

# Crowhurst

---

## PARISH COUNCIL



Dear Councillor,

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

**Monday 20<sup>th</sup> May 2024 at  
7.30pm at Crowhurst Village Hall, Forewood Lane, Crowhurst.**

Members of the press and public are welcome.

14th May 2024

Gillyan Lowe  
Clerk to Crowhurst Parish Council

1.	<b>ELECTION OF CHAIRMAN</b>
2.	<b>ELECTION OF VICE CHAIRMAN</b>
3.	<b>DECLARATIONS OF ACCEPTANCE OF OFFICE &amp; REGISTERS OF MEMBERS INTERESTS</b>
4.	<b>PUBLIC QUESTIONS</b> The Council sets aside 10 minutes at the start of each meeting for relevant questions from members of the public.
5.	<b>APOLOGIES FOR ABSENCE</b> Acceptance of Apologies for Absence
6.	<b>DISCLOSURES OF INTEREST</b> 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.	<b>ROTHER'S LOCAL PLAN 2020-2040</b> A presentation from representatives of Rother District Council about the current consultation on the new Local Plan for Rother. There will follow an allowance of public participation following the presentation.
8.	<b>MINUTES OF PREVIOUS MEETINGS:</b> To approve and sign the minutes of the meeting of Crowhurst Parish Council held on 15 <sup>th</sup> April 2024.

9.	<p><b>TO CONFIRM THE DATES OF FUTURE MEETINGS AS:</b>  2024 – 17<sup>th</sup> June, 15<sup>th</sup> July, 16<sup>th</sup> September, 14<sup>th</sup> October, 18<sup>th</sup> November &amp; 16<sup>th</sup> December.  2025 – 20<sup>th</sup> January, 17<sup>th</sup> February, 17<sup>th</sup> March &amp; 14<sup>th</sup> April</p> <p>All meetings will take place at 7.30pm in the Village Hall, Crowhurst.</p>
10.	<p><b>MATTERS ARISING NOT COVERED IN THIS AGENDA:</b>  To note the actions undertaken on the matters arising from previous meetings which are not covered in this agenda (App 1).</p>
11.	<p><b>REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS:</b></p> <ul style="list-style-type: none"> <li>i. District Councillor Chas Pearce.</li> <li>ii. County Councillor Kathryn Field</li> </ul> <p><b>Resolve:</b> To note the district &amp; county councillor reports.</p>
12.	<p><b>TOWN AND COUNTRY PLANNING:</b></p> <p>12.1 To consider the following new Planning Application and provide comments to Rother District Council:</p> <p><b>12.1.1 RR/2024/702/P – Moorbank Farm, Old Forewood Lane, Crowhurst TN33 9AA</b>  <i>Proposal: Single storey rear extension (alternative to approved Lawful Development Certificate RR/2024/243/O)</i></p> <p><b>12.1.2 RR/2024/598/P – Crowhurst Park, Telham Lane, Battle TN33 0SL</b>  <i>Proposal: Installation of new drainage system for park consisting of 1no package treatment plant and 1no septic tank</i>  <i>*Comments have already been submitted using the clerk’s delegated authority – these will be detailed in the minutes*</i></p> <p><b>12.1.3 RR/2023/1201/P – Swainham Lane – Fields to the south &amp; east, Crowhurst</b>  <b>Proposal:</b> <i>Installation of solar panels, security fencing, CCTV cameras, underground cabling, inverters, environmental enhancement measures and other ancillary development</i>  <b>**This application will be discussed at a separate planning meeting taking place on Monday 3<sup>rd</sup> June 2024 – an extension to submit comments has been granted. **</b></p>
13.	<p><b>RFO REPORT:</b></p> <ul style="list-style-type: none"> <li>1. Annual Governance &amp; Accountability Return (AGAR) <ul style="list-style-type: none"> <li>i. To review and approve the Internal Auditor’s Report (App 2) and the effectiveness of internal systems of control.</li> <li>ii. To review and approve Section 1 Annual Governance Statement and witness the signing thereof.</li> <li>iii. To review and approve Section 2 the Accounting Statement and witness the signing thereof.</li> <li>iv. To confirm the dates of the Notice of Electors’ Rights.</li> </ul> </li> <li>2. The end of year financial report to 31<sup>st</sup> March 2024 is attached (App 3) together with a summary of variances against budget.</li> <li>3. The end of year Bank Reconciliation to 31<sup>st</sup> March 2024 (App 4) is attached together with supporting bank statements for members’ information.</li> <li>4. The payments report for May 2024 is attached (App 5) for consideration.</li> <li>5. To approve the list of regular payments for the new financial year (App 6).</li> <li>6. The financial report to 30<sup>th</sup> April 2024 is attached (App 7), together with the bank reconciliation to 30<sup>th</sup> April (App 7(i), the Co-op bank statement (App 7(ii) and a summary report of receipts &amp; payments for the month (App 7(iii)).</li> <li>7. To consider a new deposit account for reserves.</li> <li>8. To review the summary of planned spending on earmarked projects from reserves, (including CIL monies received) for 2024/’25, and 2025/’26 (App 8).</li> </ul> <p><b>Resolve:</b></p> <ul style="list-style-type: none"> <li>13.1.i To note the Internal Auditor’s report and any associated comments.</li> <li>13.1.ii To approve and sign Section 1 the Annual Governance Statement.</li> </ul>

	<p>13.1.iii To approve and sign Section 2 the Accounting Statement.</p> <p>13.1.iv To note the dates of the Notice of Electors' Rights.</p> <p>2. To note the end of year financial report and any associated comments.</p> <p>3. To note the Bank Reconciliation and supporting bank statements for the year end 31<sup>st</sup> March 2024.</p> <p>4. To approve the payments for May 2024.</p> <p>5. To approve the list of regular payments.</p> <p>6. To note the financial report to 30<sup>th</sup> April 2024, including the balance as detailed on the bank statement.</p> <p>7. To note the decision regarding a new deposit account.</p> <p>8. To note the summary report on planned spending from reserves.</p>
<b>14.</b>	<p><b>RECREATION GROUND:</b></p> <ul style="list-style-type: none"> <li>i. To receive an update from Councillors on their monthly playground/defibrillator inspection and other matters relating to the playground.</li> <li>ii. To discuss the recent vandalism and quote for groundwork to repair the bollard lights.</li> <li>iii. To remind councillors of the date of the next Rec User Group meeting.</li> <li>iv. To update on the handyman's progress to date.</li> </ul> <p><b>Resolve:</b></p> <ul style="list-style-type: none"> <li>i. To note the recreation ground update.</li> <li>ii. To note the decision regarding repairs to the bollard lights and de-fib following recent damage by vandalism.</li> <li>iii. To note the date of the next Rec User Group meeting.</li> <li>iv. To note the handyman's progress to date.</li> </ul>
<b>15.</b>	<p><b>STANDING ORDERS, FINANCIAL REGULATIONS &amp; OTHER POLICIES</b></p> <ul style="list-style-type: none"> <li>i. The new model Financial Regulations for 2024/'25 are attached (App. 9) for consideration and adoption.</li> <li>ii. The Standing Orders 2024/'25 are attached (App. 10). There are no proposed changes from the previous adoption last year.</li> <li>iii. The monthly playground rota for 2024/'25 is attached (App. 11), 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.</li> <li>iv. To discuss the schedule of Councillors' lead responsibilities and agree on areas for delegation.</li> </ul>
<b>16.</b>	<p><b>ANNUAL PARISH ASSEMBLY</b></p> <p>To review the Annual Assembly that took place on 22<sup>nd</sup> April and note any points for 2025, including the proposed date.</p>
<b>17.</b>	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>An update to include the next steps in forming a CLT.</p>
<b>18.</b>	<p><b>MEMORIAL BENCH</b></p> <p>To consider the recent application (previously circulated) for a memorial bench for Chris Newton at the Pavilion.</p>
<b>19.</b>	<p><b>COUNCILLOR UPDATES ON EXTERNAL BODIES (IF ANY):</b></p>
<b>20.</b>	<p><b>CLERK'S REPORT:</b></p> <p>To consider any updates from the clerk including correspondence.</p>
<b>21.</b>	<p><b>INFORMATION FOR COUNCILLORS:</b></p> <p>Members are asked for future agenda items.</p>

22.

**DATE OF NEXT MEETING:**

To note that the next meeting of the Council will be held on **Monday 15<sup>th</sup> June 2024 at 7.30pm in the Village Hall.**

An additional planning meeting will be held on **Monday 3<sup>rd</sup> June at 7.30pm** in the Village Hall.