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 31 October 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: 25 October 2022

**AGENDA**

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| Minute No | Agenda No |  |
| **941****942** | 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))*
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. |  |
| **943** | 1. **CHAIRMAN’S ANNOUNCEMENTS**
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| **944** | 1. **APPROVAL OF MINUTES**

 To consider the minutes of the Full Council Meeting of 26 September 2022 and if in  order to authorise the Chair to sign as a true and accurate record.  *(LGA 1972 sch. 12, para 41(1))* |  |
| **945****946****947****948** | 1. **CLERKS REPORT/PAST MATTERS (Information purposes only)**
2. **OPEN SESSION -** To adjourn the meeting to enable any members of the public present to address the Council.
3. **EXTERNAL REPORTS**

Borough Councillors Report b) County Councillors Report1. **COMMITTEE REPORTS**
	1. Finance & Resources Committee
		1. To receive the minutes of the meeting held on the 24 October 2022
		2. To receive the accounts
		3. To receive an updated bank reconciliation
		4. To receive a list of the reserves
		5. To receive a list of payments for approval
		6. Budget 2023-2024 – to receive an update
		7. Policies: To adopt the Financial Regulations 2022
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|  | * 1. Staff, Office & Administration Committee

i) To receive the minutes of the meeting held on the 20 October 2022ii) To approve an increment rise for the Clerk to SCP 24 following attainment of the Certificate in Local Council Administration iii) To adopt a Learning and Development and Community Engagement Policy* 1. Planning Committee
		1. To receive the minutes of the meeting held on 26 September 2022
	2. Flooding Panel

i) To receive feedback from the Kent Flood Action Group Forum* 1. Memorial Cottages & Housing Working Group
		1. To receive the minutes of the meeting held on the 20 October 2022
	2. Recreation Ground and Allotments Working Group

i) To ratify a decision between meeting to trim the trees bordered the football pitchii) To note that the cricket club plan to install a wifi aerial on the pavilion room and are arranging an Electrical Installation Report* 1. Neighbourhood Plan Working Party

i) To receive the minutes of the meeting held on the 4 October 2022ii) To receive an update on the development of the draft neighbourhood planiii) To approve a questionnaire on the future of the village hall |  |
| **949****950** | 1. **PARISH MATTERS**
	1. Local Plan Examination Update - To receive an update
	2. Network Rail: Proposal for the siting of a welfare cabin and car parking spaces at Capel Village Hall

i) To consider and approve a draft licence and fee * 1. Defibrillators
	2. Warm Spaces Register – to discuss
	3. Citizen of the Year Award – to receive an update
	4. Remembrance Service 13 November 2022
	5. King Charles III Coronation 6 May 2022 – to discuss
	6. To receive an update on the Electric Vehicle Charging Point Scheme
	7. Christmas Tree & Carol Service
	8. PCSO Report
1. **HIGHWAYS**
	1. Highways Improvement Plan
		1. To receive an update
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| **951****952****953** | 1. **REPRESENTATION AT MEETINGS**
	* 1. KALC Meeting
		2. TWBC/KALC Ukrainian Refugees Workshop
		3. Parish Chairmen’s Group Meeting
		4. Joint Transportation Board
		5. CCA
		6. Other External Meetings
2. **CORRESPONDENCE/CONSULTATIONS**

a) Civility and Respect Programme – to agree to sign the pledgeb) Electoral System Consultation c) Kent Minerals and Waste Local Plan 2013-30 - Regulation 18 Consultation d) High Weald AONB Management Plan Consultation 2024-2029e) Police and Crime Commissioner's Annual Policing Survey 20221. **ANY CONFIDENTIAL MATTERS**
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| **954** | 1. **DATE OF THE NEXT MEETING**

**Full Council Meeting:** Monday 28 November 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.