

Crowhurst

PARISH COUNCIL



Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of the Parish Council to be held on

**Monday 22nd May 2023 at
7.30pm at Crowhurst Village Hall, Forewood Lane, Crowhurst.**

Members of the press and public are welcome.

16th May 2023

Gillyan Lowe
Clerk to Crowhurst Parish Council

1.	ELECTION OF CHAIRMAN
2.	ELECTION OF VICE CHAIRMAN
3.	DECLARATIONS OF ACCEPTANCE OF OFFICE & REGISTERS OF MEMBERS INTERESTS
4.	PUBLIC QUESTIONS The Council sets aside 10 minutes at the start of each meeting for relevant questions from members of the public.
5.	APOLOGIES FOR ABSENCE Acceptance of Apologies for Absence
6.	DISCLOSURES 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.
7.	MINUTES OF PREVIOUS MEETINGS: To approve and sign the minutes of the meeting of Crowhurst Parish Council held on 17 th April 2023.
8.	TO CONFIRM THE DATES OF FUTURE MEETINGS AS: 2023 – 19 th June, 17 th July, 18 th September, 16 th October, 20 th November & 18 th December. 2024 – 15 th January, 19 th February, 18 th March & 15 th April Meetings will take place at 7.30pm in the Village Hall, Crowhurst.
9.	MATTERS ARISING NOT COVERED IN THIS AGENDA:

	To note the actions undertaken on the matters arising from previous meetings which are not covered in this agenda (App 1).
10.	<p>REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS:</p> <ul style="list-style-type: none"> i. District Councillor Chas Pearce. ii. County Councillor Kathryn Field <p>Resolve: To note the district & county councillor reports.</p>
11.	<p>TOWN AND COUNTRY PLANNING:</p> <p>11.1 To consider the following new Planning Application and provide comments to Rother District Council:</p> <p>11.1.1 RR/2023/767/P – Crowhurst Lane, Land to the east of Catsfield / Crowhurst <i>Proposal: Use of land as a natural burial ground.</i></p> <p>The following applications are for information only as no comments are required to be submitted at this stage:</p> <p>11.2.1 RR/2023/769/O – Nashes Farm, Catsfield Road, Crowhurst TN33 9BU Proposal: <i>Certificate of Lawfulness for the existing use of land as residential curtilage</i></p> <p>11.2.2 RR/2023/740/O – Woodside, Old Forewood Lane, Crowhurst TN33 9AE <i>Proposal: Certificate of Lawfulness for the existing use of a garage as an office/storage space</i></p>
12.	<p>RFO REPORT:</p> <ul style="list-style-type: none"> i. Annual Governance & Accountability Return (AGAR) <ul style="list-style-type: none"> 12.1.1 To review and approve the Internal Auditor’s Report and the effectiveness of internal systems of control. 12.1.2 To review and approve Section 1 Annual Governance Statement and witness the signing thereof. 12.1.3 To review and approve Section 2 the Accounting Statement and witness the signing thereof. 12.1.4 To confirm the dates of the Notice of Electors’ Rights. ii. The end of year financial report to 31st March 2023 is attached (App 2) together with a summary of variances against budget. iii. The end of year Bank Reconciliation to 31st March 2023 (App 3) is attached together with supporting bank statements for members to consider and approve. iv. The payments report for May 2023 is attached (App 4) for consideration. <p>Resolve:</p> <ul style="list-style-type: none"> i. 11.1.1 To note the Internal Auditor’s report and any associated comments. 11.1.2 To approve and sign Section 1 the Annual Governance Statement. 11.1.3 To approve and sign Section 2 the Accounting Statement. 11.1.4 To note the dates of the Notice of Electors’ Rights. ii. To note the end of year financial report and any associated comments. iii. To agree the Bank Reconciliation and supporting bank statements for the year end 31st March 2023. iv. To approve the payments for May 2023.
13.	<p>RECREATION GROUND:</p> <ul style="list-style-type: none"> i. To receive an update from Councillors on their monthly playground/defibrillator inspection and other matters relating to the playground. ii. To discuss the request from the Youth Club to hold a bonfire and fireworks display on the Recreation Ground in October/November 2023. iii. To discuss the path repair. iv. To note the date of the next Rec User Group meeting. v. To discuss the location/position of the new de-fibrillator for the Pavilion. vi. To update on the handyman’s progress to date.

	<p>Resolve:</p> <ul style="list-style-type: none"> i. To note the recreation ground update. ii. To note the action to repair the path. iii. To note the date of the next Rec User Group meeting. iv. To confirm the position of the new de-fib for the Pavilion. v. To note the handyman's progress to date.
14.	<p>ASSET REGISTER AND RISK ASSESSMENT</p> <p>To consider and approve the updated asset register & risk assessment following the internal audit.</p>
15.	<p>STANDING ORDERS, FINANCIAL REGULATIONS & OTHER POLICIES</p> <ul style="list-style-type: none"> a) The Financial Regulations 2023/24 are attached as appendix 5 for consideration. There are no proposed changes from the last adoption in 2022/23. b) The Standing Orders 2023/24 are attached as appendix 6 for consideration. There are no proposed changes from the last adoption in 2022/23. c) The monthly playground rota for 2023/24 is attached as appendix 7, based on alphabetical rotation, as agreed by Councillors. If changes are agreed between Councillors, then the Clerk should be notified in order that this can be amended. d) The schedule of Councillors lead responsibilities is attached as appendix 8 and is based on historic responsibilities. Members are asked to consider whether they wish to agree to this schedule.
16.	<p>ANNUAL PARISH ASSEMBLY</p> <p>To review the Annual Assembly that took place on 24th April and note any points for 2024, including the proposed date.</p>
17.	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Plato to update on the NP review and grant applications.</p>
18.	<p>HIGHWAYS</p> <p>An update and discussion of items for the agenda & attendees for the next SLR Meeting.</p>
19.	<p>ELECTION RESULTS</p> <p>An update on co-option of additional members.</p>
20.	<p>COUNCILLOR UPDATES ON EXTERNAL BODIES (IF ANY):</p> <ul style="list-style-type: none"> i. Village Hall Management Committee (Cllr. Thomas) ii. Policing meeting (Cllr. Mrs. Roller) iii. Combe Valley Countryside Park CIC (Cllr. Thomas) <p>Resolve:</p> <p>To note the updates and agree to any further actions.</p>
21.	<p>CLERK'S REPORT:</p> <p>To consider any updates from the clerk including correspondence.</p>
22.	<p>INFORMATION FOR COUNCILLORS:</p> <p>Members are asked for future agenda items.</p>
23.	<p>DATE OF NEXT MEETING:</p> <p>To note that the next meeting, the AGM of the Council, will be held on Monday 19th June 2023 at 7.30pm in the Village Hall.</p>