Louise Goldsmith – Clerk Falmouth Place, Five Oak Green TN12 6RD clerk@capel-pc.org.uk

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 **7.30pm on Monday 23 May 2022** when it is proposed to transact the business shown in the agenda below.

The Meeting will be open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Louise Goldsmith

Clerk

Date of Issue: 18 May 2022

AGENDA

Minute	Agenda		

- No No 1) Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures
- **887** 2) **APOLOGIES –** to receive and accept apologies for absence (*LGA 1972 s85 (1*))
- **888 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 or sub-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.

889 4) CHAIRMAN'S ANNOUNCEMENTS

890 5) APPROVAL OF MINUTES

To consider the minutes of the Full Council Meeting of 23 April 2022 and the Annual Parish Council Meeting held on the 16 May 2022 and if in order to authorise the Chair to sign as a true and accurate record. *(LGA 1972 sch. 12, para 41(1))*

6) CLERKS REPORT/PAST MATTERS (Information purposes only)

- **892 7) OPEN SESSION -** To adjourn the meeting to enable any members of the public present to address the Council.
- 893 8) EXTERNAL REPORTS
 - a) Borough Councillors Report

b) County Councillors Report

894 9) COMMITTEE REPORTS

- a) Finance & Resources Committee
 - i) To receive and note the Internal Audit report for 2021/22
 - ii) To receive the Annual Governance Statement for 2021/22 for approval and signature
 - iii) To receive the Accounting Statement for 2021/22 for approval and signature
 - iv) To receive the accounts
 - v) To receive an updated bank reconciliation
 - vi) To receive a list of the reserves
 - vii) To receive a list of payments for approval
 - viii) Request for funding to approve a grant fund application from Capel Fete Committee

Capel Parish Council

- b) Staff, Office & Administration Working Party
- c) Planning Committeei) To receive the minutes of the meeting held on 23 April 2022
- d) Flooding Committee
- e) Memorial Cottages & Housing Working Party
 - i) To receive the minutes of the meeting held on the 19 May 2022
 - ii) To receive an update on the remedial works for the cottages and to approve additional works required
 - iii) To receive and approve a recommendation for rent increases
- f) Recreation Ground and Allotments Working Party
 - i) To receive the minutes of the meeting held on the 17 May 2022
 - ii) To resolve to take action on allotment holders in breach of the conditions of the tenancy agreement
 - iii) To ratify a decision between meetings to replace the toilet holders and dispensers in the public toilets
 - iv) To resolve to contact the CCA to discuss the future of the village hall

895 10) PARISH MATTERS

- a) Neighbourhood Plan Working Party To receive an update
- b) Local Plan Examination Update To receive an update
- c) Update on Save Capel
- d) Queen's Platinum Jubilee Celebration 2-4 June 2022i) To discuss the commemorative event to be held on Saturday 4 June 2022
- e) PCSO Report

896 11) HIGHWAYS

- a) Highways Improvement Plan to approve a draft plan for submission to KCC
- b) Oak Road temporary traffic lights and works

897 12) REPRESENTATION AT MEETINGS

- i) KALC Meeting
- ii) TWBC/KALC Ukrainian Refugees Workshop
- iii) Parish Chairmen's Group Meeting
- iv) Joint Transportation Board
- v) Other External Meetings

898 13) CORRESPONDENCE/CONSULTATIONS

899 14) DATE OF THE NEXT MEETING

Full Council Meeting: Monday 27 June 2022 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.