



**To all members of the Council, you are summoned to attend a Full Council Meeting of the Parish Council on Thursday 18<sup>th</sup> May 2023 at 19.00.**

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

**Members: Cllr Biggs, Cllr Fairbrass, Cllr Fenton, Cllr Harding, Cllr Lockett, Cllr Russell, Cllr Sargent, Cllr Schlesinger, Cllr Wadie**

## AGENDA

**SIGNED: Georgina Jackson, Parish Clerk**

**Date: 12<sup>th</sup> May 2023**

*Georgina Jackson*

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1. **To Elect a Chairman for the Parish Council for 2023/24 and receive declaration of acceptance of Office for Chairman.**
2. **To Elect a Vice Chairman for the Parish Council for 2023/24.**
3. **To receive declaration of office forms from the new council.**
4. **To receive and accept Apologies for Absence**
5. **Minutes** to receive and approve for signature the minutes of the Council meeting held on 13<sup>th</sup> April 2023. Appendix A
6. **To consider Committee and Working Group Terms of Reference and scheme of delegation for approval**
  - 6.1. To agree committee terms of reference and scheme of delegation. Appendix B to D
7. **Committee and Working Group structure for 2023/24**
  - 7.1. To appoint membership of committees and working groups for 2023/24.
  - 7.2. To appoint Chairman of Finance and Human Resources Committee.
8. **To review the following for adoption:**
  - 8.1. Standing Orders. Appendix E
  - 8.2. Financial Regulations. Appendix F
9. **To complete annual review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.**

**Documents can be found on the parish council website**

<https://northiamparishcouncil.org/contracts-and-leases/>

- 9.1. Management Agreement with St Francis Field CIC
- 9.2. Northiam Bowling Club Lease
- 9.3. St Francis Field Stables Lease
- 9.4. St Francis Field Stables – Letter of Intent.
- 9.5. SSE Business - Electricity
- 9.6. John O'Connor Landscape Maintenance
- 9.7. Moloney – Lollipop Lady
- 9.8. Dog Bin Emptying Contract.
- 9.9. East Sussex County Council – Grass Cutting
  
- 10. To appoint Representatives to External Bodies for 2023/24 and agree arrangements for reporting back to Full Council**
- 10.1. Rother Association of Local Councils.
- 10.2. To consider reporting arrangements back to Full Council.
  
- 11. To resolve that the parish council having more than two thirds of its councillors elected on 4th May 2023 and having a qualified Clerk adopts the General Power of Competence.**
  
- 12. To complete annual review of the following: -**
- 12.1. Asset Register Appendix H
- 12.2. Insurance. Appendix I
  
- 13. To complete annual review of the Council's subscriptions: -**
- 13.1. East Sussex Association of Local Council membership
- 13.2. Information Commissioner
- 13.3. RALC
- 13.4. Institute of Cemetery and Crematorium Management.
  
- 14. To complete annual review of the complaints procedure: -**
- 14.1. Complaints Procedure – To note that this was undertaken in April 2023.
  
- 15. To complete annual review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation: -**
- 15.1. Model Publication Scheme. Appendix J
- 15.2. Freedom of Information Policy Appendix K
- 15.3. Privacy Notice Appendix L
- 15.4. Data Protection Policy Appendix M
- 15.5. Data Protection Breach Management Plan Appendix N
  
- 16. To complete annual review of employment policies and procedures:-**
- 16.1. Employee Handbook – Northiam Parish Council do not have one.
  
- 17. To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.**

- 17.1. To agree holding council meetings at Northiam Village Hall.
- 17.2. To consider meeting dates for the next municipal year. Appendix O
- 18. To commence Ordinary Meeting of the Council.**
- 19. To receive Declarations of Interest.**  
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.
- 20. Chairman's Announcements.**
- 21. 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.
- 22. To receive report from County Councillor.**
- 23. To receive reports from District Councillors.**
- 24. Finance**
- 24.1. To receive & approve the payment report for May 2023
- 24.2. To receive recent bank reconciliation Aug to Feb 2023 Appendix P  
The chairman and RFO will review bank statement and reconciliation statement to U  
for signature.
- 24.3. To receive time sheets from the Clerk and RFO for the time period 08/04/2023 Appendix V  
to 12/05/2023. and W
- 24.4. To approve travel expenses for the locum clerk. Appendix X
- 24.5. To consider the bank mandates for 2023/2024.
- 24.6. Items of expenditure to consider outside budget limit Appendix Y  
Councillors to consider spend costs outside of the approved annual budgets and outside of officer delegated authority.  
(a) To consider the cost of mending the zip wire  
CIL Monies Budget Actual YTD £23,987.88.  
(b) To consider the cost of undertaking the repairs flagged in the annual play inspection of May 22.  
CIL Monies Budget Actual YTD £23,987.88.
- 25. Civility and Respect Pledge**
- 25.1. To consider and adopt the Local Government Association Code of Conduct. Appendix Z
- 26. Biodiversity Audit**
- 26.1. To consider request from Rother District Council to carry out a biodiversity audit on parish council owned land.
- 27. St Francis Field**

- 27.1. To consider the appointment of Transport Engineers for Change of Use applications at St Francis Fields. Appendix AA and BB
- 27.2. To note the dates for the pop up pub.
- 27.3. To receive update on the geotechnical survey required for the planning application.
- 28. Planning Applications – to consider and agree responses.**
- 28.1. **RR/2023/798/P - Mill Lodge, New Road, Northiam TN31 6HS** - Conversion of existing front & rear dormers to pitched roofs. Remove west facing chimney stack. Re-tile roof to match existing tiles.
- 28.2. **R/2023/793/P - Mulberry House, Station Road, Northiam TN31 6QA** - Variation of condition 2 and removal of condition 4 imposed on planning permission RR/2022/159/P to allow the removal of the proposed single storey extension and garden roof terrace from the proposal, and changes to the proposed windows and doors.
- 28.3. **RR2023/706/P - The Mill, Station Road, Northiam TN31 6QT** - Demolition of the rear store building range, retention of the Mill as a detached dwelling and construction of 2 dwellings, landscaping, parking and gardens. Use of existing access to Station Road (to replace extant consent issued under RR/2018/328/P and RR/2021/449)
- 28.4. **RR/2023/695/P - Fernbank, Rye Road, Northiam TN31 6NJ** - Proposed conservatory to side elevation.
- 29. To report any external meetings with representatives of Northiam Parish Council – to allow members to ask any questions and to receive the minutes.**  
There were none reported.
- 30. Questions from Councillors**
- 31. 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 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**
- 32. Contracts**
- 32.1. To consider entering into a new Pest Control Contract at St Francis Field and to agree what budget line this would come from. Appendix CC

| <b>Payee</b>                                     | <b>Budget</b>                             | <b>Amount Gross</b> | <b>Amount Net</b> | <b>VAT</b> | <b>Method</b> | <b>Description</b>                                     |
|--|---|---------------------|-------------------|------------|---------------|--|
| Jon O'Conner                                     | Grass contract                            | £936.55             | £780.46           | £156.09    | BACS          | Grounds Maintenance March                              |
| Northiam Village Hall Trust                      | Donations                                 | £500.00             |                   |            | BACS          | Donation to Coronation Event                           |
| Hire of Hall                                     | Room Hire                                 | £26.00              |                   |            | BACS          | Hall Hire – April 23                                   |
| Rother District Council                          | Unbudgeted                                | £2,342.52           |                   |            | BACS          | Contribution to Hoey Associates for Governance Review. |
| Hallwood Solutions                               | CIL Monies                                | 12,312.00           | 10,260.00         | 2,052.00   | BACS          | Cemetery Path  |
| Hallwood Solutions                               | CIL Monies                                | 1,056.00            | 880.00            | 176.00     | BACS          | Fencing at Play Area                                   |
| Institute of Cemetery and Crematorium Management | Subscriptions                             | 95.00               |                   |            | BACS          | Annual Subscription                                    |
| Rother District Council                          | Dog Bin Emptying                          | 2,574.00            | 2,145.00          | 429.00     | BACS          | Dog Bin Emptying                                       |
| HM Revenue & Customs                             | N.I<br>(£725.90)<br>Salaries<br>(£890.53) | 1,616.43            |                   |            | BACS          | National Insurance and Tax payments                    |
| Staff Salaries                                   | Staff Costs                               | £3,000.00           |                   |            | BACS          | Locum Clerk and RFO fees                               |
| G Jackson expenses                               | Travel                                    | £30.60              | n/a               | n/a        | BACS          | Locum Clerk expenses                                   |
| DCS  | Chairmans Allowance                       | £26.40              | £22.00            | £4.40      | BACS          | Napkins, paper plates etc                              |
| Southern Electric                                | Office Utilities                          | 161.79              | 154.09            | 7.70       | DD            | Electricity – Office (quarter 4)                       |