

KILMINGTON PARISH COUNCIL

NOTICE OF ANNUAL MEETING of PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that a meeting of the **PARISH COUNCIL** of the above named Parish will be held in **Kilmington Village Hall Monday 16th MAY 2022 at 6.30pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set below.

Councillors are requested to attend at 6.00pm in order that the Hall may be prepared in accordance with the Covid-19 safe measures adopted for the resumption of Council Meetings.

Please note that all persons proposing to attend the meeting must adhere to the following Covid-19 Safe Conditions of Entry to the meeting

All attendees are recommended to bring and wear a mask (particularly in confined spaces such as the foyer and toilets), use hand sanitiser provided (and bring their own hand sanitiser if they prefer).

No person to attend the meeting if they or anyone in their household has had Covid-19 symptoms in the last 7 days.

Attendees must leave contact details prior to the start of the meeting, or use the building QR Code.

If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.

Dated this 11th May 2022

Adrian Jenkins

Adrian Jenkins: **Clerk to the Parish Council**
Tower View Fruit Farm, Offwell EX14 9RW
email: kilmingtonparishclerk@aol.com

Agenda

Chair to welcome and outline the Covid-19 Measures adopted for Council meetings

1. Election of Chair
2. Chair to sign Declaration of Acceptance of Office
3. Election of Vice Chair
4. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))
5. Members to sign their Declarations of Acceptance of Office.
6. To receive any declarations of interest relating to items outlined in this agenda (this does not preclude the duty to declare further interests as applicable)
7. Registers of Interest Forms
8. Election of Officers and Committee Representatives:
 - a) Planning Committee
 - b) Allotments
 - c) Village Hall Committee
 - d) Playing Field Committee
 - e) Arthur Hitchcock Charity (Shute)
 - f) D
 - g) Responsible Finance Officer
 - h) Internal Auditor
 - i) Trees
 - j) The Common
 - k) Neighbourhood Plan
 - l) Emergency Planning
 - m) Footpaths Officer

9. Open Session (Public Forum)

Questions & representations from parishioners relating to reports or business to be conducted on this agenda or regarding other matters which they wish to bring to Council's attention.

This is a 15 minute session where any member of the public may speak for up to three minutes.

It provides an opportunity for members of the public (who are not usually permitted to speak during the council meeting, other than by special invitation of the Chair to participate before the meeting by asking questions, highlighting matters of concern or making representations regarding Kilmington Parish. No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.

Before speaking, please give your name and address to the Clerk

10. To consider filling the casual vacancy.. The Council will hear from candidates for up to four minutes and will proceed immediately to vote by a show of hands. At the meeting, there will be no discussion with candidates, or between Councillors on this matter. The inability of any candidate to attend the meeting cannot be held against them, their words can be read (if submitted in time) and they will still be part of the voting process. In order to be co-opted, a candidate must secure a majority of the votes of Councillors present and voting. If co-opted the candidate to sign a declaration of acceptance of office and then join at the next meeting. The Council is requested to consider applications and vote.

11. Minutes of the Meeting held on 25th April 2022

12. Matters arising from the Minutes

13. Reports:

- a) Police
- b) District and County Councillors
- c) Clerk
- d) Kilmington Neighbourhood Support Group
- e) Neighbourhood Plan
- f) Highways Matters
- g) Playground
- h) Trees
 - 1) Tree Management Plan
 - 2) Kilmington Common Management Plan
- i) Footpaths Report
- j) Queens Platinum Jubilee
- k) Any Other Reports

14. To consider any matters pertaining to Coronavirus and Kilmington Parish

15. Correspondence

16. Finance

- a) Current Financial Position
- b) Expenditure to be approved for which bills have been received
 - 1) Payment of £316.96 to A. Jenkins for the Clerk's salary for the month of March 2022
 - 2) Payment of £44.00 to HMRC
 - 3) Payment of £396.00 to CS Garden Services SW Ltd for work 13/04/22 and 28/04/22
- c) Renewal of Council Insurance

18. Hedge Strip of Land alongside the Allotments

19. Kilmington Walking Leaflets

20. Planning Applications:

a) DCC/4300/2022 - Axe Skip Hire Limited, Gammons Hill Yard, Gammons Hill, Axminster, Devon, EX13 7RA

Erection of an open fronted building to cover and enlarge existing open bays for waste storage and recycling purposes

21. Agenda Items for Next Meeting

22. Date and Time of Next Meeting