

ETCHINGHAM PARISH COUNCIL

*I hereby give notice that the Annual General (Statutory) Meeting of Etchingham Parish Council
will take place on
Thursday 16th May 2024 at 7.00pm at The Parker Hall, Parsonage Croft, Etchingham and you are hereby summoned to attend.*

Paulette Barton (Clerk to Etchingham Parish Council)

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

AGENDA:

1. **Election of Chairman**
2. **Declaration of Acceptance of Office in respect of the Chairman**
3. **Apologies for absence**
4. **Election of Vice- Chairman**
5. **Declaration of Acceptance of Office in respect of the Vice-Chairman**
6. **Declarations of Interest**
To receive any disclosure by Members of any interests in matters on the agenda in accordance with Paragraphs 8(3) and 8(5) of the Etchingham Parish Council Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to commencement of the item in question.
7. **Etchingham Parish Council – Dispensations**
To consider any requests for Dispensations in respect of any agenda item in accordance with the Policy adopted by the Council at the meeting held on 17th May 2018 (Minute 1759a – page 323) as provided for by Paragraph 13 of the Etchingham Parish Council Code of Conduct, adopted May 2018.
8. **Appointment of Co-Opted Member for Casual Vacancy –**
To consider the arrangements for the selection and appointment of a Co-Opted Member to Etchingham Parish Council
9. **Review of Portfolios and appointment of Portfolio Holders. Current list attached .**
10. **Election of Representatives to Outside Bodies.**
 - a) **ESALC – East Sussex Association of Local Councils**
 - b) **RALC - Rother Association of Local Councils**
11. **Schedule of Meeting dates for 2024/2025 – attached.**
12. **To approve as a correct record and to authorise the Chairman presiding to sign the Minutes of the meeting held on 18th April 2024.**
13. **Chairman’s Announcements – to receive any announcements or information from the Chairman presiding.**
14. **Public Time – to receive Reports and comments from Elected Representatives and comments and questions from Members of the public in respect of any item included on this agenda**
 - a) **East Sussex County Councillor**
 - b) **Rother District Councillors**
 - c) **Members of the general public**
 - d) **Members of the Council (if to be excluded from the meeting)**
15. **Finance**
 - a) **To receive the Bank Reconciliation for Qtr 4 2023-2024 document to be circulated**
 - b) **To give consideration to the Accounts for 2023/2024 and if approved authorise the Chairman presiding and RFO to sign the Accounts (document circulated if available)**
 - c) **Authorisation of acceptance of renewal of Insurance Policy – document circulated if available**
 - d) **To receive the quote for a Traffic Radar device with battery, accessory kit and battery charger – document previously circulated**
 - e) **Authorisation of payment of Accounts for May – a Schedule of Receipts & Payments will be presented at meeting**
 - f) **Any other financial matters**

16. **Parish Matters – to receive such urgent Reports and comments with regard to local parish matters that cannot be deferred until the June meeting including any matters raised by members of the public under agenda item 14 and make such resolutions as might be necessary.**

17. **Planning –**

a) **to consider and make recommendations on the following local planning applications**

Planning Applications for consideration:				
List Number & Date validated	Reference no.	Location	Proposed development	Decision Date
No. 2024/17 19.04.2024	RR/2024/601/P	Upland House, Fysie Lane	Extensions and alterations to existing detached garage	14.06.24

b) **to consider any other planning and/or associated matters**

18. **To consider the process of review of Etchingham Parish Council Policies, Procedures and Protocols – the documents are available on the website.**

- a) **Etchingham Parish Council Standing Orders – no amendment**
- b) **Etchingham Parish Council Financial Regulations – no amendment**
- c) **Etchingham Parish Council Employee Handbook**
- d) **Any additional required**

19. **Correspondence**

Correspondence is mostly distributed by e-mail, in particular information received from Rother District Council and ESCC; other correspondence requiring attention will be specified on the agenda as appropriate or, if for information, will be made known and available at the meeting, including to members of the public at the discretion of the Council

20. **Etchingham Parish Council – Notification to Members of Council decisions**

To inform any Members who were excluded from the meeting of the decisions agreed by Council in respect of the relevant agenda item.



Paulette Barton – Clerk to Etchingham Parish Council

7th May 2024