

# Lindfield Parish Council

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

Parish Clerk: Mr A Funnell

Tel: 01444 484115  
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Date: 5 March 2021

## To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 11 March 2021** at **7.00 p.m.** via Microsoft Teams to transact the following business:

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Welcome and emergency announcements

### 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 meetings of Council held on 14 January, & 4 February 2021 (*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
9. Planning and Traffic Committee.
  - i) Report by Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on 26 January, 16 February, and 9 March 2021:
  - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on: 26 January, 16 February, and 9 March 2021, and to confirm their recommendations.
10. Environment and Amenities Committee.
  - i) Report by Councillor Blunden on matters considered at the meeting held on 4 February 2021 (Minutes previously circulated), to include any updates.
  - ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 4 February 2021 and to confirm their recommendations.
  - iii) Climate Change: To consider report on proposed Lindfield Climate Change Award.
11. Finance and General Purposes Committee.
  - i) Report by Councillor Henton on matters considered at the meetings held on 4 March 2021, to include:
  - ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 January, & 4 March 2021 (if available) to confirm their recommendations.
  - iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods: 1-31 January, 1-28 February 2021 (if available) and the quarterly Receipts and Payments Summary (if available).
  - iv) List of cheques & debt card payments for approval.
  - v) Annual Review of the Effectiveness of the Internal Control System and Internal Audit 2020/21 – to note report from Cllr Pickett.
12. Keep Lindfield Tidy – to consider report.

13. Parish Directory and Yearbook 2022 – to consider report.
14. Risk Management – to consider the annual report from the Deputy Parish Clerk
15. 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.

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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

**Meeting held under the provisions of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.**

**This meeting will be conducted using Microsoft Teams:**

If you would like to attend the meeting, please email: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk) before 3pm on Thursday 11<sup>th</sup> March. Once your email request has been received, we will send you an invitation to join the meeting.

You do not need to have registered for Microsoft Teams to attend the meeting.

For more information regarding Microsoft Teams please see the following links:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>