

# *Lindfield Parish Council*

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Lindfield  
West Sussex  
RH16 2LB

Parish Clerk: Mrs C Irwin

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13 June 2012

**To: Members of Lindfield Parish Council**

You are hereby summoned to attend the **Meeting of Lindfield Parish Council** to be held on **Thursday, 21 June 2012** at the **King Edward Hall, Lindfield (Jubilee Room)** at **7.30 p.m.** to transact the following business:

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Welcome and emergency announcements

## **AMENDED A G E N D A**

1. To accept Apologies for Absence.
2. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
3. Questions/comments from members of the public. (This Item will be limited to a maximum of 15 minutes).
4. To confirm and sign the Minutes of the Annual Meeting of Council held on 10 May 2012 (*previously circulated*).
5. To receive the Declaration of Acceptance of office of the Vice Chairman.
6. Chairman's Announcements.
7. Report on Police Priorities.
8. Reports by County Councillor / District Councillors.
9. Action List (*attached*).
10. Consultation Documents - to note / consider documents received (*attached*):
  - i. WSCC - Consultation on proposed expansion of primary schools in the north of West Sussex
  - ii. MSDC – Draft of Licensing Policy (Statement of Principles) for the Gambling Act 2005
  - iii. Haywards Heath Town Council - Neighbourhood Plan
11. Planning and Traffic Committee. To receive and to confirm the recommendations of the Minutes of the Planning and Traffic Committee meetings held on 22 May 2012 (*previously circulated*) and 14 June 2012 (*to follow, if available*). Report by Cllr. Gomme to include:
  - i. Neighbourhood Plan – update.

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

12. Finance and General Purposes Committee: to receive and confirm the recommendations of the Minutes of the Finance and General Purposes Committee meeting held on 17 May 2012 (*previously circulated*). Report by Cllr. Henton to include:
  - i. To pass a resolution to authorise a fourth Councillor to act as a signatory to the Parish Council's Bank Accounts.
  - ii. To receive and approve the report on the Annual Review of the Effectiveness of the Council's Internal Audit and Internal Control Procedures (*attached*).
  - iii. Proposed public toilets on the Common - update.
  - iv. Update on request for funding from Police Community Support Officer for night vision equipment (referred to Full Council by F&GP Committee) (*email from PCSO Stuart Clough attached*).
  - v. Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.04.12 to 30.04.12 (*previously circulated*) and 01.05.12 to 31.05.12 (*to follow*).
  - vi. List of cheques for approval: cheques drawn since Council meeting of 10 May 2012 (*to follow*)
13. Environment and Amenities Committee. To receive and to confirm the recommendations of the Minutes of the meeting of the Environment and Amenities Committee held on 7 June 2012 (*to follow*). Report by Cllr. Blunden to include:
  - i. To note date of next Spring Clean
  - ii. To note nomination for the MSDC Community Service Award
  - iii. High Street bollards: to note deferral of decision pending further discussion with WSCC.
  - iv. Common car park off Lewes Road: to note and confirm support for MSDC's proposed new arrangement
  - v. Exercise equipment: to note and confirm decision not to support request from resident for equipment on the Common
  - vi. Request for flower meadow area opposite Eastern Cottages: to note and confirm decision not to support this request.
14. To agree the Year End Accounts for 2011/12 and the Annual Return for the year ended 31 March 2012 (*attached*).
15. Standing Orders: to receive draft revised Standing Orders with recommendation from the Finance and General Purposes Committee for approval (*draft previously circulated with papers for F&GP 15 March 2012.*) Memo proposing one amendment to the draft - *attached*).
16. Consultation on the appointment of external auditor for 2012/13 and future years (letter from Audit Commission *attached*)
17. To consider and adopt new Model Code of Conduct (*to follow*)
18. 2013 Civic Service.
19. To approve draft Annual Report (*to follow*)
20. 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.
21. Further period of 15 minutes for questions / comments from members of the public.

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22. To consider whether a resolution should be moved under Standing Order No. 35(a) "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".
23. To receive the Confidential Minutes of the Finance and General Purposes Committee meeting held on 17 May 2012 and to confirm their recommendations:
24. Staffing: appointment of new Deputy Parish Clerk
25. Parish Office Accommodation.

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Signed

Christine Irwin  
Clerk to the Council

c.c. WSCC Cllr. Mrs. C. Field, MSDC  
Cllr. Mr. A. Lea  
Mid Sussex Times