

**Cheriton Parish Council**  
**Parish Council Meeting**  
**Tuesday 14<sup>th</sup> May 2024 at 7.00pm – Cheriton Village Hall**

CLRs: A Collett (Chairman), B Frampton, P Warwick, D Smith, D Pain, M Curwyn Bryant and C Cheyney

You are hereby summoned to attend a meeting of Cheriton Parish Council on 14<sup>th</sup> May 2024 for the transaction of business set out below.

Clare Cholerton,

Clerk to the Council, 8<sup>th</sup> May 2024

**Agenda**

1	<b>Election of Chairman</b>		Chair	7.00
2	<b>Election of Vice Chairman</b>		Chair	7.01
3	<b>Chairman's Announcements</b>		Chair	7.02
4	<b>Apologies for absence</b>		Chair	7.03
5	<b>Disclosure of interests on agenda items</b>		Chair	7.04
6	<b>Requests for Dispensation</b>		Chair	7.05
7	<b>Approval of Minutes of Parish Council Meeting held on 9<sup>th</sup> April 2024</b>		Chair	7.06
8	<b>Clerk's Report</b>	Written Report	Clerk	7.10
9	<b>Meeting adjourned to hear public questions and comments meeting reconvened</b>		Chair	7.15
10	<b>County and District Councillor Reports</b>	Written Reports	Chair	7.20
11	<b>To appoint members to the following Committees, including appointment of Chairman:</b>	<ul style="list-style-type: none"> <li>• Finance &amp; Policy Committee (3 members + Chairman)</li> <li>• Staffing Committee (2 members + Chairman)</li> </ul>	Chair	7.25
12	<b>Appoint Parish Council leads for the following:</b>	<ul style="list-style-type: none"> <li>a) Lengthsman (1 member)</li> <li>b) Highways (1 member)</li> </ul>	Chair	7.30
13	<b>To appoint representatives to outside bodies:</b>	<ul style="list-style-type: none"> <li>a) South Downs National Park Authority (1 member)</li> <li>b) Recreation Committee (1 member)</li> <li>c) Village Design Statement (1 member)</li> <li>d) Conservation Volunteers (1 member)</li> <li>e) Village Hall Committee (1 member)</li> <li>f) Climate Change (1 member)</li> </ul>	Chair	7.35
14	<b>To appoint members to working parties (including members of the public):</b>	<ul style="list-style-type: none"> <li>a) Litter picking and Dog fouling</li> <li>b) Highways &amp; Traffic</li> <li>c) Matterley Estate</li> </ul>	Chair	7.40
15	<b>Adopt the following:</b>	<ul style="list-style-type: none"> <li>• Updated Standing Orders including Terms of Reference for Committees</li> <li>• Code of Conduct</li> <li>• Financial Regulations</li> <li>• Terms of reference for Working Parties</li> <li>• Recording and use of social media Policy</li> <li>• Complaints Policy</li> </ul>	Chair/ Clerk	7.45
16	<b>Approve Meeting Dates for 2024/25</b>		Clerk	7.55
17	<b>Financial Items:</b>	<ul style="list-style-type: none"> <li>• To note payments due 01.4.2024 – 30.4.2024</li> <li>• Report on Finance Committee Meeting 5<sup>th</sup> May 2023</li> <li>• Approve Risk Management Schedule</li> <li>• Approve Asset Register</li> </ul>	Clerk	8.00
18	<b>Planning Applications:</b>	SDNP/24/01225/HOUS Rosehill Barn, Longwood. Refurbishment and alterations to existing building and garage	Cllr Warwick	8.05

19	<b>Westfield Road</b>	Request for Clerk to send a letter to Mrs S Williams asking for permission to cut channels in her bank to allow surface water to run off Westfield Road.	Cllr Smith	8.10
20	<b>Quote for the refurbishment of the Millenium Path</b>	Consider the quotation submitted for the placing of gravel for the Millenium Path	Cllr Frampton	8.15
21	<b>Approval of the grant application for £250 from the Conservation Volunteers</b>	To replace the Chain saw used by the Conservation Volunteers	Cllr Frampton	8.20
22	<b>Open Space Land</b>	<b>Resolution:</b> Approval to proceed with the sale of the open space land at Freeman's yard, for that a firm undertaking is received from the Freemans Yard Management Company, that they will bear all associated costs, regardless of whether the transfer takes place.	Cllr Collett	8.25
23	<b>Lengthsman Scheme</b>	Monthly verbal report. Money has been approved. Awaiting deposit into CPC account	Cllr Frampton	8.35
24	<b>Reports from Representatives on Outside Bodies</b>	To note any reports from the following: <b>Conservation Volunteers</b> <b>SDNPA</b>	Cllr Frampton Cllr Pain	8.40
25	<b>Reports from Working Groups</b>	To note any reports from working groups: <b>Matterley Estate Working Group:</b> <b>Traffic:</b>	Cllr Pain Cllr Herdman	8.45
26	<b>Agenda items for the next meeting</b>	To consider any items to be added to the next meeting agenda	Chair	8.55
27	<b>Date of Annual Parish Meeting</b> <b>Date of next Council meeting</b>	Monday 20th May 2024 Tuesday 11 <sup>th</sup> June 2024 at 7.00pm, Cheriton Village Hall		9.00