

SHADOXHURST PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
WEDNESDAY 8 MAY 2019, AT THE PAVILION, SHADOXHURST AT 7.30 PM

Prior to the meeting all Councillors to sign their Declaration of Acceptance of Office and complete a Declaration of Pecuniary Interest Form to return to ABC

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. CO-OPTION OF PARISH COUNCILLOR**
- 3. APOLOGIES FOR ABSENCE**
- 4. 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 an 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

- 5. ELECTION OF VICE CHAIRMAN**
- 6. PUBLIC INTERVAL**
- 7. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
Village Hall Advisory Group
Local Plan Group
KALC
Parish Forum
Police Committees
Shadoxhurst Charities
Chilmington Green
Joint Parishes Traffic Committee
Representatives on Village Forum
Conservation Area Advisory Group
Utilities Advisory Group
Disciplinary and Grievance Committee
Appeals Committee
Councillors to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required
Any other Advisory Groups requested by Councillors
- 8. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
Annual Review of all Parish Council Paperwork - August
Six Monthly Review of Fixed Assets – September and March
Six Monthly Risk and Financial Risk Assessment – August and March
Internal Parish Council Audit
Councillors Responsible for Finance
Annual Review of Insurance Arrangements – On Receipt of Policy
Weekly Safety Check of Play Area and CEE Equipment
Annual Inspection of Play Area and CEE Equipment
Councillors responsible for Website and Publicity

Councillors responsible for assisting with Transparency and Data Protection
Councillors responsible for accuracy of Council Policies
Councillor with responsibility for Post and Emails
Councillors responsible for checking Village Hall following hiring
Councillor with responsibility for Returning Questionnaires
Councillor responsible for Footpaths
Tree Warden
Any other Responsibilities put forward at meeting

- 9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 11. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2019/2020
Self Insurance of Parish Council Assets
- 12. REVIEW OF SUBSCRIPTIONS**
- 13. REVIEW OF COMPLAINTS PROCEDURE**
- 14. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 15. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 16. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 17. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 18. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 19. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 20. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
- 21. CHAIRMAN'S REPORT**
- 22. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN**
Inspection of Village Hall Following Hiring
General Issues relating to the Village Hall
General Issues relating to the Pavilion
Field/Car Park/Play Area/Village Sign
Hiring Fees for Village Hall and Pavilion
Meeting with Future Scholars
Quotations for Work to Recreation Field
Adoption of Terms of Reference for Village Hall and Pavilion Working Group
Report from Village Hall and Pavilion Working Group
Renovation of Memorial Seat and Pump
Village Hall Heaters
Tree Inspection

23. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

Correspondence

Arrangements for dealing with Parish Council Post and Emails

Website

Internet Banking

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

Proposal to form a Charitable Land Trust in Shadoxhurst

Risk Assessment

Storage of Parish Council Documents

Retention and Storage of Post and Emails

IT Security and Good Housekeeping

Compliance with Transparency Code

Compliance with Data Protection Legislation

Storage of Computer Records

Social Media Policy

Lorry Watch/Speed Watch

Village Forum

Conservation Area Advisory Group

24. FINANCE

Internal Auditors Report

Review of Effectiveness of Internal Auditor

Review of Statement of Internal Control

Consideration of the Findings of the Review by Members of the Meeting as a whole

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1

Consideration of the Accounting Statements by the members meeting as a whole

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2

Review of Direct Debits

Accounts to be paid

Bank Balance

Review of Salaries

25. PLANNING

Applications received by the date of this agenda will be shown on the attached

Planning Application Record.

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.

Chilmington Green

Storage of Planning Applications

26. OUTSIDE REPORTS

Footpaths

27. VILLAGE RESPONSIBILITIES

28. HIGHWAYS/PUBLIC RIGHTS OF WAY

Items to be reported to Kent Highways/PROW

Parking outside of Rectory Bungalows

Reclassification of Hornash Lane Byway

Highways Improvement Plan

29. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Items for discussion only. No decisions can be made under this heading.

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2019

MAY 2019

- 19/00499/AS 83 Tally Ho Road, Shadoxhurst, Ashford, Kent TN26 1HW
Application for a new Vehicle Crossing
- 19/00500/AS Woodland Vale, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ
Removal of existing bungalow and erection of a replacement dwelling
resubmission of 18/01311/AS
- 19/00503/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent
Reserved matters application for the Landscaping Works to the Phase 1
Northern Gateway (Access A) at Chilmington Green pursuant to planning
permission 12/00400/AS
- 19/00510/AS 135 Tally Ho Road, Shadoxhurst, Ashford, Kent, TN26 1HW
Demolition of existing dwelling and garage, erection of three new dwellings and
three detached garages with parking spaces and two vehicular accesses.
- 19/00513/AS 57 Molloy Road, Shadoxhurst, Ashford, Kent TN26 1HR
Partial garage conversion retrospective

Decision Notices received from ABC

- 18/01728/AS Annexe, Alex Farm, Duck Lane, Shadoxhurst, Ashford, TN26 1LT
Change of use from an annexe to an independent dwelling class C3(a)
Borough Council: Permit