

# MOUNTFIELD PARISH COUNCIL

Parish Council Members are summoned to the Annual Meeting of Mountfield Parish Council to be held on 8th May 2018, at 7.30pm in Mountfield Village Hall

Members of the Public and Press are welcome and encouraged to attend

Irene Marchant  
Parish Clerk/RFO  
St. Giles, Woods Corner, Dallington, East Sussex TN21 9LA  
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[clerk@mountfield.org.uk](mailto:clerk@mountfield.org.uk)

3rd May 2018

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## AGENDA

1. ELECTION OF CHAIRMAN FOR 2018-19
2. ELECTION OF VICE-CHAIRMAN FOR 2018-19
3. DISCLOSURES OF INTERESTS  
To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.
4. DISPENSATIONS
5. APOLOGIES FOR ABSENCE
6. ACCURACY OF THE MINUTES OF THE PREVIOUS MEETING
7. *ADJOURNMENT*  
*The Chairman to adjourn the meeting for up to 15 minutes for*
  - 7.1 *County Council report (ESCC) – Councillor K. Field.*
  - 7.2 *District Council report (RDC) – Councillor E. Kirby-Green.*
  - 7.2 *Public Question Time – to receive any concerns or questions raised by members of the public on matters on the agenda.*
8. SOUTHERN WATER NEW SEWERAGE SCHEME (standing item)
9. LEGAL COUNCIL PROCEDURES/DOCUMENTS
  - 9.1 To adopt the following policies/procedures as presented by the Clerk
    - New Standing Orders
    - Electronic Communication Policy
    - Retention and Disposal of Documents and Records
  - 9.2 To re-adopt all other Mountfield Parish Council policies and procedures.
10. RESOLUTION/APPROVAL OF THE ANNUAL RETURN 2017-18  
For Members to approve, by resolution, the following
  - 10.1 Annual Governance Statement 2017-18 – section 1.
  - 10.2 Accounting Statements 2017-18 – section 2.
  - 10.3 Internal Audit Report 2017-18.
  - 10.4 To appoint Mrs. Lorraine Mantica as MPC's internal auditor for 2018-19.
11. MPC INSURANCE 2018-19  
The Clerk to brief on MPC insurance moving to BHIB as Aon is ceasing parish council insurance.

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12. APPOINTMENTS TO OUTSIDE BODIES  
To make the necessary appointments to outside bodies, East Sussex ALC and Rother Association of Local Councils.
13. GENERAL REGULATIONS DATA PROTECTION (GRDP) (standing item)  
For the Clerk to brief on the latest situation.
14. GRANTS AND DONATIONS  
For Members to consider a grant request from Mountfield PCC for churchyard maintenance.
15. PLAQUE FOR NEW PAVILION CONTRIBUTIONS  
For Members to consider the options presented by the Clerk.
16. PLANNING (standing item)
- 16.1 Planning application for consideration  
RR/2018/1071/P – Old Park Pale, Mountfield Lane  
Single storey rear extension and alterations to openings  
[Click here to see application on RDC website](#)
- 16.2 Any other planning matters for discussion.
17. ENFORCEMENT (standing item)
- 17.1 One Mountfield item on RDC weekly enforcement list.
- 17.2 Any other enforcement matters for discussion.
18. ROADS/PATHS/VERGES  
Any roads/paths/verges issues for discussion.
19. FINANCE
- 19.1 Bank Balances at 30.04.18
- |                     |            |
|---------------------|------------|
| MPC deposit account | £19,183.42 |
| MPC current account | £1,628.30  |
| KGF custom account  | £3,908.21  |
- 19.2 To approve the following payments
- |   |           |
|---|-----------|
| Clerk – salary/home office (Apr/May 2019), expenses | 805.41    |
| LCPAS – appointment as MPC DPO                      | 125.00    |
| ESALC/NALC – 2018-19 subscriptions                  | 161.25    |
| TOTAL   | £1,091.66 |
- \*Cheque for MPC insurance 2018-19 to be raised when Clerk has full details.
- 19.3 To approve the budget monitor and bank reconciliations at 30.04.18.
20. DATE OF NEXT MEETING