

SHADOXHURST PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD
ON WEDNESDAY, 10 MAY 2017, FOLLOWING THE ANNUAL PARISH ASSEMBLY AT
PAVILION, SHADOXHURST**

1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares any Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

4. ELECTION OF VICE CHAIRMAN

5. PUBLIC INTERVAL

6. ELECTION OF OFFICERS TO COMMITTEES

KALC

Local Plan Committee

Police Committees

Planning Committee

Shadoxhurst Charities

Village Hall

Village Forum

Joint Parishes Traffic Committee

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required

Chilmington Green

Joint Parishes Traffic Committee

Any other committee requested by Councillors – None

Any other Committees requested by Councillors

7. DELEGATION OF RESPONSIBILITIES

Annual Review of All Parish Council paperwork -August

Six Monthly Review of Fixed Assets – September and March

Six Monthly Risk Assessments – September and March

Internal Parish Council Audit

Councillors Responsible for Finance

Annual Review of Insurance Arrangements - February

Weekly Play Area Safety Check

Annual Inspection of Play Area

Councillors responsible for Website, Newsletter and Transparency

Councillors responsible for Post and Emails

Councillors responsible for the Village Hall

Councillors responsible for inspecting Village Hall and dealing with queries from hirers during period of hire

Councillor with responsibility for Returning Questionnaires

Footpath Warden
Tree Warden
Any other responsibilities put forward at meeting

8. ACCEPTANCE OF MINUTES

9. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

10. CHAIRMAN'S REPORT

11. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN

Inspection of Village Hall following hiring
Field/Car Park/Play Area/Village Sign
Hiring Fees for Village Hall
Replacement of Coin Meter in Hall
Resurfacing of Recreation Field Car Park
Provision of Community Exercise Equipment

12. CORRESPONDENCE, FINANCE AND OTHER GENERAL COUNCIL BUSINESS

Correspondence/Email Correspondence
Arrangements for dealing with Parish Council Post and Emails
Internal Auditors Final Report
Review of Statement of Internal Control
Review of Effectiveness of Internal Auditor
Consideration of the Findings of the Review by members of the meeting as a whole
Approval of the Annual Governance Statement by resolution – Section 1
Signature and Dating by the person presiding at the meeting and Clerk
Consideration of the Accounting Statements by the members of the meeting as a whole
Approval of the Accounting Statements by resolution – Section 2
Signature and Dating by the person presiding at the meeting
Review of Direct Debits
Accounts to be paid
Review of insurance for 2017/2018/Self Insured Items
Website
Risk Assessment
Storage of Parish Council Documents
Retention and Storage of Post and Emails
IT Security
Compliance with Transparency Code
Storage of Computer Records
General Power of Competence

13. PLANNING

Applications received by the date of this agenda will be attached
Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information regarding applications.

Update on Kings Head Field

Retention and Storage of Planning Applications

14. OUTSIDE REPORTS

Tree Warden
Borough Councillors Report
County Councillors Report
Footpaths

15. VILLAGE RESPONSIBILITIES

Items to be reported to the Kent Highways/Prow

Painting of Yellow Lines in Woodchurch Road Bus Stop Lay By

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

*Parish
Clerk*

3 May 2017

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2017

MAY 2017

17/00008/GPDE/AS Dragonfly, Church Lane, Shadoxhurst, Ashford, TN26 1LY
Notification of a proposed larger home extension - single storey rear extension (depth 5.48m, height 3.5m, eaves height 3.5m)

Decision Notices received from ABC

17/00231/AS Little Criol Wood, Criol Lane, Shadoxhurst, Ashford, TN26 1AQ
Erection of a double garage with dayroom attached
Borough Council: Permit