

Clerk to Council:  
Liz Trundle  
Woodmancote Parish Council  
The Pavilion  
Blackstone Lane  
Blackstone  
Henfield  
West Sussex BN5 9TA  
Tel: 07884 962453  
clerk@woodmancoteparishcouncil.gov.uk  
www.woodmancoteparishcouncil.gov.uk



**Minutes of the Extraordinary Parish Council Meeting of Woodmancote Parish Council (WPC)  
held at The Pavilion, Blackstone Lane, Blackstone, Henfield BN5 9TA on 27 June 2024, 7.30pm**

**Present:** Cllr R Noel, Cllr Austin, Cllr Batchelor, Cllr W Noel.  
**Others Present:** The Clerk and 1 member of the public.

**2024 - 094 Apologies**

Apologies were received from Cllrs Morris, Dixon, and Donald.

**2024 – 095 Public participation**

There were no questions from the floor.

**2024 – 096 Declarations of interest**

There were no declarations of interest from councillors regarding items on the agenda.

**2024 - 097 WPC Audit 2023-24**

The Clerk distributed copies of the completed Annual Governance and Accountability Return 2023-24 document, including the approved and signed statement from the internal Auditor, Mulberry Associates, and the notification of Public Rights access. Cllrs had already received the Internal Audit Year Ended 31 March 2024 Audit report as a supporting paper.

The report recommended that the WPC establishes a generic email address for each councillor.

The Audit was agreed by councillors, and signed by WPC Chair, Cllr R Noel. It was agreed that the Clerk would obtain a quotation from ITC Vision to set up and host '.gov' email accounts for each individual councillor by the next meeting.

**2024 – 098 Blackstone Playing Fields playground**

Cllr R Noel noted that since the last costing for the new playground equipment had been calculated, there was an additional £2915.00 required to incorporate 53 grass mats as a safety measure for the overhead ladder because this is over the 1.5m safety level. He had been in touch with the supplier, Creative Play, and it had suggested replacing the ladder with an overhead peg bar instead which would be below 1.5m and not require the additional matting and cost. The revised quotation would be £24,852.00 less £1,732.00 S106 monies.

Cllr R Noel mentioned that besides the S106 funding WPC would qualify for a grant by HDC given to for facilities specifically for residents under the age of 25 years.

It was agreed to accept the quotation of £24,852.00 and to go ahead with the installation of new play equipment on this basis.

**2024 – 099 Community relations**

Cllr R Noel distributed an edited re-draft of the WPC residents’ communication leaflet. Cllrs Batchelor and Austin pointed out some additional editing changes and also noted that the new ‘.gov’ councillor email addresses would need to replace the current private email accounts listed on the leaflet.

**2024 - 100 Date of the next meeting – 09 July 2024**

The meeting closed at 8.18 pm

**Cllr R Noel – Chair  
Woodmancote Parish Council**

DRAFT