



To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend the **ANNUAL STATUTORY MEETING** of **WITHYHAM PARISH COUNCIL** to be held at **THE OLD STATION**, Station Road, Groombridge on **Monday 20th May 2024 at 7pm** when it is proposed to transact the following business:
Debbie Siddle, Clerk – 14th May 2024

There is a 10-minute opportunity for members of the public to address the Council. Members of the public may attend meetings via Zoom (access details at the end of this agenda) or in person.

- 1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF VICE CHAIRMAN**
- 3. CO-OPTION OF COUNCILLORS TO GROOMBRIDGE AND MARDENS HILL WARDS**
- 4. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 5. APOLOGIES**
- 6. DECLARATIONS OF INTEREST**
- 7. MINUTES**
 - 7.1. To resolve that the minutes of the Council Meeting held on Monday 8th April 2024 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 7.2. Matters outstanding from minutes (not listed as separate agenda items)
- 8. COMMITTEE MINUTES**

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

 - 8.1 Planning Committee – 8th April 2024
 - 8.2 Rights of Way Advisory Committee - 15th April 2024
 - 8.3 Planning Committee – 22nd April 2024
 - 8.4 Climate & Ecology Advisory Committee – 30th April 2024
 - 8.5 Planning Committee – 7th May 2024
- 9. REPORTS FROM DISTRICT and COUNTY COUNCILLORS** - note any reports received in advance of the meeting
- 10. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge) to include report back on traffic at May Fair
 - (b) Groombridge Ward (Withyham/Blackham) to include update on Ashurst and Blackham Sports Ground
 - (c) Marden's Hill Ward
- 11. TEASLEY MEAD SWING** - update
- 12. ANNUAL PARISH ASSEMBLY (APA)** – update, roles and responsibilities
- 13. WPC BULLETIN 6** – for noting
- 14. PARISH PLAN 2024-2028:**
 - 14.1 Receive report on Business Planning session
 - 14.2 Agree Parish Plan Priorities document for consultation at APA
- 15. NOTE RESPONSES MADE TO CONSULTATIONS:**
 - 15.1 Wealden Local Plan
 - 15.2 Wealden District Council Climate Change Strategy & Action Plan
- 16. CONSIDER REQUEST FROM GROOMBRIDGE SCOUTS** – siting of container
(5 minute comfort break)
- 17. CONSIDER THE RIGHTS OF WAY ADVISORY COMMITTEE'S PROPOSAL FOR CHANGE OF REMIT AND TERMS OF REFERENCE**

- 18. REVIEW AND ADOPT COMMITTEES' TERMS OF REFERENCE**
 - (a) Finance
 - (b) Planning
 - (c) Staff
 - (d) Climate & Ecology (advisory)
 - (e) Building Assets (advisory)
- 19. APPOINTMENT OF WARD CHAIRS**
- 20. APPOINTMENT OF MEMBERS TO COMMITTEES:**
 - (a) Finance
 - (b) Planning
 - (c) Staff
 - (d) Climate & Ecology (advisory)
 - (e) Building Assets (advisory)
 - (f) Rights of Way (advisory)
- 21. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
- 22. REVIEW THE FOLLOWING POLICIES AND PROCEDURES:**
 - 22.1 Standing Orders
 - 22.2 Financial Regulations
 - 22.3 Scheme of Delegation
 - 22.4 Asset Register (Inventory of Land And Other Assets)
 - 22.5 Complaints Procedure
 - 22.6 Procedures For Requests Made Under Freedom Of Information
 - 22.7 Data Protection Policy
 - 22.8 Policy For Dealing With The Press/Media
 - 22.9 Employment (Disciplinary And Grievance Procedures)
- 23. REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES**
- 24. REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF/ SUBSCRIPTIONS TO OTHER BODIES**
- 25. CONFIRM ARRANGEMENTS FOR INSURANCE COVER**
- 26. CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD**
- 27. FINANCE**
 - 27.1 Note the report showing payments made to date against budgets
 - 27.2 Authorise the payment of May invoices/note regular payments
 - 27.3 Authorisation of regular payments for 2024/25
 - 27.4 Consider quotes (to include streetlight at Florance Lane)
- 28. CLERK'S REPORT**
- 29. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS**
- 30. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA:** Glyphosate, Marden's Hill Road Safety
- 31. DATE OF NEXT MEETING** - note that the proposed date of the next Council meeting is Monday 10th June 2024 at 7pm, to be held at The Parish Office unless otherwise notified by the agenda.

Zoom details:

<https://us06web.zoom.us/j/88324143965?pwd=QgBDdb6D6ElFiuYsA1SXZ1MhIrc1WE.1>
Meeting ID: 883 2414 3965 Passcode: 995691