

## ~ SWINGFIELD PARISH COUNCIL ~

### CHAIRMAN

Councillor Tim Allard  
Timallard@atlas.co.uk

### PARISH CLERK

Mrs V N Wiles  
c/o Hawkinge Town Council  
Hawkinge Community Centre  
Heron Forstal Avenue  
Hawkinge CT18 7FP  
E-mail: clerk@swingfieldpc.org.uk

### TO: MEMBERS OF SWINGFIELD PARISH COUNCIL

**YOU ARE HEREBY SUMMONED** to attend a virtual meeting of Swingfield Parish Council to be held on **TUESDAY 27 APRIL 2021** commencing at the conclusion of the Annual Parish Meeting.

Please note earlier start time
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The meeting will be open to the press and public who can join the meeting using the link here <https://zoom.us/j/93426636205?pwd=QVg1OGw0aTBJZEIHSnFMSUVaTW14Zz09>

Meeting ID: 934 2663 6205  
Passcode: 107673

Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Parish Clerk.



Tina Wiles  
Clerk to the Parish Council

### A G E N D A

1. **APPOINTMENT OF CHAIRMAN**
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
3. **APPOINTMENT OF VICE-CHAIRMAN**
4. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST**  
Members of the Council should declare any discloseable pecuniary interest or any other significant interests in any items/s on this agenda.  
Discloseable 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.

7. **CO-OPTION OF PARISH COUNCILLOR**
8. **MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2021**
9. **REPORT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2021**  
**REPORT PC/21/01** sets out the Parish Council's Statement of Internal Control for the year ending 31 March 2021 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2021.  
The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 2 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP
10. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**  
**REPORT PC/21/02** encloses the report of the Independent Internal Auditor at Section 4 of the Annual Return to the Audit Commission signed by the Independent Internal Auditor.
11. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2021**  
**REPORT PC/21/03** attaches the Annual Governance Statement and Accounting Statements for 2020/22.
12. **SCHEDULE OF MEETING DATES 2021/22**  
The attached schedule sets out the Parish Council Meeting dates for 2021/22.
13. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2021/22**  
The attached schedule details the Council's existing representatives on outside bodies and seeks nominations for 2021/22.
14. **SCHEDULE OF PAYMENTS**  
**REPORT:** The schedule of payments for approval at the meeting is attached at Appendix 1. **(TO FOLLOW)**  
  
*Councillors are requested to contact the Clerk prior to the meeting if they have any questions regarding the payments listed.*
15. **PROJECTS UPDATES**  
**REPORT:** Updates on projects will be given at the meeting.
16. **FOLKESTONE AND HYTHE DISTRICT COUNCIL PLAY AREA STRATEGY**  
**REPORT:** FHDC has contacted the Parish Council to seek its views on if it wishes to have the Densole Way play area transferred to it, **copy attached.**

The Council is asked if it wishes to agree in principle to this proposal.

**RECOMMENDATION: To determine the Council's response to this request.**

17. **PLANNING MATTERS**

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

18. **ROADS AND FOOTPATHS**

To consider items introduced at the meeting.

19. **PARISH MAINTENANCE**

To consider items introduced at the meeting.

20. **CORRESPONDENCE**