



To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend a meeting of **WITHYHAM PARISH COUNCIL** to be held at **THE OLD STATION**, Station Road, Groombridge on **Monday 9th December 2024** at **7pm** when it is proposed to transact the following business:

Debbie Siddle, Clerk – 2nd December 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. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1. To resolve that the minutes of the Council (ASM) Meeting held on Monday 11th November 2024 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 4.2. Matters outstanding from minutes (not listed as separate agenda items)
- 5. 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:

 - 5.1 Planning Committee – 11th November 2024
 - 5.2 Planning Committee – 25th November 2024
 - 5.3 Staff & Administration Committee – 2nd December 2024
 - 5.4 Finance Committee - 2nd December 2024
- 6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS** - note reports received in advance of the meeting
- 7. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge) to include update on Groombridge Place footbridge claim
 - (b) Groombridge Ward (Withyham/Blackham)
 - (c) Marden's Hill Ward
- 8. ROAD SAFETY AND SPEEDWATCH** – receive any updates
- 9. CONSIDER CONTAINER REQUEST FROM GROOMBRIDGE MENS SHED**
- 10. WITHYHAM PARISH COMMUNITY INTEREST COMPANY (WPCIC)**
 - 10.1 Receive quarterly report for Groombridge Post Office and Shop
 - 10.2 Agree Finance Committee's recommendation for WPCIC's 2025/26 subsidy

- 11. RECEIVE AND AGREE FINANCE COMMITTEE'S RECOMMENDATION FOR THE BUDGET AND PRECEPT FOR THE FINANCIAL YEAR 2025/26**
- 12. CONSULTATIONS**
 - 12.1 Agree consultation response on remote attendance at meetings/proxy voting
 - 12.2 Agree letter in response to consultation on Household Recycling Sites
 - 12.2 Note 'Airspace modernisation - consultation on a UK Airspace Design Service'
 - 12.3 Note Wealden Electoral Review timetable and information
- 13. POLICIES & PROCEDURES**
 - 13.1 Note GDPR information and timetable to sign confirmation
 - 13.2 Risk Assessment & Management Policy (Recommended by Finance Committee)
 - 13.3 Petty Cash Policy (Recommended by Finance Committee)
- 14. FINANCE**
 - 14.1 Note the report showing payments made to date against budgets
 - 14.2 Authorise the payment of December invoices/note regular payments
 - 14.3 Receive interim internal audit report
 - 14.5 Consider any quotes
- 15. *CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM 16 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS***
- 16. ASSISTANT CLERK ROLE EVALUATION** – agree Staff Committee recommendations
- 17. *INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS***
- 18. CLERK'S REPORT**
- 19. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS**
- 20. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA:** to include Reading Room play equipment request
- 21. DATE OF NEXT MEETING** - note that the proposed date of the next Council meeting is Monday 13th January 2025 at 7pm, to be held at The Parish Office unless otherwise notified by the agenda.

Join Zoom Meeting:

<https://us06web.zoom.us/j/81608106161?pwd=XXTYxaQvTBdaQtVBBMXS5A9C3syZPY.1>

Meeting ID: 816 0810 6161

Passcode: 133617