



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

14th May 2024

Document Reference A2409

To all members of **West Hoathly Parish Council**

You are summoned to attend the **Annual Meeting of the Parish Council** to be held on **Monday 20th May 2024 at 7:30pm** in West Hoathly Village Hall.

Leanne Andrews
Clerk to West Hoathly Parish Council

The public and press have a right and are welcome to attend this meeting

Agenda

Questions from members of the public.

- 1) To elect the Chairman for the coming year and for the Chairman to sign the Declaration of Acceptance of Office**
- 2) To elect the Vice Chairman for the coming year**
- 3) To co-opt a new member**
- 4) To receive apologies for absence.**
- 5) To receive declarations of interest from Parish Councillors in respect of any matter on the agenda.**
- 6) To approve minutes of the Meeting of West Hoathly Parish Council held on 29th April 2024 (Document Reference 2407)**
- 7) To receive the clerk's report**
- 8) To receive Councillor reports**
 - a) West Sussex County Councillor Report
 - b) Mid Sussex District Councillor Report
- 9) To appoint members for the following committees and working groups:**
 - a) Asset and Highways Management Committee
 - b) Finance Committee
 - c) Bluebell Woods Working Group

10) To appoint members to the following external bodies

- a) Philpots Quarry Liaison Group (2 members)
- b) West Sussex Association of Local Councils AGM representatives (2 members)
- c) Mid Sussex District Association of Local Councils (2 members)
- d) Parish Liaison Panel of the Board of Conservators of Ashdown Forest (1 member)
- e) MSDC Communications Group (clerk or 1 member)
- f) Communities Against Gatwick Noise and Emissions (CAGNE) Parish Forum (1 member)

11) To review and approve the following documents through which the Council carries out its business

- a) Standing Orders
- b) Financial Regulations
- c) Councillor Code of Conduct
- d) Scheme of Delegation
- e) Grant policy
- f) Fixed Asset Register 2024-25
- g) Risk Management Policy
- h) Co-option procedure
- i) Asset Valuation Policy
- j) Information and data protection policy
- k) Freedom of Information
- l) Document Retention Policy
- m) Protocol for Pre-Planning discussions
- n) Financial Reserves Policy
- o) Civility & Respect Pledge

12) Planning applications

a) To note decisions from the Local Authority

The following applications have been granted permission

DM/24/0573 - The Cat Inn

b) To consider planning applications received from the Local Authority

DM/24/1038 - 13 Broadfield, West Hoathly

Proposed insulated render to all external facing walls

DM/24/1039 - 16 Garden Mead, West Hoathly

Proposed insulated render to all external facing walls

DM/24/1040 - 17 Garden Mead, West Hoathly

Proposed insulated render to all external facing walls

DM/24/1041 - 11 Hamsey Road, Sharpthorne

Proposed insulated render to all external facing walls

DM/24/0911- Bow Cottage, North Lane, West Hoathly

T1 - Ash: reduce crown by 2m. T2 - Beech: no work. T3 - Ash: fell. T4 - Oak: Reduce crown by 1.5m. T5 - Oak: Reduce crown by 1.5m. T6 - Yew: Raise crown by 3m. T7 - Yew: Raise crown by 3m. T8 - Apple: reduce crown by 1m. H - Western red cedar: reduce crown by 2.5m. T9 - Laurel: reduce crown by 3m. H2 - Beech hedge: reduce crown by 2m

Please note: Any planning applications received in the interim period will also be considered at this meeting

- 13) To confirm the schedule and dates of meetings for the year 2024-25**
- 14) To review the Parish Council and Trustees of West Hoathly Village Hall bank account signatories**
- 15) To receive the Internal Auditor's report for the year ending 31st March 2024**
- 16) To receive correspondence regarding the public conveniences cleaning contract and discuss next steps**
- 17) To receive feedback following the meeting regarding DM/23/0827**
- 18) To review the Financial Statements to 30th April 2024**
 - a) Parish Council Bank Reconciliation
 - b) Parish Council Summary Receipts and Payments

 - c) Trustees of West Hoathly Village Hall Bank Reconciliation
 - d) Trustees of West Hoathly Village Hall Summary Receipts and Payments
- 19) To ratify and approve the payments for May 2024**
 - a) Parish Council Payments
 - b) Trustees of West Hoathly Village Hall Payments
- 20) To receive feedback following the Bluebell Woods working group meeting held on the 29th April**
- 21) To receive correspondence**
- 22) To receive reports from external meetings attended by councillors**
- 23) To note items of interest or items for inclusion at next meeting of the Parish Council**


Date of next meeting: 24th June 2024

14th May 2024

Document Reference A2410

To all members of **West Hoathly Parish Council**

You are summoned to attend the annual meeting of the **West Hoathly Asset & Highways Committee** to be held on **Monday 20th May 2024** immediately following the conclusion of the **Annual Meeting of the Parish Council**.



Leanne Andrews
Clerk to West Hoathly Parish Council

Agenda

- 1) To elect the Chairman for the coming year
- 2) To elect the Vice Chairman for the coming year

14th May 2024

Document Reference A2411

To all members of **West Hoathly Parish Council**
You are summoned to attend the Annual Meeting of the **Finance Committee** to be held on **Monday 20th May 2024** immediately following the conclusion of the **Annual Meeting of the Asset & Highways Committee**



Leanne Andrews
Clerk to West Hoathly Parish Council

Agenda

- 1) To elect the Chairman for the coming year
- 2) To elect the Vice Chairman for the coming year

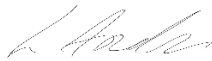
**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**

Charity Registration Number: 305328

14th May 2024

Document Reference A2412

To all members of the **Trustees of West Hoathly Village Hall**
You are summoned to attend the **Annual Meeting of the Trustees of West Hoathly Village Hall** to be held on **Monday 20th May 2024** immediately following the **conclusion of the Annual Meeting of the Finance Committee.**



Leanne Andrews
Clerk to West Hoathly Parish Council

Agenda

- 1) To appoint members of The West Hoathly Village Hall Management Committee (6 members)
- 2) To elect the Chairman of the West Hoathly Village Hall Management Committee for the coming year
- 3) To elect the Vice Chairman for the West Hoathly Village Hall Management Committee for the coming year
- 4) To review and approve the Village Hall Management Committee Terms of Reference