

Glynde & Beddingham Parish Council

Notice is hereby given that Members of the Parish Council are required to attend an ordinary meeting of **Glynde & Beddingham Parish Council**, to be held virtually, where the following business will be considered and transacted.

S Mills

Stephanie Mills, Interim Clerk to the Council

19th June 2020

A G E N D A

1. Election of Parish Council Chairman and Vice Chairman

Under Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Members of the Council may agree to allow the existing Chairman and Vice Chairman to continue in their roles “until the next annual meeting of the authority or until such time as the authority may determine”.

2. Public Questions and Statements – 15 minutes.

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4th April 2020, Glynde & Beddingham Parish Council will be holding virtual meetings until the guidance regarding public gatherings is updated. Members of the public are welcome to observe these remote meetings and to submit questions or statements to be addressed in the public session at the start of the meeting. Please contact the Clerk to obtain the meeting log-on details.

3. Apologies – To receive apologies for absence.

4. Declarations of Interest

5. Chairman’s Welcome

6. Minutes of the last meeting

To approve the minutes of the last meeting held on 18th March 2020 and to note an update on matters arising.

7. Co-option of new Councillors

7.1. Councillor Resignation – To note the resignation of Councillor Kim King and to receive an update from the Clerk regarding the actions required to advertise and fill the vacancy.

7.2. Co-option Policy and Procedure – To adopt a Councillor Co-option Policy and Procedure.

7.3. Co-option of new Councillor – To consider the co-option of Mr Richard Phillips as Councillor to Glynde & Beddingham Parish Council.

8. District/County Councillor/MP Reports - To receive verbal or written reports.

9. Council Organisation for the 2020-2021 Municipal Year

To review and approve:

9.1. The Roles and Responsibilities of Councillors;

9.2. The Representation of Councillors on Outside Bodies;

9.3. Parish Council Committees for the year;

9.4. New Declarations of Acceptance of Office with electronic communication approval.

10. Planning

To agree a response to the following new planning application:

- SDNP/20/02229/FUL | Erection of storage building for the use in conjunction with the site owners established business | The Old Barn Ranscombe Lane Glynde BN8 6AA

11. Play Area

11.1. Play area closure – To note an update regarding the current closure of play areas caused by Covid-19 restrictions and to review measures for restricting access to the play equipment and area.

11.2. Play Inspection Report – To review the latest play inspection report and agree actions to progress issues.

11.3. Fencing – To note an update on the replacement of the fencing around the play area.

12. Annual Parish Meeting

To agree a provisional date to hold the Annual Parish Meeting or to postpone the meeting until the 2021-2022 municipal year.

13. Business Plan 2020-2023

To nominate up to two councillors to work in conjunction with the Clerk to finalise a draft Business Plan produced by the Clerk for Glynde & Beddingham Parish Council, to be presented at the next Council meeting, detailing the aims and objectives of the Council to the end of the current term of office in May 2023.

14. Grass Cutting

To consider, and approve, the Clerk obtaining quotes for a grass cutting contract.

15. Finance

15.1. 2019/2020 Year End Update

To note an update from the Clerk on:

- a) The Parish Council's Finances for Q4 2019-2020 (01/10/19-31/03/20) and to approve the bank statements, bank reconciliation, working cashbook and account reconciliation for the period;
- b) The results of the Internal Audit conducted on 8th June 2020;
- c) The dates for the notification of public rights;
- d) Arrangements for the submission of the Annual Governance and Accountability Return (AGAR) 2019/2020 Part 2 Exemption Certificate to the External Auditors PKF Littlejohn and publication criteria.

15.2. Annual Governance and Accountability Return 2019/2020 Part 2 – Certificate of Exemption

- a) To agree that the Parish Council meets the qualifying criteria and can certify itself as exempt from a limited assurance review;
- b) To approve and sign the Certificate of Exemption – AGAR 2019/20 Part 2.

15.3. Approval of the Annual Governance Statement 2019/2020 – Part 2, Section 1

To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2019/2020 Part 2 Section 1, to be signed by the Chairman and Clerk.

15.4. Approval of Annual Governance Statement 2019/2020 – Part 2, Section 2

To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2019/2020 Part 2 Section 2, to be signed by the Chairman.

15.5. VAT Return – To approve the VAT Claim for the 2019/2020 financial year to be submitted to HMRC.

15.6. Payments and Receipts – To approve payments, and note receipts, since the last meeting.

16. Community Speedwatch - To note an update.

17. A27 Update

To note an update regarding:

17.1. Progress of existing works from RIS 2 2020-25, A27 East of Lewes Package.

17.2. Future Proposals.

18. Councillor Reports and Items for Future Agendas

To note reports from Parish Councillors on matters not included elsewhere on the agenda and to raise items for inclusion on future agendas.

19. Exclusion of press and public

To resolve, under the 1960 (Admission to Meetings) Act, to exclude the press and public from the meeting due to the confidential nature of the business to be discussed which relates to staffing.

20. Recruitment of permanent Clerk

To agree the process for the recruitment of a permanent Clerk including:

- Advertisement format, location, budget and dates;
- Job description and person specification;
- Employment contract, conditions of employment and salary range;
- Handover period from the Interim Clerk.

21. To agree a date for the next Council Meeting.