

Lindfield Parish Council

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

Parish Clerk: Mrs C Irwin

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11 September 2017

To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 14 September 2017** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements

AMENDED AGENDA

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 meeting of Council held on 13 July 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. Casual Vacancies: to consider appointment of co-opted Councillors to fill two vacancies (letters from candidates and briefing notes *attached*)
6. To receive Declarations of Acceptance of Office of newly co-opted Councillors or, if not then delivered, to resolve for this to be done at a later date.
7. To appoint the newly co-opted Councillors to Committees.
8. Chairman's announcements.
9. Reports by County Councillor / District Councillors.
10. Action list (*attached*).
11. Consultation Documents - to consider any documents received (*list attached*), to include:

South East Water Draft Drought Plan 2018 - 2023 (*previously circulated by email*)
12. Planning and Traffic Committee.
 - i) Report by Councillor Hodgson on matters considered at the meetings held on 18 July, 8 August and 29 August 2017 (*Minutes previously circulated*) 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 18 July, 8 August and 29 August 2017 and to confirm their recommendations.
13. Environment and Amenities Committee.
- i) Report by Councillor Blunden on matters considered at the meeting held on 3 August 2017 (*Minutes previously circulated*), to include any updates:
 - ii) Christmas lights: to note outcome of negotiations with contractor.
 - iii) Wilderness Field: update
 - iv) Winter Management Plan: to note adoption of revised Plan.
 - v) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 3 August 2017 and to confirm their recommendations.
14. Finance and General Purposes Committee.
- i) Report by Councillor Henton on matters considered at the meeting held on 7 September 2017 (*Minutes to follow, if available*), to include:
 - ii) Changes to Bank Mandate: update.
 - iii) Investment of funds: update.
 - iv) Asset register policy: to confirm adoption of the new policy (Report and draft policy *attached*).
 - v) Clock Tower House: to authorise expenditure on new water heater for cloakroom sink.
 - vi) Remembrance Sunday Service and Parade: to consider an approach from the Lindfield Branch of the Royal British Legion requesting the Parish Council's involvement in the organisation of the road closure (*attached*).
 - vii) Public toilets on the Common: update.
 - viii) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 7 September 2017 (*to follow, if available*) and to confirm their recommendations.
 - ix) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.06.17 – 30.06.17 and 01.07.17 - 31.07.17 (*previously circulated*) and 01.08.17 to 31.08.17 (*to follow, if available*).
 - x) List of cheques for approval (*to follow*).
15. Operation Watershed - Savill Road: application for grant funding to engage contractor to carry out investigation and prepare design drawings (*to follow*).
16. To confirm meeting dates for Council and Committee meetings 2018 (*attached*)
17. To confirm the date of the annual Thank You Party for volunteers (6th January 2018).
18. 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.

19. 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).
 20. Clock Tower House - lease.
 21. Staffing: to consider any matters in respect of the recruitment of a Deputy Parish Clerk.
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Signed



Christine Irwin
Clerk to the Council

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