

Lindfield Parish Council

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs C Irwin

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

9 July 2015

To: Members of Lindfield Parish Council

You are hereby summoned to attend the Meeting of Lindfield Parish Council to be held on Thursday, 16 July 2015 at the King Edward Hall, Lindfield (Jubilee Room) at 8.00 p.m. to transact the following business:

Welcome and emergency announcements

Prior to the commencement of the meeting, representatives of MSDC will address the Council and Members of the Public present at the meeting about the District Plan and the relationship between the District Plan and Neighbourhood Plans.

AGENDA

1. To receive and accept apologies and reasons for absence.
2. To receive Declaration of Acceptance of Office from co-opted Councillor Stewart Shortland (to include an undertaking to observe the Code of Conduct adopted by the Council).
3. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.
4. To confirm and sign the Minutes and Confidential Minutes of the Annual Meeting of Council held on 19 May 2015 and the Minutes of the Extraordinary Meeting of the Council held on 4 June 2015 (*previously circulated*).
5. Questions/comments from members of the public. (This will be limited to a maximum of 15 minutes. In accordance with Standing Order 3 (e) – (g) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes).
6. Chairman's announcements.
7. Police / Neighbourhood Police Panel Report.
8. Reports by County Councillor / District Councillors.
9. Action list (*attached*).
10. Consultation Documents - to note / consider documents received, to include:
 - Association of Small Historic Towns and Villages (ASHTAV): Merger with the Historic Towns Forum – new scale of charges
 - Mid Sussex District Council: District Plan Pre-Submission Draft – *to be taken under Agenda item 13*
 - Post Office: Changes to West Hoathly Post Office

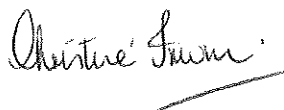
Members of the public and the press have a right to attend meetings of the Council and its Committees.

- Local Government Boundary Commission for England: Electoral Review of West Sussex
 - Mid Sussex District Council: Draft Hackney Carriage and Private Hire Licensing Policy.
 - Wealden District Council: Proposed Modifications to the Affordable Housing Delivery Local Plan
 - Haywards Heath Town Council: Neighbourhood Plan Housing Consultation
11. To receive the Minutes of the meetings of the Environment and Amenities Committee held on 4 June 2015 (*previously circulated*) and to confirm their recommendations. Report by Councillor Blunden
- i) Allotment trees: to authorise urgent action which may be required in respect of the possible deterioration of a tree on the boundary with 47 Denmans Lane.
12. To receive the Minutes of the meetings of the Finance and General Purposes Committee held on 28 May (*previously circulated*) and 9 July 2015 (*to follow*) and to confirm their recommendations. Report by Councillor Henton.
- i) To receive and consider the Final Review Report of the Internal Auditor (*attached*)
- ii) To confirm the recommendations of the Finance and General Purposes Committee in respect of:
- Documented procedures to deal with consultation requests (*draft previously circulated*)
 - Documented procedures for dealing with and monitoring grants or loans made or received (*draft previously circulated*).
 - Code of conduct for employees.
- iii) To consider draft procedure for document receipt, circulation, response, handling and filing (*to follow*).
- iv) Appointment of the Internal Auditor for the 2015/16 Financial Year: to consider the recommendation from the F&GP Committee.
- v) Business rates: to note potential refund and further reduction in business rates in respect of the Parish Office.
- vi) Report on a review of the Financial Reserves – to consider recommendations - (*report to follow*)
- vii) Proposed public conveniences on the Common - verbal report on a meeting of members of the Working Group with MSDC representatives to be held on 15 July.
- viii) Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.05.15 to 31.05.15 (*previously circulated*) and 01.06.15 to 30.06.15 (*to follow, if available*).
- ix) List of cheques for approval (*to follow*).
13. To receive the Minutes of the meetings of the Planning and Traffic Committee held on 20 May and 9 June 2015 (*previously circulated*) and 30 June 2015 (*to follow*) and to confirm their recommendations. Report by Councillor Gomme to include:
- i) Mid Sussex District Plan Pre-Submission Draft: to consider draft response for approval.
14. To receive the Minutes of the meeting of the Complaints Committee held on 4 June 2015 (*previously circulated*) and to confirm their recommendations. Report by Councillor Allen.
15. To consider correspondence received:
- i) Lindfield Preservation Society: letter dated 26.06.15 - "Protection from Heavy Goods Vehicles" (Community Traffic Regulation Order Application June 2015).
16. Community Service Award (MSDC): to consider nominations from the Parish Council (letter from Chairman Peter Reed *attached*)

Members of the public and the press have a right to attend meetings of the Council and its Committees.

17. Parish Council website: publication of Councillors' details.
 18. Local Government Pension Scheme: Auto Enrolment.
 19. Any other business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.
-

Signed



Christine Irwin
Clerk to the Council

Cc: WSCC Cllr. Mrs. C. Field
MSDC Cllr. Mr. A. Lea
MSDC Cllr. Mrs. A. Lea
Mid Sussex Times