

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE FULL  
COUNCIL OF RUSTHALL PARISH COUNCIL**

**at The Rackliff Centre to be held on Monday 11<sup>th</sup> December 2023 at  
7.30pm where the following business will be transacted.**

**Committee Members:** Cllr L Ellicott, Chair (LE), Cllr M O'Callaghan, Vice-Chairman (MOC), Cllr B Edwards (BE), Cllr D Funnell (DF), Cllr A Britcher-Allan (ABA), Cllr D Smith (DS), Cllr C Ducklin (CD), Cllr P Gripper (PG) and Cllr A Funnell (AF).

Alison Stevens (AS)  
Clerk to Rusthall Parish Council  
1<sup>st</sup> December 2023

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**AGENDA**

**No decisions will be taken by the Parish Council on any item not on this Agenda**

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting.**
- 2. To receive and approve apologies for absence.**
- 3. Declarations of Personal and Prejudicial Interests.**
- 4. Declarations of Lobbying.**
- 5. Minutes**
  - 5.1** To resolve that the minutes of the Parish Council Meeting held on 13<sup>th</sup> November 2023 can be taken as read, confirmed as a correct record and signed by the Chairman.
  - 5.2** Matters outstanding from these minutes (not listed as separate agenda items)
  - 5.3** Matters outstanding from previous minutes

**6. Open session for questions from the public:**

**(Members of the public will raise their hand when they wish to speak).**

*Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be **no** discussion of these items at this stage. Any issue will either be addressed elsewhere in the agenda or, if not already so listed, be referred to at a future meeting of the Parish Council. If you wish to speak at the Public Session, you will have up to three minutes for this purpose, after which you are welcome to stay as an observer but will **NOT** be allowed to participate in the council's discussions.*

- 7. Ms Hazel Duncombe** – to submit a formal request for access to the archive materials of Rusthall History Group and money from the Local History Group funds to pay for the professional typing of Denis Penfold's Manuscript
- 8. Session for County and Borough Councillors on matters concerning the Parish.**

**9. Finance update – Cllr O’Callaghan**

**9.1** Accounts for Payment; to authorise the payment of invoices (list to follow).

**9.2** To review the latest Interim Internal Audit Report.

**9.3** To consider a grant application from Rusthall Lunch Club.

**10. Allotments Committee – To:**

**10.1** Adopt the draft minutes of the Allotments Committee Meeting held on the 4<sup>th</sup> December 2023 - Cllr D Smith.

**10.2** Consider a request from Crossways to have a ‘shop’ selling its produce on land opposite the Southwood Road allotments and consider future uses for the garage.

**11. Defibrillator update – Cllr M O’Callaghan/Cllr A Britcher-Allan**

**12. Highways updates – Cllrs P Gripper and L Ellicott**

**13. Rusthall Volunteers update – Cllr M O’Callaghan**

**14. Rusthall Civic Plaque update – Officer Stevens**

**15. To consider whether or not to produce a Parish Council Ambition Plan – Cllr L Ellicott**

**16. Chair’s Report – Cllr L Ellicott**

**17. Officers’ Report - Officer Stevens**

**18. Diary Dates**

8<sup>th</sup> Jan 2024 - 7.30pm – Full Council Meeting

22<sup>nd</sup> Jan 2024 – 7.30pm – Environment Committee Meeting

**19. Items for Information**

**20. Next meeting of Full Council -**

8<sup>th</sup> Jan 2024 - 7.30pm - The Rackliff Centre