



East Dean & Friston P a r i s h C o u n c i l

Councillors are hereby summoned to attend a meeting of East Dean and Friston Parish Council to be held in the Small Hall of the Village Hall, East Dean on Thursday 2nd August 2018 at 6.30 pm

Members of the public and Press have a right, and are welcome, to attend meetings of the Council and to speak during the Public Session.

Katrina Larkin

Clerk to the Council

24th July 2018

AGENDA

Public Session

1. **Acceptance of apologies for absence**
2. **Declarations of Interest***
3. **Approval of the Minutes** - To confirm and sign the Minutes of the parish council meeting held on 5th July 2018

FOR DECISION:

4. **Business in Progress (Report Item 4)**
To note a report by the Clerk on progress made since the July meeting
5. **Budget Update Quarter 1 (Report Item 5)**
 - a) To note the key revenue variations and explanations between budget and projected outturn for 2018/19
 - b) To note for reporting purposes the separation of major projects (capital income and capital expenditure) from day to day council expenditure and income
 - c) To note the impact on reserves from projected savings in day to day operational costs of £3,889
 - d) To note the impact on reserves from the additional capital receipt from an easement fee of £3,000 received in the quarter.
 - e) To approve the use of £500 from cash reserves to finance the War Memorial Project
6. **Risk Assessment (Report Item 6)**
 - a) To adopt the revised Risk Assessment
 - b) To note the required actions and arrange implementation
7. **Administrative Assistant (Report Item 7)**
 - a) To note the report and financial implications of appointing an Administrative Assistant
 - b) To approve the Job Description
 - c) To agree to advertise for the post

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8. **Neighbourhood Planning (Report Item 8 to follow)**
 - a) To note a preliminary report by the Chair of Planning
 - b) To authorise the preparation of a substantive report which will recommend that the parish council prepares a Neighbourhood Plan
 9. **Recreation Ground**
 - a) To note the 2018 RoSPA play area safety report (already circulated) and approve necessary repairs
 - b) To give further consideration to planting trees alongside The Drove
 10. **Diseased elms**
 - a) To note two diseased elms on council land at Friston Green
 - b) To note two diseased elms on private properties which may be eligible for PC grant aid
 - c) To approve use of funds
 11. **NHS Health Check Clinic**

To agree in principle to pay for the use of the Small Hall for a visit by the clinic
 12. **Payments and Receipts (Report Item 12 to follow)**

To approve payments for August 2018 and to note receipts for July 2018

FOR NOTING:

13. **Urgent Items** not on the Agenda which the Chair is of the opinion should be considered as a matter of urgency but not decision.
 14. **Reports:**
 - a) County Councillor
 - b) District Councillor
 - c) Chair of the Council
 - d) Planning Committee - to note the draft minutes of the committee meeting held on 17 July 2018
 - e) Finance
 - f) Rights of Way and Highways
 - g) Recreation Ground
 - h) Website
 15. **Correspondence (Report Item 15)**

To note a report by the Clerk
 16. **Date of next meeting: Parish Council Meeting - Thursday 4th October 2018** at 6.30 pm in the Village Hall. There will be **no parish council meeting in September.**
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- * **Declarations of Interests** – Councillors are reminded to make any declarations of Disclosable Pecuniary Interests or other Interests that they may have in relation to items on this Agenda. Notice should be given at this point in the Meeting of any intended declaration. The nature of the interest should be declared at the commencement of the item or when the interest becomes apparent. Members should remember to advise The Clerk of any changes to their declared interests, as they arise.