

## RODMELL PARISH COUNCIL

Dear Councillors, you are summoned to attend a meeting of **RODMELL PARISH COUNCIL** to be held on **Tuesday 17<sup>th</sup> September 2024, 7.00pm** Rodmell Village Hall. *Lorna Thwaites*, Rodmell Parish Clerk, 11 September 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 meetings of Rodmell Parish Council held on 10<sup>th</sup> April and the ordinary meeting 16<sup>th</sup> July 2024 are correct records and signed by the Chair.
4. **VACANCY IN THE OFFICE OF COUNCILLOR FOR RODMELL PARISH COUNCIL:**
  - 4.1 To RESOLVE to appoint a councillor by co-option to fill the vacant seat on Rodmell Parish Council.
5. **COUNCILLOR RESPONSIBILITIES:** To AGREE areas of responsibility and membership of working groups for recently appointed councillors.
6. **FINANCE/ADMIN:**
  - 6.1 Banking Arrangements:
    - 6.1.1 To RECEIVE confirmation that the Clerk has online access to the bank account.
  - 6.2 To AUTHORISE payments to be made in September and to RECEIVE the bank reconciliation.
  - 6.3 To RESOLVE to pay invoices under financial regulation 4.1 on the months where no meeting is held – with email confirmation from the Chair to the Clerk in receipt of the finance payments report.
  - 6.4 To RESOLVE to join the East Sussex Pension Fund and to RESOLVE that the role of Clerk and RFO for Rodmell Parish Council is eligible to join the Fund.
  - 6.5 To RECEIVE and ACCEPT the internal audit report for financial year 2023-2024.
  - 6.6 To RECEIVE the notification of exempt status from the external audit from PKF Littlejohn.
  - 6.7 To RESOLVE to appoint an internal auditor for financial year 2024-2025.
  - 6.8 To DISCUSS the 2024/5 annual budget and to AGREE key areas of spend.
  - 6.9 To RESOLVE to remove the header from agenda and minutes and replace with a noticeboard header.
7. **REPORT(S):**
  - 7.1 To RECEIVE reports from Local and District Councillors and the MP for Lewes.
8. **CORRESPONDENCE RECEIVED:** To RECEIVE the following correspondence and AGREE any actions:
  - 8.1 Town and Parish Council Info on Lewes District Council's website – Jennifer Norman, Democratic Services.
  - 8.2 Wildlife/Meadow verge applications – Projects Officer, Highways, ESCC.
  - 8.3 Urban Mowing 2025 – Countrymans.
  - 8.4 ESALC Training Dates – Emily Simpson, ESALC.
  - 8.5 Response to NPPF report – ESALC.
  - 8.6 Further £1m on improving the roads in East Sussex – Cllr Claire Dowling.
  - 8.7 Sensitive Interests Letter to LA's – ESALC.
  - 8.8 Response to the Government consultation to the new NPPF – Sarah Lawrence.
  - 8.9 New Chief Executive for SDNP
  - 8.10 Invitation to SDNPA Parish Meeting – 2<sup>nd</sup> October 2024.
  - 8.11 Village Field – M.Tudge.
  - 8.12 Website – J.Gillies / A Wheeler.
9. **MATTERS ARISING:**
  - 9.1 To RECEIVE an update on the work of D H Property services to paint the lettering on the noticeboard white.
  - 9.2 To RECEIVE an update on the work to cut back and tidy around the fingerpost by Aviemore Landscapes.
  - 9.3 To RECEIVE a quote for the work to repair the back flint wall and to RESOLVE to proceed with the work.
  - 9.4 To RECEIVE an update on the progress of the First Aid training for the Parish Council and other members of the local community – Cllr Toye.

9.5 To RECEIVE an update on the work to restore the Fingerpost and to RESOLVE to restore – Cllr Toye.

9.6 To RECEIVE an update on the work to re-varnish the signs The Paddocks, Badgers Dean and South Barn Close – Cllr Toye.

**10. HIGHWAYS:**

10.1 To RECEIVE an update on the drainage investigation works planned for 3<sup>rd</sup> September 2024 on The Street, Rodmell by East Sussex Highways.

10.2 Drainage investigation works, Newhaven Road, Rodmell 7<sup>th</sup> Oct to 29<sup>th</sup> Oct 2024.

10.3 To RECEIVE an update on the drainage issues reported to ESH – Cllr Toye.

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

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

11.1 To RESOLVE the process for approving planning applications in the absence of a meeting of the full council.

11.2 SDNP/24/02806/HOUS Location: The Old Smithy , Mill Lane, Rodmell, East Sussex, BN7 3HS

Proposal: Retrospective Construct a low level retaining wall to the existing upper terrace, construct a retaining wall (height 1.6 metres) with tapering side walls (to 0.7 metres) to form a Sun Terrace and install a staircase & balustrade constructed of galvanised steel, to provide safe access/use of the area

11.3 SDNP/24/03295/TCA Location: Monks House , The Street, Rodmell, East Sussex, BN7 3HF

Proposal: T1 - Sycamore - removal of tree but retain 4m trunk - to prevent injury to the public and reduce lean over track T2 - Elm - remove to ground level - dead and overcrowded site T3 - Black Mulberry - light crown thinning by no more than 10% - to reduce canopy spread and reduce risk of limb failures (deadline for comments 20<sup>th</sup> September 2024).

**12. PROJECTS:**

**12.1 Parish Council Key Priorities**

12.1.1 To RECEIVE the presentation prepared by the Clerk and AGREE next steps.

**12.2 Village Map**

12.2.1 To RECEIVE an update on the DINPP enquiry made to LDC and to AGREE next steps – Cllr Rathbone.

12.2.2 To RECEIVE a quote for the frame/production options for the map and to AGREE next steps.

**12.3 Pavilion**

12.3.1 To RECEIVE an update from the meeting of the Pavilion Working Group and to AGREE next steps – Cllr Dishington.

**12.4 Playground refurbishment**

12.4.1 To RECEIVE the quote for the minor works to repair the playground equipment and to RESOLVE to proceed – Cllr Dishington.

12.4.2 To RECEIVE an update on discussions held regarding the refurbishment of the playground and to AGREE further actions - Cllrs Dishington and Hickey.

**12.5 Benches:**

12.5.1 To RECEIVE an update on the written permission from the landowners to site the village benches on their land.

12.5.2 To RECEIVE information from the Monday Group and to RESOLVE the bench size, type and installation requirements to enable the Monday Group to provide a quote.

**12.6 Website/Social Media:**

12.6.1 To RATIFY the decision to purchase the domain [www.rodmedparishcouncil.org](http://www.rodmedparishcouncil.org) for a 1year period until July 2025 at a cost of £13.21.

12.6.2 To RECEIVE feedback on the trial parish council website hosted by Hugo Fox.

12.6.3 To RESOLVE to proceed with the website [www.rodmedparishcouncil.org](http://www.rodmedparishcouncil.org) and to pay the monthly fee for the bronze package of £9.99 per month plus VAT by direct debit.

12.6.4 To RESOLVE to retain the Rodmell.net website as a community website.

12.6.5 To RESOLVE to set up a Facebook page for Rodmell Parish Council as an online noticeboard.

12.6.6 To RESOLVE to adopt the Social Media Policy.

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

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

**15. TO CLOSE THE MEETING.**