

LONG MAN PARISH COUNCIL

www.longmanpc.org

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9 July 2025

Members of Long Man Parish Council are summoned to attend the **Long Man Parish Council Meeting** to be held on Monday 14 July 2025 at 7.30pm in the Village Hall, The Street, Wilmington.

Members of the public and press are welcome to attend.

Signed: *Jeanne E Peterson*

Clerk to Long Man Parish Council

AGENDA

1. Chair's welcome

2. Attendance & apologies for absence. Resolution required to note apologies.

3. Declarations of interest in any item on the agenda.

4. Minutes of the Annual Meeting of the Council 12 May 2025 and the Annual Parish Assembly 16 May 2025 to be agreed and signed as a true record.

5. Matters arising from the Minutes of 12 May 2025 not covered elsewhere in the agenda.

6. 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.

7. Reports from other bodies, taken as read if previously circulated:

- 7.1 County Councillor Stephen Shing
- 7.2 District Councillor David Greaves
- 7.3 MP James McClearly (as circulated)
- 7.4 Tree Warden Alison Cotton
- 7.5 PCSO/Rural Crime Representative

8. Reports from Parish Councillors and Clerk:

- 8.1 Folkington
- 8.2 Milton Street
- 8.3 Wilmington
- 8.4 Clerk's general update as circulated (of items not included on the agenda).

9. Traffic & Highways and Rights of Way:

- 9.1 **A27:** To receive an update if available on A27 works & lighting
- 9.2 **Sussex Police Road Safety Team update:** The new sign design has been submitted and the team are waiting on the sign-off from Highways and Traffic Management, so hopefully imminent. Discussions can then be had as to where signs can be positioned at the Wilmington Junction area.

- 9.3 **Local speed control signs update:** these have been ordered from ESCC. Terms & Conditions apply as to where and how they can be fixed and details will be circulated again once posters received and distributed.
- 9.4 **Gilletts Lane:** To receive any feedback from ESCC on the potential surfacing works on the Restricted Byway Long Man 5A.
- 9.5 **Finger Post repairs - Resolution required:**
To note that since the last council meeting there have been no additional quotes to consider. The council to agree the previously shared quote for necessary works to the three posts. The clerk to be authorised to submit a match funding application to ESCC. Balance of cost to be agreed from remaining CIL funds and general reserves.

10. Finance: Resolutions required Items 10.1, 10.2i,ii, 10.3

- 10.1 To consider and approve the accounts payment list for July 2025.
- 10.2 To receive and approve the financial reports:
i. Bank Reconciliations at May and June 2025
ii. Revenue Budget v Actual Report at June 2025.
- 10.3 To consider any work quotes presented for the repairs necessary on the south side bus shelter at Wilmington and the Jubilee bench at Milton Street. To approve any agreed quote/s and authorise the clerk to commission the work, or to look at alternative replacement structures.
To note that the north side bus shelter has been re-aligned and secured.

11. Council Policies & Procedures: resolution required

Practitioners Guide 2025 - To note that NALC has published the 2025 edition of the guide (as circulated in full and in extract for relevant points here). The most notable change is a new Assertion 10, which clarifies requirements for data compliance. There is a mandatory requirement in Section 1 of the Guide for smaller authorities to have an authority-owned website domain (.gov.uk) and a generic email account hosted on the same (.gov.uk). Assertion 10 will be included in the 2025/26 external audit check to be assessed as compliant or not.

It is recommended that Long Man Parish Council go ahead, initially to commission the .gov.uk website address (at an additional charge per annum of £60 and a one off £50 set-up fee with the current website provider), and to approve a generic .gov.uk email address for the clerk (the current plan allows up to six addresses within the plan).

Due to compliance requirements with data protection/GDPR it may also be recommended practice that all members switch to a .gov.uk email address to deal solely with council correspondence. To be confirmed.

12. Planning: Resolution/s required on any decisions made by council on new applications.

To receive a planning update report as circulated by the clerk, and to consider & approve comment on new applications received. To agree on any other relevant actions.

13. Emergency planning:

- 13.1 To agree how information can be shared with residents to encourage individual household Resourcefulness/resilience in a case of emergency.
- 13.2 To receive an update on establishing an emergency water drop-off station within the parish.

14. Feedback since the last council meeting from Councillors attending or receiving reports from external meetings as representative of the Council.

15. MP Visit 6 August 2025: To agree arrangements and publicity for the event.

16. Date of next Meeting of the Council is Monday 8 September 2025 7.30pm at the Village Hall, Wilmington.