

To: Members of Rusthall Parish Council

You are hereby summoned to a meeting of Rusthall Parish Council at the Rackliff Centre on Monday 13th October 2025 at 7.30pm, where the following business will be transacted.

Alison Stevens

Alison Stevens

Parish Clerk and Responsible Finance Officer

Date: 1st October 2025

AGENDA

1. Enquire whether anyone present intends to film, photograph and/or record the meeting.
2. To receive and accept any apologies for absence.
3. Declarations of Personal and Prejudicial Interests.
4. Declarations of Lobbying.
5. Minutes
 - 5.1 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Monday 8th September 2025 - *Members are reminded that the only issues relating to the Minutes that can be discussed are their accuracy.*
 - 5.2 Matters outstanding from these minutes (not listed as separate agenda items).
6. Open session for questions from the public:
(Members of the public will need to raise their hand if they wish to speak).
This is the opportunity for members of the public to ask questions or raise issues of local interest. Members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman) Public Bodies (Admission to Meetings) Act 1960, s1. Please note, the Council cannot lawfully decide on items of business not specified on the agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch. 12 10 (2)(b)).
7. Session for County and Borough Councillors on matters concerning the Parish.
8. Finance update – (Cllr M O’Callaghan)
 - 8.1 Accounts for Payment; to authorise the payments as listed (list to follow).
 - 8.2 To accept the summary of the receipts and payments and bank reconciliations to date.
 - 8.3 Completion of 2024/25 External Audit- To receive the audited AGAR and note any comments.
 - 8.4 To consider a grant request from Rusthall Fireworks and Fete Group towards the costs of bands performing at the Fireworks Parade.
 - 8.5 Councillor iPads – to consider whether or not to replace councillor’s iPads.

9. Allotments – (Officer Stevens)
 - 9.1 All Ability Boxes – update on the grant application.
 - 9.2 Storage – To consider a request from the CJ Team to have a shed at the Rackliff Centre.
 - 9.3 Tree Cutting Works.
10. Environment Committee – (Cllr P Gripper) - To adopt the draft Minutes of the Environment Committee Meeting held on the 29th September 2025.
11. Highways – (Cllr P Gripper) – update.
12. Rackliff Centre (Officer Stevens) - update on hall bookings.
13. Youth Club (Cllr M Coghlan) – to consider and sign Youth Hub Agreement.
14. Fremlin Pond (Officer Stevens) – To consider additional fencing and any other safety improvements needed at the pond..
15. Annual Tree Inspection Report (Officer Stevens) – to formally consider the recommendations made and agree what action to take.
16. Defibrillator at the Red Lion (Cllr M Coghlan) - update.
17. Co-option of New Councillor (Officer Stevens).
18. Chair's Report.
19. Clerk's Report.
20. Items for Information.
21. Diary Dates

▪ 10 th November 2025	Full Council Meeting
▪ 8 th December 2025	Full Council Meeting
▪ 19 th January 2026	Environment Committee