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 29 April 2024** 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: 24 April 2024

AGENDA

Minute No	Age No	enda
	1)	Administration – Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
1190	2)	APOLOGIES - to receive and accept apologies for absence (LGA 1972 s85 (1))
1191	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 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.
1192	4)	CHAIRMAN'S ANNOUNCEMENTS
1193	5)	APPROVAL OF MINUTES To consider the minutes of the Full Council meeting of the 25 March 2024 and if in order to authorise the Chair to sign as a true and accurate record. (LGA 1972 sch. 12, para 41(1))
1194	6)	CLERKS REPORT/PAST MATTERS (Information purposes only)
1195	7)	OPEN SESSION - To adjourn the meeting to enable any members of the public present to address the Council.
1196	8)	EXTERNAL REPORTa) Borough Councillors Reportb) County Councillors Report
1197	9)	 COMMITTEE REPORTS a) Finance & Resources Committee To receive the accounts. To receive the bank reconciliation as at 31 January 2024 Member Grants: To receive an update. Member Grant Funding Request: To consider a request for grant funding of £1,500.00 from All Saints Church Capel Fete: To consider a request to use the recreation ground 5-7 July 2024 To consider a grant funding application for £595.00 to cover the cost of the insurance for the event. Vi) Container: To consider the sale of the container on the allotments Vii) Utility Bills: To receive an update. Viii) To receive and note the Internal Audit report for 2023/2024. To receive the Annual Governance Statement for 2023/2024 for approval and signature

Capel Parish Council

- x) To receive the Accounting Statement for 2024/2024 for approval and signature
- xi) To note the arrangements for the Exercise of Public Rights
- xii) To receive a list of payments for approval
- b) Staff, Office & Administration Committee
- c) Planning Committee To receive the minutes of the meeting held on the 25 March 2024
- d) Flooding Panel To receive the minutes of the meeting held on the 25 April 2024
- e) Memorial Cottages & Housing Working Group
- f) Recreation Ground and Allotments Working Group
- g) Neighbourhood Plan Working Party

1198 10) PARISH MATTERS

- a) Local Plan Examination Update
- b) Citizen of the Year Award
- c) Capel Community Assocation: To receive feedback from a meeting held with the Corporate Property Manager at TWBC and to receive the minutes of the CCA Trustees meeting held on the 18 April 2024.
- d) Elections
- e) Kent Police: To receive any update.

¹¹⁹⁹ 11) HIGHWAYS

- a) Highways Improvement Plan:
 - i) Annual Review of the HIP

1200 12) REPRESENTATION AT MEETINGS

- a) KALC Meeting
- b) Parish Chairmen's Group Meeting
- c) Joint Transportation Board
- d) Other External Meetings

13) CORRESPONDENCE/CONSULTATIONS a) Consultation on revised validation and guidance requirements for planning applications determined by Kent County Council

1202 14) ANY CONFIDENTIAL MATTERS

1203 15) DATE OF THE NEXT MEETING

Annual Parish Council Meeting: Monday 13 May 2024 at 7.30pm Full Council Meeting: Monday 3 June 2024 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.