



**To all members of the Council, you are summoned to attend a Full Council Meeting of the Parish Council on Thursday 13<sup>th</sup> April 2023 at 19.00.**

**This meeting will be held at Northiam Village Hall, Main Street, Northiam**

**Members: Cllr Pierce, Cllr Russell, Cllr Farmer, Cllr Wontner-Smith, Cllr Johnson, Cllr Streatfeild**

## AGENDA

**SIGNED: Georgina Jackson, Parish Clerk**

**Date: 5<sup>th</sup> April 2023**

*Georgina Jackson*

---

- 1 **To receive Apologies for Absence.**
- 2 **To note the resignation of Cllr Dallimore.**
- 3 **To adjourn the meeting to enable members of the public and Councillors to address the meeting.**

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed initially and only if time permits will further comments be heard. This is a 'for information' session only and no action can be taken upon those items raised.
- 4 **To receive Declarations of Interest and Lobbying**

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.
- 5 **Minutes of the Previous Meeting** Appendix A

To approve and sign the minutes of the Full Council meeting held on 9<sup>th</sup> March 2023.
- 6 **Minutes of committee meetings and Working Groups** – to receive the minutes and allow members to ask any questions on decisions made by the committees:
  - 6.1 28/07/2022 – St Francis Field Committee Appendix B
- 7 **To receive report from County Councillor.**

## 8 To receive reports from District Councillors.

### 9 Motions from Councillors

- 9.1 Cllr Russell; To agree for the parish council to place the order for the bollards outside Jempsons and then invoice them for the amount required.

### 10 Finance

- 10.1 To receive & approve the payment report for March 2023 Appendix C
- 10.2 To receive recent bank reconciliation April to June 2022 Appendix D  
The chairman and RFO will review bank statement and reconciliation statement for signature.
- 10.3 To receive time sheets from the clerk and RFO for the time period 04/03/2023 to 07/04/2023. Appendix E/  
F
- 10.4 To receive time sheets for finance contractor. Appendix G
- 10.5 To approve travel expenses for the locum clerk. Appendix H
- 10.6 To consider request from Rother District Council for a contribution of £2,342.52 towards the expenses of the consultants undertaking the governance review of Northiam Parish Council. Appendix I
- 10.7 To note the increase to the dog bin emptying contract. Appendix J
- 10.8 To consider new electricity contract at the following costs: Appendix K  
Day Charge 38.28 per kwh  
Night Charge 28.57 per kwh

### 11 To ratify expenditure made in line with 4.1 of Financial Regulations.

- 11.1 £161.88 payable to Jewsons – Limestone Chippings (previously agreed).
- 11.2 £19.98 payable to T Biggs – Trimmer guard (Previously agreed).

### 12 Councillor Behaviour

- 12.1 To consider signing up to the Local Government Association's Debate not Hate campaign.

<https://www.local.gov.uk/about/campaigns/debate-not-hate>

- 12.2 To consider signing up to the Civility and Respect Pledge.

<https://www.nalc.gov.uk/our-work/civility-and-respect-project#training>

### 13 Governance

- 13.1 To consider and adopt the Public Participation Policy. Appendix L
- 13.2 To consider and adopt the Dignity at Work Policy Appendix M
- 13.3 To consider and adopt Complaints Policy. Appendix N
- 13.4 To consider and adopt the Whistleblowing Policy Appendix O
- 13.5 To consider and adopt Protocol of Officer/ Member Relations Appendix P
- 13.6 To consider and adopt General and Ear Marked Reserves Policy Appendix Q
- 13.7 To agree the date of 18<sup>th</sup> May to hold the Annual Council Meeting.

### 14 St Francis Field

14.1 To consider grazing application for St Francis Field.

Appendix R  
and S

## 15 The Paddocks

15.1 To consider the sewer diversion report and proceed to the legal documentation. Appendix T

## 16 Planning Applications

16.1 **RR/2023/315/P – Dial Cottage, Mill Corner, Northiam TN31 6HU –** Erection of an extension and conversion of modern garage to form residential annexe.

16.2 **RR/2023/394/P - Willow Brae, Station Road, Northiam TN31 6QJ -** Loft conversion and internal alterations.

16.3 **RR/2023/527/P - Floreda, Ewhurst Lane, Northiam TN31 6PA -** Residential extension: Removal of existing single storey elements and two outbuildings and replacement with new single storey rear and part side extension.

16.4 **RR/2023/562/P - Killickdown, New Road, Northiam TN31 6HS -** Conversion of existing garage with first floor extension, replacement porch, external materials, internal alterations and extended dormers to front and rear.

16.5 **RR/2023/572/P - Whitehill, Rocks Hill, Northiam TN31 6JF -** Erection of a replacement garage following demolition of existing garage.

16.6 **RR/2023/208/P - Copper Cottage, Mill Corner, Northiam TN31 6HT -** Replace existing glass conservatory roof with insulated lightweight tiled roof.

17 **To report any external meetings with representatives of Leybourne Parish Council – to allow members to ask any questions and to receive the minutes.**

There were none reported.

## 18 To report correspondence

18.1 08/03/2023 – Email from resident regarding St Francis Field.

18.2 02/03/2023 – Email from resident regarding play area equipment.

## 19 Questions from Councillors

20 **To agree the public's exclusion from the confidential part of the meeting.**

**That in view of the confidential nature of the business (employment/legal/contractual issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.**

## 21 Office Lease

21.1 To receive report from solicitors regarding the Office Lease and agree Appendix U actions.

22 **To receive update on outstanding rent monies.**

## Payment Report for March

Payee	Budget	Amount Gross	Amount Net	VAT	Method	Description
Jon O'Conner	Grass contract	£936.55	£780.46	£156.09	Bacs	Grounds Maintenance March
Jewsons	Cemetery	£161.88	£134.90	£26.98	Bacs	Volunteers
Business Stream	SFF Utilities	47.10			Bacs	Water - SFF
William Kimber	Chairmans Allowance	500.00			Bacs	Food for the APM
Scott Morris	Kickstart Fund	270.00	225.00	45.00	Bacs	Hedge cutting - SFF
HMRC	Staff Costs	100.00			Bacs	Tax payment
The Club	Parish Office	£435.00			Bacs	Contractual fee for internal decoration
CSI	IT support/ equipment/ software	£264.00	£220.00	£44.00	Bacs	Annual domain name fee.
Jempsons	Chairmans Allowance	85.69				Drinks and Napkins for APM
ESALC	Subscriptions	£670.85			Bacs	ESALC and NALC subscription.
Northiam Village Hall Trust	Library	£189.84			Bacs	Library rent and electricity
Staff	Staff Costs	£3,000	n/a	n/a	Bacs	Locum RFO and Clerk fees
G Jackson expenses	Travel	£91.80	n/a	n/a	Bacs	Locum Clerk expenses