

CAPEL PARISH COUNCIL

Emma Ivory – Clerk
Falmouth Place, Five Oak Green
TN12 6RD clerk@capelpc.co.uk

To All Parish Councillors.

You are hereby summoned to attend a virtual meeting of the Parish Council on Monday 1st June 2020 at 6:00pm.

Any parishioners wishing to join the meeting should contact the Clerk for Zoom joining details. Any questions to be emailed to the Clerk at least two days in advance clerk@capelpc.co.uk

AGENDA

Minute
No

- 573 1) **APOLOGIES** – to receive and accept apologies for absence.
- 574 2) **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
- 575 3) **CHAIRMAN'S ANNOUNCEMENTS**
- 576 4) **APPROVAL OF MINUTES**
- a) To consider the minutes of the virtual Full Council Meeting of 4th May 2020 and if in order to authorise the Chair to sign as a true and accurate record at a later date.
- 577 5) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**
- 578 6) **EXTERNAL REPORTS**
- a) Borough Councillors Report
b) County Councillors Report
1. KCC report on recent flooding in the parish on 8th/9th & 15th/16th February 2020.
 2. Progress of additional signage on the bridge Whetsted bridge, Five Oak Green.
- 579 7) **COMMITTEE REPORTS**
- a) **Finance & Resources Committee**
1. Risk Assessment – to review the risk assessment and recommendation for approval from the Finance & Resource Committee
 2. Internal Control
 3. To review the system of internal control and recommendation for approval from the Finance & Resources Committee
 4. To review the effectiveness of the system of internal control and recommendation for approval from the Finance & Resources Committee
 5. To review the statement of Internal Control for 2019-20 for approval and signature
 6. Year End Accounts 2019-20
 7. To receive the accounts for the year to 31 March 2020 for approval
 8. To receive the bank statements and bank reconciliation as at 31 March 2020 for approval
 9. Annual Governance and Accountability Return (AGAR) for 2019-20
 10. To receive and note the Annual Internal Audit report
 11. To receive the Annual Governance Statement for 2019-20 for approval and signature
 12. To receive Accounting Statement for 2019-20 for approval and signature
 13. Committee Reports
 14. Finance and Resources Committee
 15. Payments for approval
 16. April 2020 Accounts
 17. Bank Reconciliation and bank statements as at 28 April 2020

18. Reserves as at 28 April 2020

- b) **Staff, Office & Administration**
- c) **Planning Committee**
- d) **Flooding Committee**
- e) **Housing & Memorial Cottages Committee**
- f) **Recreation Ground Improvements and Regeneration Committee**

580 8) **PARISH MATTERS**

- a) Update on Neighbourhood Plan Working Party.
- b) To discuss proposed Terms of Reference for Neighbourhood Working Party.

581 9) **CORRESPONDENCE RECEIVED**

582 10) **QUESTIONS FROM MEMBERS**

583 11) **CLERK'S REPORT**

584 12) **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council. Questions to be submitted at least two clear days in advance. Questions to be read by Chair and answered at the meeting if possible, if not possible Clerk to respond in writing following the meeting.

585 13) **PLANNING APPLICATIONS**

- a) 20/01170/FULL Builders Yard Badsell Road Five Oak Green Tonbridge Kent
- b) 19/03574/FULL Spring Farm Oast Colts Hill Five Oak Green Tonbridge Kent

586 14) **DATE OF NEXT MEETING** – TBC

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

E Ivory

Emma Ivory, Clerk