

Staple Parish Council

30 Sycamore Grange Dumpton Park Ramsgate Kent CT11 7EW
Tel. 07834 326 391 Email. stapleparishclerk@yahoo.co.uk

Friday 6th September 2019

Dear Councillor,

An ordinary meeting of Staple Parish Council will be held in Staple Village Hall on **Wednesday 11th September 2019 at 7.30pm** at which your attendance is requested.

Agenda

1. To receive apologies for absence.
2. Declarations of Disclosable Pecuniary Interests and Other Significant Interests.
3. Minutes for Approval:
 - (i) To approve the Minutes of the Ordinary Meeting held on Wednesday 10th July 2019 and to report any matters arising therefrom not covered elsewhere on the agenda. **(Attach 1)**
 - (ii) To approve the Minutes of the Extra-Ordinary Meeting held on Wednesday 14th August 2019 and to report any matters arising therefrom not covered elsewhere on the agenda. **(Attach 2)**
4. Report from District Councillor.
5. To receive questions from members of the public.
6. To receive any updates on the “Sandwich Connect Pilot” (previously the “Sandwich Taxi Bus Service”) and consider who will represent the Council at associated meetings.
7. To receive any updates on the Community Speedwatch Campaign.
8. To consider the following planning matters:
 - (i) 19/00926 | Extension to existing outbuilding (retrospective application) | Barnsole House Barnsole Road Staple CT3 1LE
 - (ii) To receive a report from the Clerk of recent planning decisions.
9. To receive an update on any financial matters, including:
 - (i) Cheques for approval.
 - (ii) To receive the income & expenditure & bank reconciliation as at 31st July 2019 and a) note this information, b) check balances against Barclay’s Bank statements. **(Attach 3)**
10. To receive any footpath updates.
11. To receive any highways and transport updates, including:
 - (i) To consider whether to undertake a Highways Improvement Plan. **(Attach 4)**
 - (ii) To consider how to increase usage of the Speed Indicating Devices.
12. To consider the following GDPR related information:
 - (i) To approve the Privacy Notice for Councillors. **(Attach 5)**
 - (ii) To note the GDPR Data/Information Audit – this is an ongoing document that will be updated as required. **(Attach 6)**

- (iii) To receive the Kent Association of Local Council's "IT Update on Parish Websites and GDPR Issues – September 2019" and consider how to progress with the introduction of council specific email addresses. (**Attach 7**)
 - (iv) To approve the "Retention of Documents Required for the audit of Parish Councils" document (annexed within the National Association of Local Council's Legal Topic Note 40 "Local Councils' Documents & Records) as the Council's official document retention guidelines. (**Attach 8**)
13. To receive a Village Hall & Recreation Ground report.
14. Any additional correspondence as permitted by the Chairman.
15. The next meeting of Staple Parish Council will be held on Wednesday 9th October 2019 at 7.30pm.



Miss L Fidler
Acting Clerk to the Council