

YOU ARE HEREBY SUMMONED TO A MEETING FOR THE FULL COUNCIL of RUSTHALL PARISH COUNCIL at The Rackliff Centre to be held on Monday 13th September 2021 at 7.30 pm when the following business will be transacted.

Committee Members: Cllr E Ellicott, Chair; Cllr B Edwards, Vice-Chairman; Cllr D Funnell; Cllr M O'Callaghan; Cllr A Britcher-Allan; Cllr D Smith; Cllr C Ducklin; Cllr A Taylor and Cllr P Taylor

Kevin Watson
Clerk to Rusthall Parish Council
8th September 2021

AGENDA

No decisions will be taken by the Parish Council on any item not on this Agenda

1. Enquire whether anyone present intends to film, photograph and/or record the meeting.

2. To receive and approve apologies for absence.

3. Declarations of Personal and Prejudicial Interests.

4. Declarations of Lobbying.

5. Minutes

To resolve that the minutes of the Full Council Meeting held on **12th July 2021** and the Extraordinary Meeting on **24th August 2021** be taken as read, confirmed as a correct record and signed by the Chair.

5.1 Matters outstanding from these minutes (not listed as separate agenda items)

5.2 Matters outstanding from previous minutes

6. Open session for questions from the public:

(Members of the public will raise their hand when they wish to speak).

*Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be **no** discussion of these items at this stage. Any issue will either be addressed elsewhere in the agenda or, if not already so listed, be referred to at a future meeting of the Parish Council. If you wish to speak at the Public Session, you will have up to three minutes for this purpose, after which you are welcome to stay as an observer but will **NOT** be allowed to participate in the council's discussions*

7. Session for County and Borough Councillors on matters concerning the Parish.

8. Chair's Report

9. Southwood Road Rec – Cllr Ellicott

- i. Jockey Farm meeting with Greg Clark MP, Steve Baughan TWBC Head of Planning and Speldhurst Parish Council
- ii. To agree support for TWBC Local Plan

10. Neighbourhood Plan update - Cllr Ellicott and Cllr Britcher-Allan

11. Salomons Road site update – Cllr Edwards and Officer Watson

- i. Caxtons Chartered Surveyors opinion
- ii. Living Forest proposal

12. Environment Committee update – Cllr Britcher-Allan and Cllr Taylor

- i. To agree formation of the Committee
- ii. Ridding Rusthall of Rubbish litter picking
- iii. To agree electrical vehicle charging points location and application

13. The Rackliff Centre – Officer Watson

- i. To agree hire rates for 2022
- ii. COVID-19 requirements

14. Queen's Platinum Jubilee 2nd June 2022 – Cllr Edwards

15. Gatwick Airport news – Cllr Ducklin

16. MUGA Edward Street – Cllr Britcher-Allan

17. Staffing Committee – Cllr Ellicott

- i. To agree Committee members
- ii. To agree regularity of Clerk reviews

18. Parish Council Resilience Community Emergency Plan – Officer Watson

19. Safe Christmas Events and Welcome Back Fund grants – Cllr Britcher-Allan

20. Finance – Officer Watson

- i. To agree appointment of David Buckett as our Internal Auditor for 2021/2022 and 2022/2023 £500 per audit
- ii. To agree PKF Littlejohn External Auditor costs for 2020/2021 AGAR £480
- iii. To agree Clerk salary rise to National Joint Council for local government services Pay Scale L20 (currently L19) with effect from 1st October 2021
- iv. To agree Deputy Clerk National Joint Council for local government services L19 Pay Scale plus 2% gross salary Council pension contributions
- v. To agree ILCA to CILCA training costs for Clerk £120
- vi. To agree ILCA training costs for Deputy Clerk upon successful completion of probation £120

- vii. To agree The Rackliff Centre gas supplier for the next two years
- viii. To agree 2021 Tree Inspection quotation from The Living Forest £880

21. Officer Report

- i. Internal Auditor for 2021/2022 Amber findings
- ii. External Auditor for 2020/2021 AGAR approval received and no findings
- iii. Former Clerk, Su Denne, official leaving date 31st July 2021
- iv. Defibrillators
- v. Cllr auto-signatures
- vi. Standing Orders and Policies review by 14th March 2022
- vii. Part-time Admin Assistant appointment
- viii. To agree CCTV research to replace existing system

22. Accounts for Payment

To authorise the payment of invoices as listed (to follow)

23. Items for Information