BERWICK PARISH COUNCIL

Councillors are hereby summoned to attend the Annual Parish Council Meeting of Berwick Parish Council to be held on Wednesday 21st May 2025, at Berwick Village Hall**.** This meeting will follow on from the Annual Parish Meeting.

Signed *Lynette Kemp* Dated 14th May 2025

Lynette Kemp (Clerk to Berwick Parish Council)

Please contact the Clerk if you are unable to attend.

The Public and Press have a right and are welcome to attend. Agenda item 6 is available for the public to express a view or ask a question on relevant matters on the following agenda, they are then welcome to stay and observe the rest of the meeting.

AGENDA

1. To appoint a Chair for the ensuing year.

2. To appoint a Vice Chair for the ensuing year.

3. Apologies for absence.

4. Declarations of Interests – The Chairman will invite Councillors to declare an interest, where applicable, on any of the agenda items. Please also advise of any changes to the Register of Interests.

5. To agree confidential items on the agenda for the exclusion of the press and members of the public.

The meeting will then be suspended to allow the following:

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6. Public Question Time (10 minutes) – *Questions or comments from any member of the public present at the meeting regarding items on the agenda only*. *Questions are limited to two questions per member for a maximum of 2 minutes per question. Please note this is a meeting held in public, not a public meeting.*

7. Brief reports from the County and District Councillors on matters affecting this Parish.

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The meeting will then be re-opened

8. Minutes of the Full Parish Council meeting held on 26th March 2025 (previously distributed) and Clerk's Report on any Matters Arising from those Minutes.

9. To appoint Councillors to serve as representatives of the Parish Council on the following bodies;

East Sussex ALC Ltd
Wealden District Association of Local Councils
Village Hall Committee
Tree Warden
Cuckmere Flood Forum

Cuckmere Community Bus
SDNPA/SDNP Board
Parish Cluster
Working Group Against Over Development

10. Councillors' Areas of Responsibility, to agree the following:
Roads and Transport
Planning
Playground and Recreation Ground
Village Maintenance

11. To consider approving the following subscriptions and insurance;
Wealden District Association of Local Councils
East Sussex Association of Local Councils
Zurich Insurance
Information Commissioner

12. Meetings – to agree the meeting dates for the forthcoming year.
Meeting dates for 2025 have been previously agreed, 23rd July 2025, 24th September 2025 and 26th November 2025.
To agree an Extraordinary meeting to be held on 13th August 2025 commencing at 6.30pm when James MacCleary MP will be in attendance.
Dates to be agreed for the rest of the Council year, 28th January 2026 and 25th March 2026.

13. Bank Accounts
i. Signatories – to agree the bank signatories for the ensuing year.
ii. Online banking – to agree set-up of online banking for Berwick Parish Council.

14. Code of Conduct – to agree to adopt the Code of Conduct for the ensuing year

15. Standing Orders/Financial Regulations – to agree to accept the Standing Orders 2025 and Financial Regulations 2025 for the ensuing year.

16. Reports from Outside Bodies
a) Village Hall Committee to include:
Consideration of a request for financial support for a concrete path to the rear of the village hall and installation of two folding benches.
b) Cuckmere Community Bus
c) Tree Warden
d) Cuckmere Flood Forum
e) South Downs National Park Authority

17. Parish Maintenance
a) Verges and Hedges
b) The Berwick Way
c) The Recreation Ground

18. Finance:
Approval of the Annual Governance Statement to 31st March 2025
a) Approval of the Accounting Statement to 31st March 2025
b) To vote to approve the Exemption from External Audit certificate
c) To confirm the dates for the Exercise of Electors' Rights
d) To confirm the Risk Assessment, Asset List and Statement of Internal Controls
e) To consider the Internal Audit Report and approve the Internal Auditor for 2025-2026
f) To approve the payments list.
g) To approve the bank reconciliation statement for March 2025.

19. Planning

i. To consider planning applications received from Wealden District Council:
WD/2025/0836/F Gatehampton, Station Road, Berwick BN26 6SZ
Erection of part single storey and part two storey rear extension.

ii. To consider planning applications received from SDNPA
SDNP/25/01978/HOUS Comp Barn, Winton Street, Alfriston, BN26 5UL
Installation of new side hung single leaf gate to enclose the walled courtyard

SDNP/25/01911/CND Comp Barn Winton Street, Alfriston, East Sussex. BN26 5UL
Change of conditions 2, 3 and 4 for SDNP.24/05107/HOUSE to allow for amendments to the design of the building.

iii. To consider any planning applications received between the date of the issue of the agenda and the date of the meeting.
Details can be found on the Wealden District Council website and the South Downs National Park Authority website.

iv. To note any decisions made by Wealden District Council or South Downs National Park Authority.
WD/2025/0311/F 4 Downsway, Berwick, BN26 6TD – Approved.

20. Sussex Police Street Surgeries - to decide on participation in the initiative

21. New website and email accounts

22. Questions from Parish Councillors

Date of the next meeting: 23rd July 2025