

LONG MAN PARISH COUNCIL

www.longmanpc.org

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9 May 2023

Members of Long Man Parish Council are summoned to the **Annual Parish Council Meeting** to be held on Monday 15 May 2023 at 7.30pm in the Village Hall, The Street, Wilmington.

Members of the public are welcome to attend.

Signed: *Jeanne E Peterson*

Clerk to Long Man Parish Council

AGENDA

1. To elect a Chairman and receive the Chair's Declaration of Office
2. To elect a Vice-Chairman and receive the Vice-Chair's Declaration of Office
3. To receive newly elected members' completed Declarations of Office
4. Register of Member's Interests
5. To receive any nomination/s for Co-Option to the council and confirm office
6. Chair's welcome
7. Attendance & apologies for absence.
8. Declarations of interest in any item on the agenda.
9. Public discussion: A period not exceeding 15 minutes is available for the public to express a view or ask a question on relevant matters on the agenda.
10. Minutes of the Annual Parish Meeting held on 9 May 2022 and the ordinary meeting of 13 March 2023 to be agreed and signed as a true record.
11. Matters arising from the Minutes of 13 March 2023 not covered elsewhere in the agenda.
12. Reports from other bodies:
 - 12.1 County Councillor Stephen Shing
 - 12.2 District Councillor if available
 - 12.3 MP Maria Caulfield
 - 12.4 Tree Warden Alison Cotton
13. Reports from Parish Councillors:
 - 13.1 Folkington
 - 13.2 Milton Street
 - 13.3 Wilmington

14. Traffic & Highways: To receive an update on A27 works if available.
15. Finance:
 - 15.1 To consider and approve the 2022-2023 Accounts Annual Governance Statement (Section 1) as circulated by the clerk
 - 15.2 To consider and approve the 2022-2023 Accounting Statements (Section 2) as circulated by the clerk
 - 15.3 To acknowledge the approved Internal Audit Report as circulated by the clerk and note that the council is compliant in its financial processes.
 - 15.4 To consider and approve the 2022-2023 Exemption Certificate as circulated and authorise the clerk to submit this to external auditors and complete publication of account papers on the website as required.
 - 15.5 To receive and acknowledge the bi-monthly finance report as circulated by the clerk
 - 15.6 To consider, approve and authorise the accounts payable as detailed on the payment list, including the provision of annual insurance for the council
 - 15.7 LMPC mobile phone contract – update
 - 15.8 To note CIL funding granted to LMPC and guidelines on its use
 - 15.9 Council bank signatory changes:
 - i. To consider and agree for the clerk to be added as an administrator to the account, unable to sign cheques or authorise payments, but to receive bank statements directly to enable financial reporting to the council.
 - ii. To agree an additional councillor signatory in replacement of the outgoing Chair
16. Clerk's general update:
 - 16.1 Correspondence
 - 16.2 Maintenance:
 - i. Wilmington bus shelter bench – To confirm that the bench is now in place
 - ii. ESFRS have removed the broken fire hydrant and have replaced it with a road side notice. All hydrants in Wilmington were checked.
 - iii. Wilmington Telephone box – update on maintenance support and/or purchase
 - iv. Milton Street notice board – replacement of pin board
17. Planning: To receive a planning update report as circulated by the clerk, and to discuss & comment on new applications received. To agree on any other relevant actions.
18. Feedback since the last Council meeting from Councillors attending or receiving reports from external meetings as representative of the Council.
19. To appoint representatives on other bodies:
 - 19.1 Wealden District Association of Local Councils
 - 19.2 East Sussex Association of Local Councils (2 Councillors for November AGM)
 - 19.3 Cuckmere Flood Forum
 - 19.4 South Downs National Park Elections – nomination of Councillor as parish representative to sit on the SDNP Board
20. Date of next meeting: Monday 10 July 2023 at 7.30pm in the Village Hall.