



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 13th July 2026** at **7pm** when it is proposed to transact the following business:

Kelly Gaynor, Clerk – 7th July 2026

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 Meeting held on 8th June 2026 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 Minutes 08.06.2026
 - 5.2 Planning Minutes 22.06.2026
 - 5.3 Finance Meeting 22.06.2026
- 6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS** - note reports received in advance of the meeting
- 7. HIGHWAY COORDINATOR REPORT**
- 8. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge)
 - (b) Groombridge Ward (Withyham/Blackham)
 - (c) Marden's Hill Ward
- 9. GROOMBRIDGE RECREATION PLAYGROUND FENCE**
 - 9.1 To accept quote
 - 9.2 To agree payment to be taken from CiL monies
 - 9.3 To agree schedule for installation
- 10. GROOMBRIDGE PLAYGROUND INSURANCE DUE DILIGENCE**

To note the new playground fencing is included in current policy at no extra cost
To note the Council has no responsibilities or liabilities in relation to cricket activities

- 11. TO AGREE TO REPLACE BENCH AT BALL'S GREEN**
 - 11.1 To agree to replace bench asset
 - 11.2 To note cost within Clerk's delegated authority
 - 11.3 To agree payment to be taken from CiL monies
- 12. TO AGREE AN ORIENTATION VISIT FOR ALL COUNCILLORS TO VIEW THE PARISH BOUNDARY AND KEY ASSETS**
- 13. TO AGREE FOR GADS TO USE THE PARISH OFFICE AS A POSTAL CORRESPONDENCE ADDRESS**
- 14. TO ADOPT THE FOLLOWING POLICIES:**
 - 14.1 Internal Control Policy (new)
 - 14.2 Members' Allowance Policy (new)
 - 14.3 Salary/Pay Policy
 - 14.4 Equal Opportunities (reviewed)
 - 14.5 Bullying/Harassment (reviewed)
 - 14.6 Sickness Policy (reviewed)
 - 14.7 Cllr Employee Protocol (reviewed)
 - 14.8 Employee Code of Conduct (reviewed)
- 15. TO NOTE UPDATE TO COMMUNITY RESILIENCE PLAN**
- 16. TO NOTE CHANGES TO THE PUBLICATION OF MEMBERS' HOME ADDRESSES IN REGISTERS OF INTERESTS IN FORCE FROM 29 JUNE 2026.**
- 17. CEAG UPDATE FOR NOTING**
- 18. FINANCE**
 - 18.1 Note the report showing payments made to date against budgets
 - 18.2 Authorise the payment of July invoices/note regular payments
 - 18.3 Delegate authority to Responsible Finance Officer to pay invoices in August in consultation with Chair and vice Chair and report to September council
 - 18.4 Note Bank Reconciliation Folder
 - 18.5 Consider any quotes
- 19. CLERK'S REPORT**
- 20. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS**
- 21. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA:**
- 22. DATE OF NEXT MEETING** - note that the proposed date of the next Council meeting is Monday 14 September 2026 at 7pm, to be held at The Parish Office unless otherwise notified by the agenda.

Zoom details:

<https://us06web.zoom.us/j/81845593920?pwd=cEEaaGYz5PDLBYhrtpXYOXXvyCHDKm.1>

Meeting ID: 818 4559 3920
Passcode: 854908