

STAPLE PARISH COUNCIL

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AGENDA

To all members of Staple Parish Council, you are hereby summoned to attend a meeting of the Parish Council which will take place on **Wednesday 8th November 2023 at 7.30pm** in Staple Village Hall to transact the following business;

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS
3. MINUTES OF PREVIOUS MEETING (paper copy available to view) –
 - 3.1. To approve any amendments and sign minutes of the meeting held on Wednesday 11th October 2023.
 - 3.2. To report and discuss any completed actions/matters arising therefrom not covered elsewhere on the agenda.
 - 3.2.1. Virtual Meetings
4. PUBLIC SESSION (Max. 15 minutes) Opportunity for members of public to make representations, answer questions and give evidence in respect of the business on the agenda. A member of the public shall not speak for more than 4 minutes and should direct comments to the chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
5. FINANCE
 - 5.1. 5.1. Financial Statements for October 2023 to include income, expenditure and bank reconciliation as at 31st October 2023.
 - 5.2. Bills to be approved (to include those received after the agenda was printed)
 - 5.2.1. Clerk's expenses (£88.26), Salary (£271.05) & overtime (£50.04)
 - 5.2.2. Scribe Accounting Software - £328.32
 - 5.2.3. DDC Election - £102.76
 - 5.3. Bills to be ratified
 - 5.4. Budget 2024/5
6. CORRESPONDENCE RECEIVED To review correspondence received since the previous meeting which has not been included in the agenda
 - 6.1. 12/10/23 - Parishioner reports leak and pothole opposite The Vineyard – Cllr Bartlett contacted KCC
 - 6.2. 15/10/23 – Enquiry regarding local history – Thanks to Cllr J Kirk for his response
 - 6.3. 28/10/23 – Barclays – request for further information
 - 6.4. 30/10/23 – DDC – Green Infrastructure consultation
 - 6.5. 31/10/23 – KALC Dover Area Committee Minutes
7. REPORTS (to be provided in advance in writing where possible please)
 - 7.1. District Councillor – Report received 26/10/23
 - 7.2. County Councillor
 - 7.3. Village Hall and Recreation Grounds
 - 7.4. Highways (SID, Speedwatch, HIP)
 - 7.4.1. Highways Improvement Plan Review
 - 7.5. Footpaths
 - 7.5.1. Update on Map requested from KCC
 - 7.6. Planning (Appendix a) – None to discuss and no decisions received

8. ITEMS FOR DISCUSSION

8.1. Clerk's Employment Contract

9. QUESTIONS, ITEMS OF INFORMATION AND ANY OTHER BUSINESS To include items raised and noted at the meeting.

10. CONFIDENTIAL ITEMS TO BE DISCUSSED All members of the public will be excluded at this point under Section 1 of the 1960 LGA Act

11. DATE OF NEXT MEETING