



WHITFIELD PARISH COUNCIL

Dated this 18th October 2022

You are hereby summoned to attend an Extra-Ordinary Meeting of the WHITFIELD PARISH COUNCIL, which will be held on **TUESDAY 25th OCTOBER 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. **MINUTES**

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

4. **FINANCE**

To consider / note the monthly finance report to 30th September 2022 (copy attached).

To consider / note the bank reconciliation x 4 for the Parish Council accounts (copy attached).

5. **CONCLUSION OF AUDIT**

To consider / note the comments from PKF Littlejohn in respect of the 2021/2022 Annual Governance and Accountability Return (copy attached).

To note the Conclusion of Audit notice (copy attached).

6. **COMMITTEES**

To consider the following matters relevant to the Recreation Committee:

To consider the quote received to repair the damaged brickwork to the front / side of the garage extension. 'To remove half of the metal rail and refit the end piece to the shortened railing. To remove all loose bricks and rebuild the small wall' at a quoted cost of £320.00.

To consider next steps in regard to the proposal of constructing a semi-permanent extension to the Pavilion car park by laying grass mesh. Initial costs suggest the sum of £7020.00. A more specific costing may be provided by requesting a site visit / survey (copy attached).

To consider the quotation received from Safeplay to rectify some of the points raised from the annual Play Area Inspection at a cost of £1110.00 excluding VAT (copy attached).

To consider any other matters relevant to the Recreation Committee.

To consider any matters relevant to the Planning Committee and to note / consider the Planning Applications received up to 17th October 2022 (copy attached)

To consider any matters relevant to the Finance Committee.

7. **MATTERS ARISING**

8. **CORRESPONDENCE**

9. **PUBLIC PARTICIPATION**

10. **WAR MEMORIAL / REMEMBRANCE**

To consider the quotes received for improvement works to the War Memorial Island (copy attached).

To receive any update in respect of plans for the Remembrance Service, taking place on Sunday 13th November 2022 at the Village Hall.

11. **HIGHWAYS**

To receive any updates from Councillors in respect of local highways matters.

To consider the order of priority and adoption of the list of proposals for the Whitfield Parish Council Highways Improvement Plan, which will be sent to KCC Highways (copy attached).

To consider expenditure of up to £20,000.00 from Parish Council Reserves for funding towards the costs of implementing the elements of the Parish Council Highways Improvement Plan.

12. **GRANTS, DONATIONS AND SUBSCRIPTIONS**

To consider the application from WJFC for a grant / donation to assist with costs of new kit in the sum of £2,500.00 (copy attached).

To consider the application from St Peters' Church for a donation towards the upkeep and maintenance costs of the Churchyard (copy attached).

To consider the renewal of the Parish Council subscription for 2022 to Kent County Playing Fields Association at a cost of £20.00 (copy attached).

13. **OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT**

To consider the Parish Councils option to 'opt out' of the central procurement and appointment scheme in appointment of our own external auditor, for the next five year period (copy attached).

14. **CIVILITY AND RESPECT PLEDGE**

To note / consider the Parish Council's position in respect of signing up to NALCs Civility and Respect Pledge (copy attached).

15. **HEALTH AND SAFETY MATTERS**

To review the Parish Council Meeting Arrangements particularly in respect of mask wearing and the layout of the Meeting room.

16. **ANY OTHER BUSINESS**

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



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