

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: 9 September 2021

To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 16 September 2021** at **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

Welcome and emergency announcements

A M E N D E D - 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 6 May 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 – To consider current consultations and agree on whether to respond.
9. Planning and Traffic Committee.
 - i) Report by Cllr Plass on delegated decisions taken after 6 May 2021.
 - ii) To receive the Minutes of the delegated decisions of the Planning and Traffic Committee reported on 11 May, 1 June, 22 June, 13 July, 3 August, 24 August 2021, and to confirm their recommendations.
10. Environment and Amenities Committee.
 - i) Report by Cllr Blunden on matters occurring since the last meeting of Environment and Amenities (8th April 2021).
11. Finance and General Purposes Committee.
 - i) Statements of Account / Budget Progress and Bank Reconciliation for the periods up to 31 August 2021 (*previously circulated each month by RFO*).
 - ii) Quarterly Receipts and Payments Summary (1 April - 30 June 2021) (*circulated 12 July by RFO*).
 - iii) To note the list of payments.
 - iv) Quarterly Internal Control Checks – Update.
12. To note the list of delegated decisions.
13. Christmas Festival Night 2021 – To consider the report from Deputy Parish Clerk.
14. Proposed Heritage Trail – To consider the report.
15. Risk Management – To ratify risk assessments for re-opening of Clock Tower House & resuming physical meetings (*previously circulated*).
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. Staff Matters – to consider the report and agree to report recommendations.
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Signed

Cc: Cllr. Mr. G. Wall (WSCC)
Cllr. Mr. A. Lea (MSDC)
Cllr. Mrs. A. Lea (MSDC)
Cllr. Mr. J. Ash-Edwards (MSDC)

Andrew Funnell

Andrew Funnell
Clerk to the Council

Next meeting: 11 November 2021

Covid-19 meeting attendance advice:

- do not attend the meeting following a positive test / if required to isolate.
- a reminder that the government recommends twice-weekly Rapid Lateral Flow testing is undertaken if you do not have symptoms.
- face coverings to be worn upon entering the building until seated, whenever seats are vacated and until outside the building.
- WC blocks are limited to one user at a time (with face coverings being worn).
- we recommend that Smart Phone users check in to the KEH using the QR codes displayed and that attendees will be required to provide contact details which will be retained for three weeks for NHS Track and Trace purposes.