Louise Goldsmith – Clerk

Falmouth Place, Five Oak Green

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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 7.30pm on MONDAY 26 SEPTEMBER 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: 20 September 2022

**AGENDA**

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| Minute No | Agenda  No |  |
| **930**  **931** | 1. Administration – Fire Exits, Fire Meeting Point, Mobile Phones, intention to record. 2. **APOLOGIES**   To receive and accept apologies for absence *(LGA 1972 s85 (1))*   1. **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. |  |
| **932** | 1. **CHAIRMAN’S ANNOUNCEMENTS** |  |
| **933** | 1. **APPROVAL OF MINUTES**   To consider the minutes of the Full Council Meeting of the 25 July 2022 and if in  Oto authorise the Chair to sign as a true and accurate record.  *(LGA 1972 sch. 12, para 41(1))* |  |
| **934** | 1. **COMMITTEE REPORTS**    1. Finance & Resources Committee       1. To receive the accounts       2. To receive an updated bank reconciliation       3. To receive a list of the reserves       4. To receive a list of payments for August and September 2022       5. Option to ‘opt out’ of the SAAA central external auditor appointment arrangements – To agree to remain opted in.       6. To receive the minutes of the meeting held on the 5 September 2022   Recommendations from that meeting:  a) To note the completion of the limited assurance review for the year ending 31 March 2022  b) Notice of Conclusion of Audit  c) Proposal to increase the allotment rental fee for a full plot to £22.50 and for a half plot to £11.25 from the 1 October 2023.  d) Draft Action Plan – to consider whether this would be a useful working document  e) Proposal to renew the insurance with BHIB, on a 3 year long term agreement with Aviva. Premium for the first year will be £1,664.81.  f) Policies: To approve a revised Publication Scheme and Grant Policy & Application Form   * 1. Staff, Office & Administration Committee   2. Planning Committee      1. To receive the minutes of the meeting held on 25 July 2022      2. To receive feedback from TWBC training on ‘Biodiversity and Landscape in Planning Applications’   3. Flooding Panel      * 1. Memorial Cottages & Housing Working Group      1. To receive an update on the remedial works   2. Recreation Ground and Allotments Working Group   1) To ratify a decision between meetings to remove an oak tree on the recreation ground damaged in a storm  2) To ratify a decision between meetings to remove a damaged bollard on the green and to repair the footpath  2) To consider a request from the football teams to remove overhanging branches adjacent to the football pitch   * 1. Neighbourhood Plan Working Party   i) To receive an update on the development of the draft neighbourhood plan  ii) To receive an update on the draft design codes |  |
| **935**  **936** | 1. **PARISH MATTERS**     1. Local Plan Examination Update - To receive an update    2. Network Rail: Proposal for access and car parking spacing at Capel Village Hall    3. South East Water – to discuss the recent burst water main repairs on Five Oak Green Road    4. Climate Emergency - To receive an update on the Electric Vehicle Charging Point Scheme    5. PCSO Report – To discuss the recent Anti-social behaviour incidents. 2. **HIGHWAYS**    1. Highways Improvement Plan – To receive an update on the ATC Surveys   b) Prohibition of Waiting No. 3 Order 2022 - Waiting Restrictions Order on Five  Oak Green Road – To agree a response to the consultation. |  |
| **937**  **938**  **939** | 1. **REPRESENTATION AT MEETINGS**   a) KALC Meeting  b) TWBC/KALC Ukrainian Refugees Workshop  c) Parish Chairmen’s Group Meeting  d) Joint Transportation Board  e) Other External Meetings   1. **CORRESPONDENCE/CONSULTATIONS**   a) Local Government Boundary Commission:  To consider a draft response to the consultation on a proposal for a Pembury and Capel ward   1. **ANY CONFIDENTIAL MATTERS** |  |
| **940** | 1. **DATE OF THE NEXT MEETING**   **Full Council Meeting:** Monday 31 October 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.