Capel Parish Council

Louise Goldsmith – Clerk
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To All Parish Councillors.

ALL COUNCILLORS ARE HEREBY SUMMONED to a **meeting of the PARISH COUNCIL** to be held Capel Village Hall, Falmouth Place, Five Oak Green at **7.45pm on Monday 29 November 2021** when it is proposed to transact the business shown in the agenda below. The Meeting will be open to the press and public.

Louise Goldsmith

Clerk Date of Issue: 23 November 2021

AGENDA

Minute No	Agenda No	
	1)	Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures
797	**2)**	**APOLOGIES –** to receive and accept apologies for absence.
798	**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.
799	**4)**	**CHAIRMAN'S ANNOUNCEMENTS**
800	**5)**	**APPROVAL OF MINUTES** To consider the minutes of the Full Council Meeting of 25 October 2021 and if in order to authorise the Chair to sign as a true and accurate record.
801	**6)**	**MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**
802	**7)**	**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.
803	**8)**	**EXTERNAL REPORTS** a) Borough Councillors Report b) County Councillors Report
804	**9)**	**COMMITTEE REPORTS** a) Finance & Resources Committee i) To receive accounts as at 28 October 2021 ii) To receive bank reconciliation and bank statements as at 28 October 2021 iii) To receive reserves as at 28 October 2021 iv) To approve and sign the amended Cricket Club Tenancy v) To receive an update on the Grounds Maintenance Tender 2022/25 vi) To receive an update on moving the bank accounts to Unity Trust vii) To receive an update on the draft budget 2022/23 viii) Proposal to use the remaining balance of the Capel Hardship Fund to top up the Parish Council's annual contribution to the PWCAC ix) To receive list of payments for approval x) Polices: To review and adopt an Allotment Policy

b) Staff, Office & Administration Working Party
   i) To accept the resignation of the Finance Officer and to approve the recommendation that the Clerk and RFO roles are combined
   ii) To receive an update on training courses booked

c) Planning Committee
   i) To discuss and note the minutes of the meeting held on 25 October 2021

d) Flooding Committee
   i) To discuss and note the minutes of the meeting held on the 15 November 2021

e) Memorial Cottages & Housing Working Party
   i) Condition Surveys and budget requirements

f) Recreation Ground and Allotments Working Party
   i) To receive an update on the renewals and availability of the allotments

805 10) PARISH MATTERS

a) Neighbourhood Plan Working Party
   i) To discuss and note the minutes of the meetings held on 28 October and 11 November 2021

b) Update on Save Capel

c) Queen's Platinum Jubilee Celebration 2-4 June 2022
   i) To receive an update on the tree planting scheme
   ii) To consider commemorative gifts

d) Speedwatch Update

e) Christmas Tree & Carol Service

f) Climate Emergency - Update on Electric Vehicle Charging Point Scheme

g) To consider a request for permission to move the streetlight outside 41-42 Falmouth Place

h) Update from the PCSO

806 11) HIGHWAYS

a) Update on the Highways Improvement Plan

b) Update on the Parish Bus Stop Shelter Grant

807 12) REPRESENTATION AT MEETINGS

808 13) TO RECEIVE AND DISCUSS A REPORT ON PROPOSED CHANGES TO THE PARISH COUNCIL COMMITTEE STRUCTURE

809 14) CLERK'S REPORT

810 15) DATE OF THE NEXT MEETING – Monday 20 December 2021 at 7.30pm

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.