

Kentisbury and Trentishoe Parish Council

I hereby give you notice of a meeting of the above-named Parish Council to be held on
Monday 4th September 2023 at 7.30pm in Kentisbury & Trentishoe Village Hall

Members of the public are more than welcome to attend

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder:

AGENDA

This meeting may be recorded

01/9/23	Welcome by the Chairman and Introduction
02/9/23	Open Public Participation Session
03/9/23	Reports: a) Police Report b) County Council Report - County Councillor A Davis c) District Council Report - District Councillors J Patrinos/M Prowse
Closed Council Session	
04/9/23	To receive apologies for absence.
05/9/23	Declarations of Members Interests
06/9/23	To approve and to sign the Minutes of the meeting held on 7th August 2023
07/9/23	Matters arising (<i>that are not individual items listed on this agenda</i>)
08/9/23	Introduction of new temporary/locum Clerk/RFO (Sophie Sheehan).
09/9/23	Election of Parish Representatives to organisations/roles and responsibilities for 2023/24: a) Village Hall b) Mary Jones Trust c) Highways d) PROWS (public rights of way/footpaths) e) Play Area Inspection f) Defibrillator report - logged onto The Circuit g) Human Resources - clerk contract, employment info, advert for permanent clerk etc
10/9/23	K&TPC legal duties (clerk to update and cllrs to discuss & resolve next steps) a) Legal documents & policies e.g Standing Orders, Financial Regulations, Code of Conduct etc b) Acceptance of Office and Register of Interest forms - cllrs to update clerk. Next steps to be resolved. c) Agendas and minutes - publication and display. Clerk to update
11/9/23	Finance a) Clerk to update, and discuss with cllrs, the situation re bank accounts/signatories/last year's accts. Next steps to be discussed and resolved. Allotment charity update. HMRC/VAT update. b) PKF external auditors, AGAR forms. Certificate of Exemption to be discussed, completed, approved and signed c) Internal auditor - to be appointed d) To approve any outstanding invoices (e.g. prev clerk invoice, cllr Isaac keys). Cheques to be signed e) English Woodland Grant Scheme - clerk to update
12/9/23	New Planning applications, requiring a K&TPC response: a) 77378, b) 77450, c) 77530 d) 77572
13/9/23	Planning applications, pending or decided: NDDC: 77395 + 77009= decision approved. 76857, 77382, 77402= consideration period. ENPA: 62/36/21/004 (Hollacombe Farm - approved w/condtns), Rowley Moor Farm = various DCs
14/9/23	Other planning matters - inc any applications received since Agenda was compiled
15/9/23	Urgent items received between publication of the agenda and the Parish Council Meeting
16/9/23	The Pension Regulator correspondence update
17/9/23	Correspondence (correspondence received that is not related to any of listed agenda items)
18/9/23	Date and time of next meeting: Monday 9th October, 7.30pm (clerk away on first Monday of the month)

Signed: *S Sheehan*

Sophie Sheehan (Clerk to Kentisbury and Trentishoe Parish Council – 29th August 2023) clerk.ktparishcouncil@gmail.com