

Lindfield Parish Council

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

Parish Clerk: Mr A Funnell

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03 November 2017

To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 09 November 2017** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements

A G E N D A

1. To receive and accept apologies and reasons for absence.
2. 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.
3. To confirm and sign the Minutes of the meetings of Council held on 14 & 20 September 2017 (*previously circulated*)
4. 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*).
5. Chairman's announcements.
6. Reports by County Councillor / District Councillors.
7. Action list (attached).
8. Consultation Documents - to consider any documents received
9. Planning and Traffic Committee.
 - i) Report by Councillor Hodgson on matters considered at the meetings held on 19 September, 10 October, and 31 October 2017 (*Minutes for 19 September & 10 October previously circulated, 31 October to follow if available*) to include any updates.
 - ii) Update on Traffic Study.
 - iii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 19 September, 10 October and 31 October 2017 (*if available*) and to confirm their recommendations.
10. Environment and Amenities Committee.
 - i) Report by Councillor Blunden on matters considered at the meeting held on 5 October 2017 (*Minutes if available*), to include any updates:
 - ii) Christmas lights
 - iii) Dropped Kerbs
 - iv) Blackhill Posts

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

- v) Common Cark Park
 - vi) Wilderness Field: update
 - vii) Village Night
 - viii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 5 October 2017 and to confirm their recommendations (*if available*).
11. Finance and General Purposes Committee.
- i) Report by Councillor Henton on matters considered at the meeting held on 2 November 2017 (*Minutes to follow, if available*), to include:
 - iii) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 02 November 2017 to confirm their recommendations.
 - iv) Investment of funds: report by Councillor Henton (*to follow*).
 - vii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.09.17 to 30.09.17 (previously circulated) and 01.10.17 to 31.10.17 (to follow if available) and the quarterly Receipts and Payments Summary (previously circulated.)
 - viii) List of cheques for approval (to follow).
- 12 To ratify Document Retention Policy
- 13 Office Expenditure - to authorise the clerk to purchase the following;
- i) Shredding sacks.
 - ii) Office chair: to authorise the purchase of a new chair for the Deputy Clerk.
 - iii) Fire Safe Cabinet: to authorise the purchase of the Fire Safe Cabinet.
- 14 Clerks' Networking Day; to note any matters arising at the event held on 02.11.17 (*to follow, if applicable*)
- 15 Lindfield War Memorial; to consider applying for Historic England listing.
- 16 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.
- 17 Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).
- 18 Clock Tower House - lease.

Signed

Cc: Cllr. Mr. A. Lea (WSCC and MSDC)
 Cllr. Mrs. A. Lea (MSDC)
 Mid Sussex Times

Andrew Funnell

Andrew Funnell
 Clerk to the Council