

# **Tunstall Parish Council**

To Parish Councillors, members of the public and press  
Members are hereby summoned and notice is given that the **Meeting of  
Tunstall Parish Council** will be held on  
**Monday 10<sup>th</sup> January 2022 at 7.00pm**  
**At St John the Baptist Church, Tunstall**  
when it is proposed to transact the following business:

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

### **2. DECLARATIONS OF INTEREST**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Tunstall Parish Council Code of Conduct for Members and by the Localism Act 2011. (i)The nature as well as the existence of any such interest must be declared. After declaring a Disclosable Pecuniary Interest, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

### **3. MINUTES FOR APPROVAL**

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

- a) 24<sup>th</sup> November planning committee
- b) 24<sup>th</sup> November extra-ordinary full council
- c) 6<sup>th</sup> December 2021 extra-ordinary full council

### **4. MATTERS ARISING**

- a) To receive update on village sign – Cllr Rich
- b) To receive update on Coffin Pond – Cllr Roberts
- c) To note .gov.uk mailboxes now activated.

### **5. REPORTS FROM MEMBERS OF THE PUBLIC**

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.

### **6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

Ward and County Councillors are invited to report and discuss matters affecting the parish

### **7. COUNCILLOR VACANCIES**

- a) To note update on interest in councillor vacancies.

## 8. PLANNING

- a) There are no new applications to consider.
- b) To note updates on Conservation Area Review submitted.
- c) To note any updates on Local Plan consultation.
- d) To receive any updates on Highsted Park application.
- e) To note update from Cllr Rich on planning enforcement meeting at Swale Borough Council offices.
- f) To consider response to Kent Minerals and Waste Local Plan review,

## 9. FINANCE

- a) To consider the following payments for approval:

	Payee	Amount	Net	VAT	Description
200042	W Licence	418.26			Clerk January Salary
200047	HMRC	116.2			PAYE January
200048	W Licence	10.33			Clerk expenses December
200049	J Miller	468.48			Interim clerk December - January
200050	J Barnicott	135.16			December litter picking
200051	J Barnicott	135.16			January litter picking

- b) To consider activating online banking facilities.
- c) To approve authority for NEST account.
- d) To approve bank reconciliation 30/11/2021.
- e) To receive accounts as at 31/12/2021.
- f) To consider precept and budget 2022/23.

## 10. GOVERNANCE AND ADMINISTRATION

- a) To consider appointing an external data protection officer £180 + VAT per year.
- b) To receive advice from insurance company regarding purchasing laptop.
- c) To receive update on storage and consider laptop purchase.
- d) To discuss newsletter.
- e) To discuss website review.

## 11. HIGHWAYS

- a) To receive an update.

## 12. ENVIRONMENT

- a) To receive an update.

## 13. QUEENS PLATINUM JUBILEE

- a) To receive an update.

## 14. REPORTS FROM MEMBERS

- a) To receive reports from Members.

## 15. CORRESPONDENCE

- a) Request from resident for footpath for King George's Park.

**16. FUTURE AGENDA ITEMS**

- a) To consider future agenda items.

**17. DATE OF NEXT MEETING – 7<sup>th</sup> MARCH 2022**

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

**18. STAFFING MATTERS**

To receive update and agree actions.

*Julie Miller* Interim Clerk to Tunstall Parish Council 4<sup>th</sup> January 2022