Parish Council's website. **Decision Required.**

5.5. Payments since last Meeting

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

6. NEWSLETTER

To receive a verbal report from the Chairman to consider draft items for the Autumn/Winter Newsletter. **Decision Required.**

7. APPROVE PROGRAMME AND ARRANGEMENTS FOR CLERKS ANNUAL APPRAISAL

To receive a verbal report from the Chairman regarding the arrangements for the Clerk's Annual Appraisal. **Decision Required.**

8. TO CONSIDER AND ADOPT A RISK MANAGEMENT POLICY

To receive a verbal report from the Chairman and Clerk regarding a risk management policy for the Council. **Decision Required.**

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9. MEMBERS PACK AND COUNCIL DOCUMENTATION ANNUAL REVIEW

To receive a verbal report from the Chairman regarding the updated Members Pack and to consider and provide feedback on the following policies (**Decisions Required**):

Code of Conduct;
Grievance Policy;
Disciplinary Policy.

10. 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 update on final invoice (**Decision Required**);
- Revised Programme of Works (**Decision Required**);
- Update on outstanding Issues with Play Area Refurbishment (**Decision Required**);
- Removal of old noticeboard and installation of new noticeboard (**Decision Required**);
- Update on stock wire fencing (**Decision Required**);
- Update on provision of additional removable fencing (**Decision Required**);
- New and Replacement Signage (**Decision Required**).

11. 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**

12. CONSULTATIONS/MEETINGS/ACTIVITIES

To review and agree responses/attendance to Consultations/Meetings/Activities.

13. PARISH CLERK'S ANNOUNCEMENTS

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

14. 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.**

15. ROLLING PROGRAMME and AGENDA ITEMS

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

16. COUNCILLORS' UPDATE

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

17. DATE and LOCATION of next COUNCIL MEETING

To note that the next meeting, the Annual Council Meeting, is scheduled for 7pm on 16th October 2018 in South Heighton Village Hall. **To Note.**