



WHITFIELD PARISH COUNCIL

Dated this 11th May 2022

You are hereby summoned to attend a Meeting of the WHITFIELD PARISH COUNCIL, which will be held on **TUESDAY 17th MAY 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.

Please do not attend if you or anyone in your household is unwell or has COVID-19 symptoms, or have tested positive and the recommended self-isolation period is not complete.

Maintain social distancing as far as possible from anyone you do not have regular contact with.

Respect those who may be cautious.

Use hand sanitizer when entering the building. Clean your hands often. Keep surfaces clean.

Please wear face coverings in confined areas.

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. **APPOINTMENT OF CHAIR AND VICE-CHAIR**

To appoint the Chair for Whitfield Parish Council for the year 2022/2023.

To appoint the Vice-Chair for Whitfield Parish Council for the year 2022/023

4. **MINUTES**

To receive and approve the Minutes of the Parish Council Meeting held on 12th April 2022 (copy attached).

5. **ANNUAL RETURN**

To note the Internal Auditor's completion of the Annual Internal Audit Certificate 2021/2022 and consider his full report (copy attached).

To consider and approve the Annual Governance Statement for 2021/2022 (copy attached).

To consider and approve the Bank Reconciliation for 2021/2022 (copy attached).

To consider and approve the Accounting Statements for 2021/2022 (copy attached)

To Consider and Approve the variance report (copy attached).

To receive and note the Confirmation of the Date of the Period for the Exercise of Public Rights (copy attached).

6. **COMMITTEES**

To consider membership of the Finance Committee, Recreation Committee and Planning Committee and to appoint Committee Chairs for 2022/2023

To note / consider the Planning Applications received up to 30th April 2022 (copy attached)

To consider any matters relevant to the Planning Committee.

To consider any matters relevant to the Recreation Committee.

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

To appoint Parish Council Representatives to any outside bodies (including KALC Area Committee, Whitfield Aspen School Travel Committee, Whitfield Village Hall Management Committee).

12. **BT PHONE LINE AT BEECHES BOUNDARY**

To consider the quotation received from Openreach to run the existing overhead telephone cables underground to supply the pavilion at a cost of £5,833.42 incl VAT (as per detailed quotation attached)

13. **MEMBERSHIP AND SUBSCRIPTIONS**

To consider the renewal of the Parish Council Membership of KALC for 2022/2023 at a cost of £1883.76 inclusive of VAT (previously emailed to Councillors 13/04/2022).

14. **DONATION / FUNDING REQUESTS**

To consider the request from Kent Surrey and Sussex Air Ambulance for a donation in the sum of £300.00 (copy attached).

15. **HIGHWAY IMPROVEMENT PLAN**

To consider the creation / adoption of a Highway Improvement Plan for Whitfield Parish Council to potentially progress a number of ongoing highways matters in the Parish (information pack and draft plan attached).

16. **WAR MEMORIAL ISLAND**

To consider the options in respect of maintenance / improvements to the War Memorial Island (block paving? Leave to grass? Other?)

17. **ANY OTHER BUSINESS**

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