

South Heighton Parish Council

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Chairman: Cllr Paul Julian • Clerk: Stephanie Mills, 10 Bromley Road, Seaford, East Sussex, BN25 3ES

Members of the Parish Council are hereby summoned to attend the **Annual Meeting of South Heighton Parish Council** to be held in the **South Heighton Village Hall, South Heighton** on **Tuesday 14th May 2019** at **7.00pm**.

S Mills

Stephanie Mills, Clerk to the Council

9th May 2019

A G E N D A

1. Election of Parish Council Chairman and Vice Chairman 2019/2020

To receive nominations and elect a Chairman and Vice Chairman for the forthcoming municipal year.

2. Declaration of Acceptance of Office – All Councillors

To note the Declaration of Acceptance of Office by all members.

3. 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.

4. Acceptance of apologies for absence

5. 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.

6. Approval of minutes

To agree, and sign as a true record, the minutes of the Council Meeting held on 9th April 2019.

7. Co-option of Councillor

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

8. Chairman's Announcements

To note any announcements by the Chairman of the Council.

9. Parish/District/County Councillor Reports

To receive verbal or written reports.

10. Committee Memberships

To consider Committees for the year, their terms of reference and to receive nominations and appoint Members as appropriate.

11. Representation on Outside Bodies

To consider membership and representation on outside bodies and to appoint Members as appropriate.

12. New Council Information

- To receive the latest Council Policies and Procedures pack;
- To receive a welcome letter from SALC;
- To receive Declaration of Interests Forms;
- To note an update from the Clerk regarding documentation to sign/return.

13. Grass Cutting Schedule

To note the grass cutting schedule from Burleys for the 2019 cutting season.

14. South Heighton Village Fete

To consider correspondence from South Heighton Village Hall Management Committee regarding whether the Parish Council would like to donate a raffle prize instead of paying the £10 stall fee at the South Heighton Village Fete on 29th June 2019.

15. The Hollow Project

15.1. Progress update

To note an update from the Chairman and Clerk regarding progress of the Hollow Project;

15.2. Finance update

To note an update on the financial status of the Newhaven Community Fund Grant.

16. Village Green Project

To note an update from Cllr Turner and the Clerk regarding progress of the Village Green Project.

17. Annual Parish Meeting

To note a progress update from the Clerk on arrangements for the Annual Parish Meeting to be held on Monday 20th May 2019.

18. Planning

To consider the following planning application:

- **SDNP/19/01860/HOUS** - Norton Cottage Norton Road Norton BN25 2UN - Erection of two storey extension.

19. Finance

19.1. Internal/External Audit Update

To note an update from the Clerk regarding:

- The results of the Internal Audit conducted on 7th May 2019;
- The dates for the notification of public rights;
- Arrangements for the submission of the Annual Governance and Accountability Return 2018/2019 to the external auditors.

19.2. Approval of Annual Governance Statement 2018/2019 - Section 1

To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2018/2019 Part 3 Section 1, to be signed by the Chairman and Clerk.

19.3. Approval of Annual Governance Statement 2018/2019 - Section 2

To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2018/2019 Part 3 Section 2, to be signed by the Chairman.

19.4. Council Insurance

To review and approve quotes for the Council Insurance from 1st June 2019 – 31st May 2020.

19.5. Payments and Receipts

To approve payments and receipts received since the last meeting.

20. Consultations/Meetings

To consider the following consultations/meetings:

- Lewes District Council Road Closure Consultation for 9th November 2019 submitted by the South Heighton Bonfire Society for the South Heighton Annual Bonfire event.

21. To note the date of the next Ordinary Meeting of the Council is on Tuesday 25th June 2019 at 7pm in South Heighton Village Hall.