

Capel Parish Council

Madeline Boyle – Clerk
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To All Parish Councillors.

ALL COUNCILLORS ARE HEREBY SUMMONED to a **meeting of the PARISH COUNCIL** to be held in virtually at **7:30pm on Monday 29th March 2021** when it is proposed to transact the business shown in the agenda below. The Meeting will be open to the press and public.

Madeline Boyle

Clerk

Date of Issue: 24th March 2021

To join the meeting please use the below Zoom link:

<https://us02web.zoom.us/j/83992346797?pwd=SDFlcFdkaWNyUldaTFoxMm5xT2dxQT09>

Meeting ID: 839 9234 6797
Passcode: 529538

AGENDA

Minute
No

Agenda
No

1) Administration – Mobile phones

683 2) **APOLOGIES** – to receive and accept apologies for absence.

684 3) **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.

685 4) **CHAIRMAN'S ANNOUNCEMENTS**

686 5) **APPROVAL OF MINUTES**

a) To consider the minutes of the virtual Full Council Meeting of 22nd February 2021 and if in order to authorise the Chair to sign as a true and accurate record at a later date.

687 6) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**

688 7) **EXTERNAL REPORTS**

a) Borough Councillors Report

b) County Councillors Report

i) Progress of additional signage on the bridge Whetsted bridge, Five Oak Green as per previous discussion on 7th September full council meeting when Sarah Hamilton agreed the matter had been outstanding for a considerable amount of time.

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689 8) COMMITTEE REPORTS

- a) Finance & Resources Committee
 - 1. To receive minutes from the Finance & Resources Committee meeting on 15 March 2021.
 - 2. Professional Planning Advice – to receive recommendations from the Finance & Resources Committee:
 - a. To work in partnership with local groups in engaging legal / planning advisors
 - b. The local organisations and the parish council to be party to the advice received from the legal/planning advisor.
 - c. To contribute up to £2,000 at the Regulation 19 stage.
 - d. Not to exceed the strategic planning sinking fund
 - e. To reverse resolution 691.b.i and replace with above recommendations.
 - 3. To receive Grounds maintenance quotes for the period to 31 March 2022 and appoint successful contractor.
 - 4. Website & IT
 - a. To recommend website upgrade at a cost of £199
 - b. To recommend using a Microsoft reseller to provide Microsoft 365 Business Standard for staff and Microsoft Business Basics for councillors at an annual cost of £757 plus fees to migrate existing accounts to the new system.
 - 5. Risk assessment & Internal control - to receive recommendations from the Finance & Resources Committee:
 - a. To approve the risk assessment.
 - b. To review the system of internal control
 - c. To review the effectiveness of the system of internal control
 - 6.
 - i) To receive accounts as at 28 February 2021
 - ii) To receive bank reconciliation and bank statements as at 28 February 2021
 - iii) To receive reserves as at 28 February 2021
 - iv) To receive list of payment for approval
- b) Staff, Office & Administration
- c) Planning Committee
- d) Flooding Committee .
- e) Housing & Memorial Cottages Committee
- f) Recreation Ground Improvements and Regeneration Committee

690 9) PARISH MATTERS

- a) Neighbourhood Plan Working Party
- b) Update on Save Capel
- c) Update on Village Gateway
- d) Capel Parish Council Facebook Page
- e) Clerk Phone: To **Resolve** to sign off on a phone and contract.
- f) Parish Elections
- g) Response to the Reg19 consultation
- h) CCC guttering works: To **Resolve** to contribute towards final cost.

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- 691 **10) PADDOCK WOOD COMMUNITY ADVICE CENTRE- Presentation from Cllr Rich**
- 692 **11) REPRESENTATION AT MEETINGS**
- 693 **12) CORRESPONDENCE RECEIVED**
- 694 **13) QUESTIONS FROM MEMBERS**
- 695 **14) CLERK'S REPORT**
- 696 **15) 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.
- 697 **16) DATE OF NEXT MEETING** – Monday 26th April 2021. This meeting will be held virtually using Zoom.

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 ahead of the meeting.