

# Hooe Parish Council Agenda

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Date: 22nd February 2022

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I hereby give notice that all Councillors are summoned to attend the next Full Parish Council meeting on Monday 28<sup>th</sup> February 2022 at 7pm at the Village Hall when it is proposed to transact the business stated below.

Signed: Jane Warrener, Clerk & RFO

## **Business To Be Transacted**

1. **For the longest serving councillor to take the chair and announce first business for the election of a chairman**

Meeting is paused for the signing of the declaration of office.

2. **To receive Reports from:**

- a. **County Councillors**
- b. **District Councillors**
- c. **Saint Oswald' Church**

2. **Introduction and welcome to members of the public**

3. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3)

4. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

5. **Minutes of the Previous Meetings** to be agreed and signed as a true record.

To approve and sign the minutes of the meeting held on Monday 11<sup>th</sup> October 2021 and the 10<sup>th</sup> January 2022 as a true record.

### **Matters for Consideration and Resolution**

6. To consider the access arrangements for the parish notice board. (background information already sent)
7. To receive for adoption revision to the co-option policy.
8. To receive for adoption revision to the standing orders. (background information already sent out)
9. To consider and agree any actions required for the Queen's Platinum Jubilee tree planting to be held on the 11<sup>th</sup> March 2022.
10. To consider a request from Action Medical Research for the hire of the village hall for the Davina Bike Ride on the 18<sup>th</sup> and 19<sup>th</sup> June 2022 and agree any actions required.
11. To consider a request from Hooe Football club to hold an event on the recreation ground on the 25<sup>th</sup> and 26<sup>th</sup> June 2022 and any action required.

12. To consider a request from a resident to prevent parking on parish council land and agree any actions required.
13. To receive and consider for approval, quotes for each of the following items:
  - a. To supply and fit a new under sink water heater in the village hall and to fit shut off valves in the kitchen, toilets and hand basins to meet health and safety standards.
  - b. To engage the services of an L8 ACoP qualified water risk assessor to meet the parish council's statutory obligations to undertake water risk assessments and water sampling at the village hall, sports pavilion, and allotments.
  - c. To instruct a specialist contractor to remove one asbestos sheet from the corrugated metal shed sited on the recreation ground in accordance with health and safety requirements.
  - d. To take down and remove the corrugated shed from the recreation grounds and removed from site in accordance with waste regulations. To remove all debris, wood, metal and garden waste from the roped off area of the recreation grounds in accordance with waste regulations leaving the site safe for public use.
  - e. To provide ground maintenance services for the cutting of the grass to the recreation grounds.
  - f. To provide grass and hedge cutting services to the village green and verges, foot paths, village hall gardens, telephone box and parish notice board areas.
  - g. To provide land surveying and valuation services to value the land and building assets of the parish council and to provide land rent values on each area identified in the invitation to quote.
  - h. To appoint a new payroll service provider effective from 1<sup>st</sup> April 2022.
  - i. To implement a financial IT package to manage the running of the parish council's finances in accordance with audit and accounting statutory obligations.
  - j. To install Microsoft Business 365 services for use by the clerk and members, to provide automatic backing up services and .gov email addresses as part of a network to meet the requirements of the General Data Protection Regulations, government guidelines and cyber security requirements.

14. **Financial Matters for Consideration and Resolution**

- a. To receive payments for consideration and approval
- b. To receive the bank reconciliation for noting
- c. To seek approval to pay bills by direct debit to the water supplier, Business Stream
- d. To agree the clerk's allowance at £40 per calendar month back dated from 15<sup>th</sup> November 2021

15. **Matters to be brought forward for consideration to the next meeting**

16. **To Receive Questions from the Members of the Public**

**Please note:** Only matters may be raised for public discussion that are listed on the agenda, any other question should be put in writing to the clerk in advance of the next meeting. Questions raised for items listed on the agenda that cannot be answered at the council meeting will be brought forward to the next council meeting for response.

17. **The date of the next full council meeting** is 14<sup>th</sup> March 2022 at 7pm

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.