

South Heighton Parish Council

Clerk: Stephanie Mills, 10 Bromley Road, Seaford, East Sussex, BN25 3ES
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Members of the Parish Council are hereby summoned to attend a meeting of **South Heighton Parish Council** to be held in the **South Heighton Village Hall, South Heighton** on **Tuesday 16th October 2018** at **7.00pm**.

S Mills

Stephanie Mills, Clerk to the Council

9th October 2018

A G E N D A

1. Election of Chairman and Vice Chairman

To receive nominations and elect a Chairman and Vice Chairman to serve until the Ordinary Elections on 2nd May 2019.

2. 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.

3. Acceptance of apologies for absence

4. 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.

5. Approval of minutes

To agree, and sign as a true record, the minutes of the Council Meeting held on 11th September 2018.

6. Parish Councillor Vacancy

To consider the co-option of Mr A Willey as Councillor to South Heighton Parish Council.

7. Clerk's Report

To note a report by the Clerk detailing business in progress since the last meeting.

8. Resignation of previous Chairman

To note actions taken since the resignation of the previous Chairman Mr Christopher Bradshaw.

9. The Hollow Project

9.1. To note an update from the Clerk and Cllr Julian regarding progress of the Hollow Project;

9.2. To approve a design for the new entrance signs;

9.3. To consider adopting an amendment to the long-term key holding policy.

10. Grass Cutting Contract

To approve next steps for the tendering of the Council's Grass Cutting Contract.

11. Village Green

To receive a report from Cllr Turner regarding improvements to the Village Green.

12. Newsletter

To approve the final articles for the Parish Council Autumn/Winter Newsletter.

13. Council Documentation

To note revised arrangements for the revision and distribution of the Members Packs and annual documentation review.

14. Selection of Internal Auditor

To consider a report by the Clerk with recommendations for the selection of an Internal Auditor for the 2018/2019 Municipal Year.

15. Finance

- 15.1. To note an update from the Clerk outlining the H1 Financial Position of the Council's Finances;
- 15.2. To consider, and agree amendments to, the 2018/2019 financial budget;
- 15.3. To note an update from the Clerk regarding the arrangements for the 2019/2020 precept;
- 15.4. To consider and sign the revised list of Council Bank Account Signatories;
- 15.5. To consider and approve payment of Clerk's basic monthly salary by Standing Order;
- 15.6. To approve payments and receipts since the last meeting.

16. District/County/Parish Councillor Reports

To receive verbal or written reports.

17. Consultations/Meetings

To review, and agree a response to, the following:

- 17.1. Newhaven Town Council Remembrance Sunday Invitation
- 17.2. Lewes Local Plan Update
- 17.3. ESCC Extra Grass Cuts

18. To note the date of the next meeting is Tuesday 20th November 2018 at 7pm in South Heighton Village Hall.