

# Stalisfield Parish Council

To Parish Councillors, members of the public and press.

Members are hereby summoned and notice is given that the **Annual Meeting of the Parish Council** will be held in **Stalisfield Village Hall**, on Thursday **16 May 2024 following the Annual Parish Meeting**, which starts at **7.30pm**, when it is proposed to transact the following business:

## 1. Election of Chairman

To elect a Chairman and receive their Declaration of Acceptance of Office

## 2. Apologies

To receive and accept apologies for absence.

## 3. Declarations of interest

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Stalisfield Parish Council Code of Conduct for Members and by the Localism Act 2011.

## 4. Minutes of the Parish Council Meeting Held on 1 February 2024

To consider the minutes of the meetings and if in order sign as a true record

## 5. Matters Arising from the Minutes

## 6. Public Time

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is an information session only and no action can be taken upon those items raised.

## 7. Planning Matters

i. Ref: 24/500882/FULL

Address: Land At Otterden Wood Stalisfield Road Stalisfield Kent ME13 0HW

Proposed ESN telecommunications installation, comprising of erection of a 30m high Swann 5SH Lattice tower, generator, and 3no. cabinets, with ancillary development, associated site works and access.

ii. Any planning matter received by 17 May 2024

## 9. Finance

i. Annual Governance Statement- To agree the statement.

ii. Annual Return for the Year Ended 31 March 2024- To receive the end of year return and to consider the adoption and signing of the return.

iii. To Certify exemption from a limited assurance review under Section 9 Of the Local Audit (Smaller Authorities) Regulations 2015.

v. Councillor expenses

vi. Invoices

a) KALC Subscription - £167.76

b) Zurich Insurance renewal - £214.00

c) Stalisfield Village Hall- hall hire- £11.25

d) HugoFox website: £122.28

e) Any other invoice for approval received by 18 May 2024

vii. To consider request for donation from Swale Citizens Advice

viii. To consider request for donation from Kent Sussex Surrey Air Ambulance Trust

## 10. Highways

**11. Any Other Business-** This for information only and no decision can be made on items raised.

## 12. Date of next meeting

*Wendy Licence*

Clerk to Stalisfield Parish Council

Date: 9 May 2024

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please contact the Clerk.