

# Lindfield Parish Council

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

Parish Clerk: Mr A Funnell

Tel: 01444 484115  
e.mail: clerks@lindfieldparishcouncil.gov.uk

Date: 6 November 2020

**To: Members of Lindfield Parish Council**

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 12 November 2020 at 7.00 p.m.** via Microsoft Teams to transact the following business:

---

## VIRTUAL 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 10 September 2020(*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 Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on: 15 September, 6 October, and 29 October.
  - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on: 15 September, 6 October, and 29 October, and to confirm their recommendations.
10. Environment and Amenities Committee.
  - i) Report by Councillor Blunden on matters considered at the meeting held on 15 October (Minutes previously circulated), to include any updates.
  - ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 15 October and to confirm their recommendations.
11. Finance and General Purposes Committee.
  - i) Report by Councillor Henton on matters considered at the meetings held on 5 November 2020 (Minutes to follow, if available), to include:
  - ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 3 September & 5 November 2020 and to confirm their recommendations.
  - iii) Statements of Account / Budget Progress and Bank Reconciliation up to the 31 October 2020: (if available) and the quarterly Receipts and Payments Summary (if available).
  - iv) Budget 2021/22 – To consider draft budgets
  - v) List of cheques & debit card payments for approval.
  - vi) Toilets of the Common – Update.
12. Matters 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.

Signed *Andrew Funnell*

Andrew Funnell  
Clerk to the Council

Cc: Mid Sussex Times  
Cllr Andrew Lea (WSCC & MSDC) Cllr Anthea Lea (MSDC) Cllr Johnathan Ash-Edwards (MSDC)

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.  
This meeting will be conducted using Microsoft Teams.

If you would like to receive an invite to the meeting please email: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)

Please email no later than 3pm on Thursday 12<sup>th</sup> November 2020. Once your email request has been received, we will then email 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>