

Tunstall Parish Council

To Parish Councillors, members of the public and press
Members are hereby summoned and notice is given that and **Extra-Ordinary Meeting of Tunstall Parish Council** will be held on **Monday 6th December at 7.00pm**
At St John the Baptist Church, Tunstall
when it is proposed to transact the following business:

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Tunstall Parish Council Code of Conduct for Members and by the Localism Act 2011. (i)The nature as well as the existence of any such interest must be declared. After declaring a Disclosable Pecuniary Interest, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

3. FINANCE

- a) To approve bank reconciliation October and November 2021.
- b) To note budget position November 2021
- c) To consider appointing an external data protection officer £180 + VAT per year.
- d) To consider the following payments for approval:

DECEMBER ACCOUNTS FOR PAYMENT

	Payee	Amount	Net	VAT	Description
200038	B Cook	33.99			Remembrance Refreshments
200039	W Licence	418.26			Wages for November
200039	W Licence				Expenses for November
200040	J Miller	287.50			Locum Clerk Cover November
200041	St John Baptist Church	25.00			Donation for Christmas Tree Festival.
200042	Mcabe Ford Williams				Payroll /Pensions December
200043	Kent Association of Local Councils	42.00	35.00	7.00	Training Course
200044	HMRC	116.20			PAYE for December

4. PLANNING CONSULTATION UPDATES

- a) To note response to Local Plan submitted.
- b) To note response to Conservation Area Review submitted.
- c) To note Cllr Rich attending planning enforcement meeting at Swale Borough Council offices.

5. PLANNING APPLICATIONS FOR REVIEW

- a) Application Reference: 21/506273/FULL Proposal: Erection of single storey rear extension. Address: 39 Park Drive Sittingbourne Kent ME10 1RW.
- b) Application Reference: 21/506094/FULL Proposal: Demolition of existing conservatory to rear and erection of a replacement single storey rear extension. Location: 30 Blandford Gardens Sittingbourne Kent ME10 4HW.

6. GOVERNANCE AND ADMINISTRATION

- a) To consider adding statement to website following recommendations of Civility and Respect working group.
- b) To consider Microsoft '.gov.uk' mailboxes for all councillors and clerk at cost of £120+VAT then £19+VAT per month.
- c) To consider purchase of new laptop to value of £500 + VAT.
- d) To consider budget and precept 2022-23.
- e) To consider co-option process for councillor vacancies.
- f) To note Subject Access Request response sent.

7. CORRESPONDENCE

- a) To consider request from Marie Curie South East of £100 to light up a lantern.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

8. STAFFING MATTERS

To receive update and agree actions

Julie Miller Interim Clerk to Tunstall Parish Council 1st December 2021