



WHITFIELD PARISH COUNCIL

Dated this 18th January 2022

You are hereby summoned to attend a Meeting of the WHITFIELD PARISH COUNCIL, which will be held on **TUESDAY 25TH JANUARY 2022, at the Sports Pavilion, Recreation Ground, Cranleigh Drive, Whitfield, Dover, Kent**, beginning at 7.30pm to transact the business shown on the agenda below.

In line with current restrictions and Whitfield Parish Council's Face to Face Meetings Risk Assessment, face coverings will be worn unless exempt and social distancing shall be applied.

Thank you.

Jo Matcham
PARISH CLERK

AGENDA

1. Apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest that Members may wish to make.

3. **MINUTES**

To receive and approve the Minutes of the Extra Ordinary Meeting of the Parish Council held on 20th July 2021 (copy attached).

4. **ITEMS REQUIRING APPROVAL**

To consider formal approval of the following items:

- To consider the External Auditors Report and any 'Except for...' matters (copy attached)
- To receive and note the Conclusion of Audit Notice and the display of the notice as required (copy attached).
- To consider the appointment for Chair of the Recreation Committee for the remainder of the 2021/2022 Parish Council year (nominated – Councillor J. Goodsell).
- To consider the appointment of Chair for the Planning Committee for the 2021/2022 Parish Council year (nominated Councillor W. Bowman).
- To consider the appointment of a fourth member to serve on the Finance Committee (nominated – Councillor C. Moore).
- To consider the appointment of a Parish Council Representative to the Whitfield Village Hall Management Committee (nominated Councillor C. Moore).
- To consider the quotation received in respect of the cost of Electrical Inspection for the Pavilion in the sum of £216.00 (inclusive of VAT).
- To consider the purchase of 3 x Air Purifier Units from Camfil at a cost of £1365.00 per unit (excluding VAT), delivery charge of £25.00 and to note the ongoing cost of replacement filters (required annually per unit) at an approximate cost of £138.00 each.
- To consider the position in respect of the recruitment for a Deputy Proper Officer / Responsible Finance Officer / Parish Clerk (Clerks email of 13th October to all Councillors refers followed by the Chairs response of 14th October).

5. **FINANCE**

To receive and approve the Parish Council Finance Report to the end of November 2021 (copy attached).

To note the most recent Bank Reconciliation (to the end of November) of the Parish Council's Current Bank Account and Petty Cash (copies attached).

6. COMMITTEES

To consider any matters relevant to the Planning Committee.

To note the minutes of the Recreation Committee Meetings which took place on 27th July 2021 and 26th October 2021.

To note the minutes of the Finance Committee Meeting which took place on 7th December 2021.

With reference to the Resolved to Recommend Action at points numbers 82 and 83 of the Finance Committee Meeting Minutes of 7th December:

To consider the operating budget for Whitfield Parish Council for the 2022 / 2023 financial year (copy attached).

To consider the proposed total resource precept demand on Dover District Council of £119,900 for the 2022 / 2023 financial year (copy attached).

To consider the purchase of a new Speed Indicator Device (SID) as opposed to repairing the existing device (Clerks report attached).

7. MATTERS ARISING

8. CORRESPONDENCE

9. PUBLIC PARTICIPATION

10. DOVER DISTRICT / KENT COUNTY COUNCILLORS' REPORTS

To receive any reports from the Dover District Ward Councillor(s) and Kent County Councillor.

11. REPORTS FROM REPRESENTATIVES

To note the minutes of the most recent KALC Area Committee Meeting which took place in October 2021 (previously emailed to Councillors 1st November 2021).

To receive any other reports from Councillors in respect of Meetings / Events attended as representative of Whitfield Parish Council.

12. GRANTS / DONATIONS AND SUBSCRIPTIONS

To consider the request from Pegasus Playscheme to contribute £1000.00 to annual running costs (total annual costs £70,000.00) for provision of the scheme.

To consider the request from Victim Support for a financial donation to assist with provision of services.

To consider the renewal of the Parish Council subscription to Local Councils Update plus web library service at an annual cost of £100.00.

To consider the annual renewal of the Parish Council's membership of CPRE at a suggested cost of £50.00.

13. PARISH COUNCIL NEWSLETTER

To consider expenditure for 2022 / 2023 monthly printing and paid delivery of the Parish Council Newsletter. Various quotations have been obtained and the expected costs are £2400.00 for printing up to 2500 copies, up to 12 times per year and for £3600.00 for paid for delivery service to all domestic postal addresses in the Parish (or as many as is practical). (Report re: printing costs attached).

14. JUBILEE SEAT

To consider the expenditure of up to £2000.00 for the purchase and installation of a memorial seat in the same style as the silhouette seat already sited at the War Memorial Island, with appropriately worded plaque to commemorate the Queen's Platinum Jubilee

15. BT PHONE LINE AT BEECHES BOUNDARY

To consider the Clerk's report regarding the initial costs involved as to the potential works to take the BT phone line, currently along the trees, underground (copy attached).

16. GROUNDS MAINTENANCE 2022

To consider the renewal of the Landscape Services Grounds Maintenance contract (which includes grass mowing and hedge maintenance) for 2022 at a cost of £6004.53.

17. REMEDIAL WORKS NEEDED FOR SATISFACTORY EICR (PAVILION)

To consider the quotation received from MJT Electrical to carry out remedial works to the Pavilion electrics in order to obtain a 'Satisfactory' inspection rating at a cost of £210.00 (inclusive of VAT).

18. BIN EMPTYING CONTRACT

To consider the Clerks report in respect of the engagement of a Contractor for the emptying of the main Parish Council bin, to be located at Manley Close (copy attached).

19. PARISH BASIC ALLOWANCE (2021/2022)

To consider the Clerks report in respect of the payment of Parish Basic Allowance for qualifying Councillors for the 2021/2022 financial year (copy attached).

20. BUILDING REVALUATION COSTS

To consider the quoted costs from Gallagher (Whitfield Parish Council's Insurance provider) for revaluation of the Parish Council owned buildings. Desktop assessment £130.00 per building plus VAT, on site valuation of £700.00 per building plus VAT.

21. PAVILION BUILDINGS ASBESTOS MANAGEMENT SURVEY

To consider the Deputy Clerks report in respect of engagement of a Contractor to undertake an Asbestos Assessment and Management Survey and approve the costs involved (copy attached).

22. WHITFIELD WILDLIFE GROUP

To discuss the email received from Whitfield Wildlife Group representative Richard Smith, as to future Goals and the marking of their membership reaching 100 (copy attached).

23. 2022 CAROL SERVICE

To consider the Rev'd Sean's proposal for a Village Carol Concert in 2022.

24. ANY OTHER BUSINESS

To receive any items for information only, not covered elsewhere on the Agenda.

25. TO CONSIDER APPLICATIONS FOR CO-OPTION

To consider any applications received for co-option to Whitfield Parish Council.

26. MOTION TO EXCLUDE THE PUBLIC

To consider the exclusion of any public and press present.

27. TO CONSIDER CO-OPTION TO WHITFIELD PARISH COUNCIL

To consider co-option to the Parish Council of suitable candidates.