

FIRLE PARISH COUNCIL

Dear Councillors, you are summoned to attend the Annual Meeting of **FIRLE PARISH COUNCIL** to be held on **Tuesday 05th May 2026, 7.30pm** Firle Village Hall. *Lorna Thwaites*, Firle Parish Clerk, 29th April 2026.

To RECEIVE questions from the Public:

The first ten minutes are available for public participation before the start of the meeting. During this time, members of the public may ask questions or make representations, in respect of business on the agenda. Members of the public may only speak at other points during the meeting if they have knowledge or information that will aid the discussion and will only speak at the Chairman's discretion.

AGENDA INFORMATION

- 1. ELECTION OF THE CHAIR:**
 - 1.1 To elect the Chair for Firle Parish Council for the forthcoming year.
 - 1.2 The Chair to sign the Declaration of Office form.
- 2. ELECTION OF THE VICE-CHAIR.**
- 3. APOLOGIES FOR ABSENCE:** To receive and accept apologies for absence.
- 4. DECLARATIONS OF ANY INTERESTS AND TO CONSIDER ANY REQUESTS FOR A DISPENSATION WITH RESPECT TO ITEMS ON THE AGENDA,** as required by the Members Code of Conduct.
- 5. MINUTES OF THE PREVIOUS MEETING:** To RESOLVE that the minutes of the ordinary meeting of Firle Parish Council held on 14th April 2026 are a correct record and signed by the Chair.
- 6. COMMITTEES AND WORKING GROUPS:**
 - 6.1 To AGREE any committees or working groups, to appoint members and to AGREE the arrangements for reporting back.
 - 6.2 To AGREE any individual areas of responsibility.
- 7. APPOINTMENTS TO OUTSIDE BODIES:**
 - 7.1 To CONFIRM any councillor appointments to outside bodies.
- 8. TO CONFIRM THE ELIGIBILITY OF THE COUNCIL WITH REGARDS TO MEETING THE CRITERIA FOR THE EXERCISE OF THE GENERAL POWER OF COMPETENCE.**
- 9. REVIEW AND ADOPTION OF ORDERS, REGULATIONS AND POLICIES:** [There have been no changes to these policies and they are all on the website.](#)
 - 9.1 Standing Orders
 - 9.2 Financial Regulations
 - 9.3 Members Code of Conduct
 - 9.4 Freedom of Information Policy
 - 9.5 Complaints Procedure
 - 9.6 Co-option Policy
 - 9.7 Document Retention Scheme
 - 9.8 Grant Awarding Policy
 - 9.9 Risk Management Policy
 - 9.10 Scheme of Delegation
 - 9.11 Social Media Policy
 - 9.12 **Planning Protocol**
- 10. TO CONFIRM ARRANGEMENTS AND LEGAL AGREEMENT WITH FIRLE VILLAGE HALL AND PLAYING FIELDS.**
- 11. INSURANCE COVER:**
 - 11.1 To RESOLVE to renew the insurance cover by 01 June 2026 and to pay the annual premium. [The premium is £860.72. Last year it was £825.07.](#)
- 12. FINANCE:**
 - 12.1 To RESOLVE to pay subscriptions, regular payments, and direct debits to other bodies. [Subscriptions to ESALC/NALC/LDALC/SLCC and CPRE; Direct Debits: Team 4 \(payroll\); ICO data protection; Standing Orders: ESPF Pension payments and Clerk's salary.](#)
 - 12.2 To AGREE banking arrangements for the year and to agree any changes to nominated signatories.
 - 12.3 To AUTHORISE payments to be made in June and to RECEIVE the bank reconciliation.
 - 12.4 To RESOLVE to pay the Clerk for additional hours worked to complete the annual audit and unused annual leave. [Audit took 4 hours and I have 10 hours untaken leave from 25/6.](#)
 - 12.5 To RECEIVE the Clerk's requested leave dates. [25th May to 29 May.](#)
 - 12.6 To AGREE the Risk Assessment for 2026 – 2027. [On agenda info on website](#)
 - 12.7 To AGREE to update the Asset Register with details of the condition of assets. [On agenda info](#)

FIRLE PARISH COUNCIL

12.8 To be NOTIFIED of the CIL Payment for 2026/7. £565.45 received.

13. GRANT AWARDS:

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR):

14.1 To RECEIVE the Internal Audit Report from Mulberry LAS. The report is on agenda info. Summary: Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

14.2 To SIGN the Certificate of Exemption.

14.3 The Clerk and Chair to SIGN the Annual Internal Audit Report 2025/6.

14.4 The Clerk and Chair to SIGN AGAR Form 2.

15. REPORT(S):

15.1 To RECEIVE reports from Local and District Councillors and the MP for Lewes.

16. CORRESPONDENCE RECEIVED: To RECEIVE the following correspondence and AGREE any actions:

16.1 BBC Casting Call – Community Heritage Items in Need of Restoration – ESALC. BBC are looking for heritage items needing restoring.

16.2 Glorious Gravel Sportive – South Downs 30/5/2026 – H Doherty. I will forward the email.

16.3 Q&A at Firle – H.Spearman. An October date could be a possibility if the council would prefer to August.

16.4 Payroll Services Fee Adjustment – Team4 Payroll Services. Increasing from £10+vat per month to £11+vat.

16.5 Litter Bin Audit – LDC. The new cost per week will be £51.08, which is for 8 bins.

17. MATTERS ARISING:

17.1 To RECEIVE the response of Firle Estate regarding bird nesting cups – Cllr Hill.

17.2 To agree to allocate funding of £1000 in the reserves for projects resulting in the improvement of the ecology or biodiversity of the village environment – Cllr Hill.

17.3 To RECEIVE any further reports or updates on Fly Tipping.

18. HIGHWAYS:

18.1 To RECEIVE an update on the blocked drain by Redwood Cottage, Wick Street- Cllr Lance.

18.2 To RECEIVE an update on the blocked drain 42B, The Bostal – Cllr Lance.

19. PLANNING APPLICATIONS: To AGREE comments for any applications received:

19.1 **SDNP/26/01421/TCA Location:** Firle Cottage, The Street, Firle, East Sussex, BN8 6NS

Proposal: T1 Willow: Remove & replace with feature tree to enhance village character, i.e. Cercis siliquastrum (Judas tree) T2 Holly: Remove & replace with feature tree to enhance village character, i.e.

Malus teringo scarlett (Scarlet

Crab Apple) T3 Yew: Crown lift to 2m, thin crown (<20%), Prune to rebalance crown retaining natural form (<2m) T4 Ash: Remove & replace with feature tree to enhance village character, i.e. Malus teringo scarlett

(Scarlet Crab Apple G1: Mixed Broadleaves, Remove & replace with feature tree to enhance village character, i.e. Amelanchier Limarckii (Snowy Mespilus). Comments by 14th May.

19.2 **SDNP/26/01502/LIS Location:** 32 Petland Cottages, The Street, Firle, East Sussex, BN8 6NU **Proposal:**

External and Internal Alterations. (Comments by 27th May).

19.3 **SDNP/26/01619/FUL & 01620 LIS Location:** Shire House, The Street, Firle, East Sussex, BN8 6LP **Proposal:**

Conversion and change of use of curtilage listed barn from storage to ancillary office space (comments by 27 May)

20. TO AGREE ITEMS FOR THE PARISH MAGAZINE.

21. TO PROPOSE AGENDA ITEMS FOR THE NEXT ORDINARY MEETING OF FIRLE PARISH COUNCIL.

22. TO RECEIVE THE TIME AND DATE OF THE NEXT MEETING OF FIRLE PARISH COUNCIL. 9th June

23. TO CLOSE THE MEETING.