

Parish Clerk – Stephanie Dubas **Email**: chalvingtonwithripeclerk@gmail.com **Phone**: 07353990253

Dear Councillors

You are duly summoned to the Council Meeting of the Chalvington with Ripe Parish Council that will take place on **Monday 7th December 2026, commencing at 7:00pm.** The meeting will be held at Hayton Baker Hall, Church Lane, Ripe, near Lewes, East Sussex BN8 6AU.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair (Standing Orders 2f).

Stephanie Dubas Nov 2026

S Dubas

Clerk to the Council

AGENDA

ORDINARY COUNCIL MEETING

140. Attendance & Apologies for Absence	To receive apologies for absence
141. To receive any declarations from Members concerning items on the agenda	To receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation
142. Approval of the OCM Minutes	Ordinary Council Meeting 02/11/2026
140. Public Session	The Public may speak on any item on the agenda for up to 3 minutes at the Chair's discretion.
141. Cllr Vacancy	Any resident interested in the Councillor vacancy can speak now for 3 Minutes to present their suitability for the Parish Council. A vote will follow for that person to join the Council on the night. If there is more than 1 candidate there will be a confidential session after the meeting for Councillors to Vote and candidates will receive feedback the following day.
142. Report of the MP:	To resolve to note a report from the **Member of Parliament** for November
143. Report of the County Councillor:	To resolve to note a report from the ESCC Councillor if submitted
144. Report of the District Councillor:	To resolve to note a report from the WDC Councillor if submitted
145. Planning Applications	a. WD/2026/1405/MAJ KITTYHAWK AERODROME, DARP LANE, RIPE, BN8 6BB PROPOSED ALTERATION TO ALIGNMENT OF INTERNAL ACCESS ROAD; IMPROVEMENTS TO GROUND-SIDE CAR PARK; CREATION OF EXTERNAL CHILDREN'S PLAY AREA AND SEATING AREA; RELOCATION OF EXISTING



	POLYTUNNEL STORE; INTERNAL AND EXTERNAL ALTERATIONS TO HANGAR INCLUDING REPLACEMENT ROOF WITH SOLAR PANELS, CHANGES TO FENESTRATION AND ADDITION OF ACCESS RAMP, ESCAPE STAIRCASE AND PASSENGER LIFT; PROPOSED ANNUAL FLY-IN EVENT; PROPOSED UPDATED FLIGHT PROTOCOL; PROPOSED AMENDMENT TO AIRCRAFT MOVEMENT LIMIT TO 168 WEEKLY AIRCRAFT MOVEMENTS; PROPOSED TRAINING FLIGHTS, TOUCH-AND-GO LANDINGS AND AEROBATIC FLIGHTS; PROPOSED INCREASE IN MAXIMUM TAKE-OFF WEIGHT NOT EXCEEDING 2000KG FOR FIXED WING AIRCRAFT BASED AT THE AERODROME AND USING THE RUNWAYS; PROPOSED LANDING OF AND STORAGE OF ROTARY WING AIRCRAFT WITH A MAXIMUM TAKE-OFF WEIGHT NOT EXCEEDING 7000KG; AND ASSOCIATED LANDSCAPING. https://planning.wealden.gov.uk/Planning/Display/WD/2026/1405/MAJ This is an application which the Enforcement Officer has noted on 4/11/26.
146. Planning Approvals	None
147. Planning Refusals	None
148. Planning Withdrawn	None
149. Other planning matters	None
150. To receive outside body reports	a) Wealden District Association of Local Councils: Vacant b) Tree Warden: Cllr N Hamblin c) ESALC AGM: Cllr Simon Flint: d) Hayton Baker Hall Trustees: Cllr Charlie Hallworth e) Highways, footpaths and rights of way: Cllr Joe Ruddock-West: Footpath 18 has been adopted by ROW, no objections were raised. Advertised in Sussex Express.
151. To discuss and agree policies and standards	To approve: Scheme of Delegation Dec 26
152. Financial matters	To approve the following: a) **Appendix A** To approve the payments schedule b) **Appendix B** To approve the Bank Reconciliation c) **Appendic C** To approve the budget 2027-2028
153. Speed Application	The Parish Council wants **two** 'please drive carefully' signs the cost notified is currently £1501.30, we are discussing this figure if approval up to that amount can be decided.
154. Barclays Bank	The Parish Council will consider opening a current account at a cost of £8.50 monthly after the first year as Direct Debits and Standing Orders will no longer be allowed on the Business Premium Account. The alternative is to process the three items manually each month at £0
155. Correspondence	To discuss any written correspondence received and to consider further action; however, no decisions can be made.
156. Defibrillator Training	**To resolve to approve the provision of a course for community defibrillator training to be held early in the New year.** The Parish Council maintains a defibrillator in Ripe next to the shop. There are also defibrillators at the Yew Tree Pub, and at the Deanland Wood Park. It is proposed to provide a course for community defibrillator training in the New Year. The Cost for 12 people is estimated to be in the region of £250. One company called Elements First Aid Training based in Brighton provides what looks like a good course covering 'essential lifesaving skills, including how to manage an unconscious casualty, recovery position, CPR and safe use of an automated Defibrillator.
157. Urgent Items	Resignation Of Councillor Harvey. In line with election guidance this vacancy will be advertised for interested residents to be co-opted. Please email the Parish Clerk to note your application. .
158. Date of next meeting	The Ordinary Council Meeting will be held on 1st Feb 2027 commencing at 7pm at the Hayton Baker Hall.



All documents can be found on the website, on the agenda and in any links proved. Alternatively, you may request any information directly from the Parish Clerk: chalvingtonwithripeclerk@gmail.com

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Appendix A Payment Schedule 2026

FINANCE SUMMARY SHEET (Approval Council Meeting 07/12/26)

BALANCES ON ACCOUNT FROM BANK STATEMENTS

Bank Date	Account Name	£
22/11/2026	Current Account (Community)	£ 5,881.87
22/11/2026	Deposit Account (Business Premium)	£ 25,263.72
	TOTAL BALANCES	£ 31,145.59

COMMUNITY ACCOUNT INCOME FOR THE PERIOD

Bank Date	Income since last meeting	Amount
	Total	£0.00

COMMUNITY ACCOUNT EXPENDITURE FOR THE PERIOD

Scribe Voucher	DATE	£	vat £	Amount £	Service	SUPPLIER
50	06/11/26	£ 1.50	£ 0.30	£ 1.80	Website Name	IONOS CLOUD LTD.
49	12/11/26	£ 9.99	£ 2.00	£ 11.99	HUGO FOX LTD website	GOCARDLESS Aug
47	30/10/26	£ 181.03	£ -	£ 181.03	Tax & NI	HMRC
48	26/10/26	£ 556.65	£ -	£ 556.65	Clerks Salary	S Dubas
			SUB TOTAL	£ 751.47		

COMMUNITY BANK ACCOUNT BANK BALANCE

Sep-26	Balance b/f + Income	£ 6,633.34
Oct-26	Less Paid Expenditure	£ 751.47
	Balance At Bank	£ 5,881.87

BUSINESS PREMIUM ACCOUNT BANK BALANCE

Bank Date		Description	Scribe	Amount
Nov-26	Balance B/F	Account		£ 25,263.72
TOTAL				£ 25,263.72

Forecast Committed Expenditure and Reserves for Approval

Date	Approval Sought	Invoiced Services	Amount
		SUB TOTAL TO BE APPROVED	£ -
		TOTAL Spend (Paid + Committed)	£ 751.47

EXPECTED INCOME TO NOTE

Date	Approval Sought	Invoiced Services	Amount
		TOTAL INCOME DUE PLUS IN BANK	£31,145.59



Appendix B Bank Reconciliation 2026

22 November 2026 (2026-2027)

Chalvington Parish Council - LITE

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 22/11/2026		
	Cash in Hand 01/04/2026		21,966.85
	ADD		
	Receipts 01/04/2026 - 22/11/2026		17,931.74
			39,898.59
	SUBTRACT		
	Payments 01/04/2026 - 22/11/2026		8,753.00
A	**Cash in Hand 22/11/2026** (per Cash Book)		**31,145.59**
	Cash in hand per Bank Statements		
	Petty Cash 22/11/2026	0.00	
	Business Premium 22/11/2026	25,263.72	
	Community account - payments 22/11/2026	5,881.87	
			31,145.59
	Less unpresented payments		
			31,145.59
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**31,145.59**
	A = B Checks out OK		

Appendix C Budget 2027-2028 & Precept Amount

Expenditure	Receipts	Payments	Budgeted
6	Clerk - Salary	12	6,684.00
6	Clerk - NI/Tax	12	2,184.00
8	Expenses (Phone & Printer)	1	108.00
9	Hall Hire - meetings	1	400.00
10	Conference/Course fees/travel	0	200.00
11	Insurance	1	450.00
12	Audit/Professional Fees	1	200.00
14	Elections	1	2,500.00
15	Sundry and Contingency	0	378.00
16	Subscriptions - ESALC/ICO/ACC Software	3	707.00
19	Mowing - CWRPC owned land	3	230.00
22	Remberence wreath	1	60.00
24	Website & Domain Name & .gov emails	12	420.00
26	Asset Maintenance: Signs/Boards/Bench	1	1,360.00
37	Payroll Services	12	180.00
41	Grants	2	1,546.00
EXPENDITURE TOTAL			**17,607.00**
Income	**Receipts**		**Budgeted**
1	Precept		17,367.00
2	VAT refund		160.00
3	Bank interest		80.00
INCOME TOTAL			**17,607.00**