

CHAIRMAN

Councillor Tim Allard
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PARISH CLERK

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TO: MEMBERS OF SWINGFIELD PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a Meeting of Swingfield Parish Council which will be held at virtually, on **TUESDAY 23 FEBRUARY 2021** commencing at 6pm.



Tina Wiles
Clerk to the Parish Council

PUBLIC QUESTIONS

Prior to the meeting starting the Chairman will invite questions from the public, up to 5 questions, for 3 minutes each.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; The nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Parish Council on 25 September 2012; The nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

3. MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2020, attached.

4. **PROJECTS UPDATES**

Updates;

i) from FHDC regarding the streetlight on Swingfield Street, a KCC engineer has visited the streetlamp a few months ago and concluded that the unit itself is faulty and a new streetlight would need to be installed. Also from the report they mentioned that the lamp was unfit for purpose as it wasn't lighting up the street but instead it was pointing down to the unadopted area near it.

The Highways Engineer does not see it cost-effective replacing a lamp that was not fit for purpose to begin with. The provision of a new street light is being progressed, this is likely to take some time.

Other on-going projects include repairs to the BMX, provision of new website, tree planting at the Minnis, provision of a defibrillator at the Black Horse. Updates will be given at the meeting.

5. **PARISH COUNCIL VACANCY**

REPORT: FHDC has confirmed an election has not been called and the Council can fill the vacancy by co-option.

Due to the Covid 19 Lockdown restrictions the notices to co-opt will not be placed until lockdown is over.

6. **PARISH COUNCIL BUSINESS ADDRESS**

REPORT: In accordance with GDPR and advice from FHDC the Parish Council has changed its business address to c/o Hawkinge Town Council at the address set out in the header.

7. **BUDGET MONITORING REPORT AND SCHEDULE OF PAYMENTS**

REPORT PC/20/08 provides the latest budget monitoring information.

Councillors are requested to contact the Clerk prior to the meeting if they have any questions on the schedule.

8. **ANNUAL REVIEW OF STANDING ORDERS**

REPORT: On 30 June 2020, minute 6072 the Council reviewed its Standing Orders. There have been no changes since then.

The Standing Orders are available on the Parish Council Website.

RECOMMENDATION: To receive and note the Report.

9. **ANNUAL REVIEW OF FINANCIAL REGULATIONS**

REPORT: On 30th June 2020, minute 6073 the Council reviewed its adopted Financial Regulations. There have been no changes since then.

The Financial Regulations are available on the Town Council Website.

RECOMMENDATIONS: To receive and note the Report.

10. **ANNUAL REVIEW OF RISK ASSESSMENT**

REPORT: On 30 June 2020, minute 6074 the Council reviewed its adopted risk assessment. The risk assessment, copy included in induction pack May 2019, enables the Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. No changes are proposed.

RECOMMENDATION: To receive and adopt the Report.

11. **REVIEW OF THE COUNCIL INSURANCE**

REPORT On 30 June 2020, minute 6075 refers, the Council reviewed the insurance policy. The policy was renewed in May 2019, for a three-year period. No changes have been made in the year.

RECOMMENDATION: To receive and adopt the Report.

12. **PLANNING MATTERS**

To consider any planning applications and note observations submitted to the District Council since the last meeting.

13. **ROADS AND FOOTPATHS**

To consider items introduced at the meeting.

14. **PARISH MAINTENANCE**

To consider items introduced at the meeting.

15. **CORRESPONDENCE**