

~ SWINGFIELD PARISH COUNCIL ~

CHAIRMAN

Councillor David Monk

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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 on **TUESDAY 29 MARCH 2022** commencing at 7pm in Hawkinge Community Centre.

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

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 25 JANUARY 2022, attached.

4. PARISH COUNCIL VACANCY

REPORT: Following confirmation from FHDC that an election has not been called the Clerk posted the Notice of Vacancy. An update will be given.

5. **PROJECTS UPDATES**

REPORT: The Council is asked to note the following updates;

Defibrillator: SEACAMB has advised the details of the defibrillator at the Black Horse Public House have been published.

Tree planting at Swingfield Minnis: Councillor Tim Allard will give an update on the planting of phase II following delivery of 400 saplings.

BMX Track: The refurbishment has been completed and the invoice paid.

The Queen's Green Canopy Project: On 25 January 2022, minute 6199 The Council resolved to purchase and plant 10 trees (rootball) to form a uniform circle. Sponsorship was being sought for 6 of the trees, the Council undertook to pay the balance. An update will be given at the meeting.

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

REPORT PC/21/06 provides the latest budget monitoring information and schedule of payments.

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

7. **ST PETERS CHURCH LYCH GATE**

REPORT: On 25 January 2021, minute 6204, the Council resolved to delegate authority to the Clerk in consultation with Councillor Tim Allard to progress on-going discussions between the diocese and St Martin's PCC to obtain the resolution required for the works to go ahead. A new officer was taking up position at the diocese in February 2022 and would progress the discussions already underway.

A confidential report relating to the recent tender exercise is also on the agenda at item18.

An update will be given at the meeting.

8. **ANNUAL PARISH MEETING**

REPORT: To note this will be held on Tuesday 26th April 2022 at 7pm to be followed by a Parish Council meeting if required.

9. **ANNUAL REVIEW OF STANDING ORDERS**

REPORT: On 23 February 2021, minute 6130 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.

10. **ANNUAL REVIEW OF FINANCIAL REGULATIONS**

REPORT: On 23 February 2021, minute 6131 the Council reviewed its adopted Financial Regulations. There have been no changes since then.

The Financial Regulations are available on the Parish Council Website.

RECOMMENDATIONS: To receive and note the Report.

11. **ANNUAL REVIEW OF RISK ASSESSMENT**

REPORT: On 23 February 2021, minute 6132 the Council reviewed its adopted risk assessment. The risk assessment, copy **attached** 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.

12. **REVIEW OF THE COUNCIL INSURANCE AND ASSET REGISTER**

REPORT On 23 February 2021, minute 6033, 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. The asset register is available on the Parish Council website.

RECOMMENDATIONS:

1. **To receive and adopt the Report.**
2. **To renew the policy with BHIB Insurance for a three-year period from May 2022.**

13. **PLANNING MATTERS**

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

14. **ROADS AND FOOTPATHS**

To consider items introduced at the meeting.

On 25 January 2022 minute 6201 The Clerk was asked to write to Kent Police to request attendance at a Council meeting to discuss the A260. The response has been circulated.

15. **PARISH MAINTENANCE**

To consider items introduced at the meeting.

16. **CORRESPONDENCE**

17. **EXCLUSION OF THE PUBLIC**

To exclude the public from the meeting for the following item of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

18. **EVALUATION OF TENDER – ST PETERS CHURCH Lych GATE**

REPORT PC/21/07 sets out the results of the recent tender exercise for refurbishments work at St Peter's Church Lych Gate.