

WEST DEAN PARISH COUNCIL

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Members of West Dean Parish Council are hereby summoned to the Annual General Meeting of West Dean Parish Council at 7.30pm on Wednesday 14 May 2025 in the Old Dining Room at West Dean.

Clare Kennett, 7 May 2025
Clerk to the Parish Council

Agenda

The order of business to be transacted is:

1. **Election of the Chair and signing of the Declaration of Acceptance of Office**
2. **Apologies for absence**
3. **Election of the Vice-Chair and signing of the Declaration of Acceptance of Office**
4. **Code of conduct:**
 - Declarations of interest on items included on the agenda.
 - Dispensations: To consider any requests for dispensations.
5. **Minutes of the meeting held on 12 March 2025:** To agree and sign the minutes as a correct record.
6. **Update on matters carried forward from the previous meeting:** To note any updates that are not otherwise on the agenda.
 - **Minute 111:** To note that Chichester District Council awarded a grant of £250 towards the cost of a Populus Tremula (Aspen) tree which cost £295 ex VAT plus delivery of £65.
 - **Minute 112:** To receive an update on proposed dates for a litter picking day.
7. **Open forum:** To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).
8. **Brief report from County Councillor Jeremy Hunt on matters affecting the Parish.**
9. **Brief report from District Councillor Henry Potter on matters affecting the Parish.**
10. **Rural crime update:** To note the report from PCSO Booker.
11. **Review of lead councillors:**
 - Traffic action
 - Planning
 - Highways and flooding
 - Village maintenance and footpaths
 - Winter management and maintenance

12. Review and adoption of policies:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Staff and Cllr Data Policy
- Data Protection Policy
- Freedom of Information Policy
- Risk Register
- Asset Register

13. Traffic/roads update:

- Speedwatch: To receive an update from Cllr Court.
- SID report: To receive an update from Cllr Graham.

14. Planning: To receive a report from Cllr Corbett, including consideration of any applications received since the last meeting.

25/01239/PA3R and 25/01238/FUL: Biomass Shed: Conversion of 1 no. industrial biomass building into a visitor centre incorporating farm and craft shop. Biomass Shed, Home Farm, A286 The Grinch to Town Lane, West Dean.

15. VE Day 80: To receive an update on the event held on Thursday 8 May.

16. Website: To consider the latest draft of the website [West Dean Parish Council – Serving the people of West Dean](#)

17. Internal audit for financial year 2024/25:

- To receive and note the internal audit report for 2024/25
- Annual Governance Statement, Section 1 of the 2024/25 Annual Governance and Accountability Return (AGAR): To review the effectiveness of the system of internal control and approve the Annual Governance Statement by resolution. (Sign Section 1).

18. Receipts and payments 2024/25 and statement of reserves: To note the circulated budget report to 31 March 2025.

19. Accounting Statements, Section 2 of the 2024/25 AGAR:

- To consider the Accounting Statements and approve them by resolution. (Sign Section 2)
- To agree and set the period of public rights for the inspection of the unaudited AGAR.

20. Finance:

- To approve the list of payments. (In compliance with Financial Regulation 5.2, personal payments, including salaries, are summarised on a separate confidential paper).
- To receive the bank reconciliation to 30 April 2025.
- To review the Council's annual fees, charges and regular payments as detailed on the circulated report.
- To consider the circulated report prepared by the Clerk regarding investments.

21. Correspondence: To note items of interest.

- Chichester District Council grant scheme available to parish councils to support community buildings, assets and playgrounds [Chichester District Council grant programme - Chichester District Council](#)
- Chichester District Council consultation on the Listed Building Guidance document until 27 May. Send comments to conservationanddesign@chichester.gov.uk
- Sussex Police Rural Crime Team are launching a new street surgeries initiative to engage with local communities. They are interested in finding new locations to held the surgeries.
- Letter from Clarke Telecom about upgrade to the existing radio base station at Colworth Farm, West Dean.

22. Announcements and items for the next meeting: To note items brought forward by permission of the Chairman.

23. Confidential business: To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

24. Staffing Committee: To note the circulated minutes and receive the recommendations of the meeting held on 12 March 2025.

25. Date of next meeting: The next meeting is scheduled to be held on Wednesday 9 July 2025.