



## RODMELL PARISH COUNCIL

Dear Councillors, you are summoned to attend a meeting of **RODMELL PARISH COUNCIL** to be held on **Tuesday 16<sup>th</sup> July 2024, 7.00pm** Rodmell Village Hall. *Lorna Thwaites*, Rodmell Parish Clerk, 10th July 2024.

### **To RECEIVE questions from the Public:**

The first ten minutes are available for public participation before the start of the meeting. During this time, members of the public may ask questions or make representations, in respect of business on the agenda. Members of the public may only speak at other points during the meeting if they have knowledge or information that will aid the discussion and will only speak at the Chairman's discretion.

### AGENDA

1. **APOLOGIES FOR ABSENCE:** To receive and accept apologies for absence.
2. **DECLARATIONS OF ANY INTERESTS AND TO CONSIDER ANY REQUESTS FOR A DISPENSATION WITH RESPECT TO ITEMS ON THE AGENDA,** as required by the Members Code of Conduct.
3. **MINUTES OF THE PREVIOUS MEETING:** To RESOLVE that the minutes of the extraordinary meeting of Rodmell Parish Council held on 18<sup>th</sup> June 2024 are a correct record and signed by the Chair.
4. **EXCLUSION OF THE PRESS AND PUBLIC – HR MATTERS:** To confirm that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
  - 4.1 To RATIFY the decision to appoint a locum for the period of 8<sup>th</sup> July to 17<sup>th</sup> July 2024 and to AGREE the hours worked by the Locum during this period.
  - 4.2 To RATIFY the decision to appoint a new Parish Executive Office and RFO (Clerk) from 17<sup>th</sup> July 2024 at LC3 SCP 40.
  - 4.3 The Chair and Clerk to SIGN the contract of employment.
5. **VACANCY IN THE OFFICE OF COUNCILLOR FOR RODMELL PARISH COUNCIL:**
  - 5.1 To RESOLVE to appoint a councillor(s) by co-option to fill the vacant seat(s) on Rodmell Parish Council.
6. **FINANCE/ADMIN:**
  - 6.1 Banking Arrangements:
    - 6.1.1 To RESOLVE banking arrangements for the financial year April 2024 to March 2025.
    - 6.1.2 To AGREE any changes to bank signatories from Rodmell Parish Council.
    - 6.1.3 To RESOLVE to give online access to the Clerk and any bank signatories.
  - 6.2 To AUTHORISE payments to be made in July and to RECEIVE the bank reconciliation.
  - 6.3 To RESOLVE to pay the Clerk's salary by monthly standing order on the 27<sup>th</sup> of each month.
  - 6.4 To RESOLVE to pay the Clerk's LGPS Pension contribution by standing order on the 16<sup>th</sup> of each month.
  - 6.5 To RESOLVE to purchase a laptop, case and Microsoft office subscription for the Clerk's use and to agree a budget.
  - 6.6 To RATIFY the decision to appoint AJ Walton Electrical to undertake PAT Testing at the Pavilion and to RECEIVE an update on the work undertaken – Cllr Dishington.
  - 6.7 To RESOLVE the frequency to hold ordinary meetings of Rodmell Parish Council (monthly or bi-monthly) – Cllr Toye.
  - 6.8 To RESOLVE to hold a business planning / strategy meeting for the development of the key council priorities – Cllr Dishington.
7. **TO CONFIRM THE ELIGIBILITY OF THE COUNCIL WITH REGARDS TO MEETING THE CRITERIA FOR THE EXERCISE OF THE GENERAL POWER OF COMPETENCE.**
8. **REPORT(S):**
  - 8.1 To RECEIVE reports from Local and District Councillors and the MP for Lewes.
9. **CORRESPONDENCE RECEIVED:** To RECEIVE the following correspondence and AGREE any actions:
  - 9.1 Sewage Survey – CPRE Sussex

9.2 Egrets Way – M. Ryle.

9.3 Southdowns Local Plan Review – Planning Policy Team, SDNPA.

9.4 Theory v. Practise of Being a Local Councillor – Research Study – ESALC.

**10. MATTERS ARISING:**

10.1 To RECEIVE an update on the work to repair/replace the broken gate at the playground.

10.2 To RECEIVE an update on the work of D H Property services, appointed to make repairs to the bus shelter and noticeboard.

10.3 To RECEIVE an update on the grass cutting undertaken by Aviemore Landscapes and to RESOLVE to continue with their services – Cllr Wettern.

10.4 To CONFIRM the work to repair the flint wall bordering the churchyard and village playground is complete – Cllr Dishington.

10.5 To RESOLVE to organise First Aid training for the Parish Council and to invite other members of the local community to attend – Cllr Toye.

10.6 To RESOLVE to restore the Fingerpost – Cllr Toye.

10.7 To RESOLVE to have the lettering 'Rodmell Parish Council' on the lower noticeboard re-painted in white – Cllr Toye.

10.8 To RESOLVE to re-varnish the signs The Paddocks, Badgers Dean and South Barn Close – Cllr Toye.

10.9 To CONFIRM if there is a spare key for the noticeboard at Northease – Cllr Toye.

**11. HIGHWAYS:**

11.1 To RECEIVE correspondence from East Sussex Highways (ESH) on drainage investigation works planned for 3<sup>rd</sup> September 2024 on The Street, Rodmell.

11.2 To RECEIVE an update on the repairs to the potholes on the Street and Mill Lane – Cllr Toye.

**12. PLANNING APPLICATIONS:** To AGREE comments for any applications received:

**13. PROJECTS:**

**13.1 Parish Priority Statements**

13.1.1 To RECEIVE a report from the meeting held on 19<sup>th</sup> June 2024 and to AGREE any actions – Cllr Dishington.

**13.2 Village Map**

13.2.1 To RECEIVE an update on the village map and to agree any further actions – Cllr Rathbone.

**13.3 Pavilion**

13.3.1 To RESOLVE to appoint a working group to with the aim of proposing the best structure for the ongoing management of the Pavilion – Cllr Dishington.

13.3.2 To AGREE the process of reporting back to the Council.

**13.4 Playground refurbishment**

13.4.1 To RECEIVE an update on the works to repair the playground equipment – Cllr Dishington.

13.4.2 To RECEIVE the response from the public consultation regarding the refurbishment of the playground and to AGREE any actions – Cllrs Dishington and Hickey.

**13.5 Benches:**

13.5.1 To RECEIVE an update on the progress of the village benches including the response from the Monday Group – Cllr Dishington.

13.5.2 To RESOLVE that the Council has verbal permission from the necessary landowners to permit the placement of benches and to RESOLVE to gain written permission – Cllr Dishington.

**13.6 Website**

13.6.1 To RECEIVE the Clerk's feedback on the requirements for a parish council website.

13.6.2 To RESOLVE to investigate the options for a Parish Council specific website that can be linked to the Parish website Rodmell.net.

**14. TO PROPOSE AGENDA ITEMS FOR THE NEXT ORDINARY MEETING OF RODMELL PARISH COUNCIL.**

**15. TO RECEIVE THE TIME AND DATE OF THE NEXT MEETING OF RODMELL PARISH COUNCIL.**

**16. TO CLOSE THE MEETING.**