



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD AS A VIDEO-LINKED MEETING DUE TO ALTERNATIVE LOCKDOWN MEASURES DUE TO THE CORONA VIRUS

ON THURSDAY 12TH MAY 2021 AT ABOUT 6.30 PM TO FOLLOW THE ANNUAL PARISH MEETING (WHICH IS COMMENCING AT 6.00 PM)

Attendance by members of the public only allowed by pre-registering with the Parish Clerk by emailing to obtain the necessary link for the 'ZOOM' meeting details. Contact the Parish Clerk at Shadoxhurst@parishcouncil.onmicrosoft.com

We regret that physical attendance is not possible due to distancing restrictions.

1. INTRODUCTION

Explanation of the process and format of the virtual meeting

2. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Offer

3. CO-OPTION OF PARISH COUNCILLOR

4. APOLOGIES OF ABSENCE

5. DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST

(A member who declares a DPI 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 may speak on the item but will be required to leave the meeting for the vote).

i. To note the granting of any dispensations and the decision

ii. Updating of Declarations of Interest

6. ELECTION OF VICE CHAIRMAN

7. ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

See the proposed elections at Annex A

8. DELEGATION OR RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

See Annex B

9. ANNUAL REVIEWS

Advisory Groups to Review these as detailed at Annex C and report to the next Parish Council Meeting

10. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

- 11. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 12. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS**
- 13. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading

ADVISORY GROUP REPORTS, DISCUSSIONS & AGREEMENTS

14. 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.

Reports:

Other Planning matters being reviewed by the Planning Group
Activities of the Utilities Group

15. FINANCE & POLICY

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

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

Review of Salaries

Account Balances & Payment of Accounts

Ledgers and Reporting

Section 106

16. VILLAGE HALL

Reopening of the Village Hall

Hire of Caretaker

Car Park Gate Closure

Decorating

17. PAVILION & PLAYING FIELD

Reopening of the Pavilion

Recreation Field Drainage

Football Pitch Hire

Playground Equipment update

18. ADMINISTRATION

Correspondence to note

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

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

19. EXTERNAL RELATIONS

Village Forum, other Parishes, ABC & KCC, KALC & NALC
Utilities Group

20. CONSERVATION & HERITAGE

Village Green
Village Sign
Wooden Gates at all entrances into Shadoxhurst (awaiting KCC information)
Flagpole
Litter Picking

21. WEBSITE & COMMUNICATIONS

Parish Website (booking system)
Facebook Page (delayed until May 2021)

22. HIGHWAYS

Lorry Watch/Speed Watch
Highway Improvement Plan (update)
Items to be reported to KHS/PROW
Parking outside Rectory Bungalows (currently deferred)
Lancaster Lorries

23. COMMUNITY & SPORTS HALL PROJECT

Project Update

24. 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

APRIL/MAY 2021

21/00551/AS	<p>Sandy Ridge, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HX Proposed side extension to house garden machinery. Comments By 10th May 2021</p>
21/00592/AS	<p>Park Farmhouse, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE Replacement of 4 windows like for like. Comments By 15th May 2021</p>
21/00681/AS	<p>Land south east of Criol Barn, Bethersden Road, Shadoxhurst, Kent Outline application for residential development considering access only (up to a maximum of 12 dwellings). Comments By 15th May 2021</p>
21/00653/AS	<p>1 Mace Terrace, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LQ Erection of single storey wooden structured workshop at bottom of rear garden (retrospective) Comments By 24th May 2021</p>
21/00748/AS	<p>Sheryl, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT Removal of existing timber fence to the front boundary and replaced with a brick wall and metal railings above, and metal gates; fit a new timber fence on the boundary between Sheryl and Bryher; widen the driveway, in permeable paving, from 3.2 to 4.7 metres; construct an infill extension at the front of the bungalow to provide a porch and extend bedroom 3; construct an infill extension at the rear of the bungalow to provide a larger living space. Comments By 24th May 2021</p>
19/01766/CONA/AS	<p>Land rear of Manorwood House, Woodchurch Road, Shadoxhurst, Kent Discharge of conditions 6 & 7 Comments By N/A</p>
19/01766/AMND/AS	<p>Land rear of Manorwood House, Woodchurch Road, Shadoxhurst, Kent Change the 2 x bi-folding doors to the east elevation to windows only. Comments By N/A</p>

Decision Notices/Updates received from ABC

21/00564/AS	<p>Frog Hollow, Church Lane, Shadoxhurst, Ashford, TN26 1LY Proposed replacement 2/3 bedroom dwelling with cart lodge, summer house and new improved drive access (demolition of existing bungalow when new house has been completed) Pending Decision</p>
21/00533/AS	<p>The Aspens, Blindgrooms Lane, Shadoxhurst, Ashford, Kent, TN26 1HN Single storey rear extension</p>

	Pending Decision
21/00493/AS	<p>Kingsland, Duck Lane, Shadoxhurst, Ashford, TN26 1LT</p> <p>Variation of conditions 6 & 11 on planning permission 18/01366/AS (Erection of new dwelling (revision to prior approvals granted under 18/00788/AS & 17/01468/AS), change of use of land to residential and erection of detached car barn, landscaping, walls, gates & fence) to alter fencing and gate details to be changed to acoustic and close-boarded fencing and an electric sliding gate.</p> <p>Pending Decision</p>
21/00397/AS	<p>Blindgrooms Farmhouse, Blindgrooms Lane, Shadoxhurst, Ashford, Kent, TN26 1HN</p> <p>Proposed two storey side extension; alterations to fenestration; replacement garage.</p> <p>Permit</p>
21/00450/AS	<p>Unit 2 rear of, Greenlands, Nickley Wood Road, Shadoxhurst, Kent</p> <p>Demolition and removal of existing prefabricated structure and replacement with solid construction Bungalow.</p> <p>Pending Decision</p>
21/00373/AS	<p>83 Tally Ho Road, Shadoxhurst, Ashford, Kent, TN26 1HW</p> <p>Change of use of garage to hair salon</p> <p>Permit</p>
21/00383/AS	<p>Beech House, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE</p> <p>Erection of attached garage with living accommodation to replace the existing garage.</p> <p>Refuse</p>
21/00407/AS	<p>135 Tally Ho Road, Shadoxhurst, Ashford, Kent, TN26 1HW</p> <p>Variation of condition 2 on planning permission 19/00510/AS [Demolition of existing dwelling and garage, erection of three new dwellings and one detached garage with parking spaces and two vehicular accesses].</p> <p>Permit</p>
21/00392/AS	<p>Woodside, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ</p> <p>Variation of condition 2 on planning permission reference 19/01456/AS (Change of use of land to residential and erection of garage (revision to garage position as approved on planning permission 19/00330/AS) to alter the approved plans for the garage to gable roof instead of hipped</p> <p>Permit</p>

ANNEX A

ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

TERMS OF REFERENCE

It is important to understand that these Groups are advisors to the full council and are operating under the auspices of the Parish Council. Each Group will be led by a Parish Councillor and will include the number of Parish Councillors as detailed plus members of the public where external expertise is appropriate. The Group Leader will ensure that the Group adheres to the following Terms of Reference:

1. **Conduct of Business.** The Group is expected to conduct its business in accordance with of the governance requirements of SPC.
2. **Communications.** Matters relating to the running of the Group between Parish Council meetings should be communicated within the Group only unless it is felt that other members of SPC need to be informed or are required to agree to a decision being made. It is intended that email traffic outside the Groups should be kept to the minimum required for proper governance. The Parish Clerk should only be copied into emails for items that need her attention or of which she needs to be informed.
3. **Financial Commitments.**
 - a. **For sums less than £1,500:** Except for the Village Hall and the Pavilion/Recreation Field Groups, no Group is authorised to make a financial commitment without a proposal from the Group being agreed by either the Chairman or Vice-Chairman. The Village Hall Group and the Pavilion/Recreation Field Group are authorised to make purchase commitments and payments to a maximum value of £1,500; these payments are to be agreed by a minimum of two of the Councillors on the Group and communicated immediately to the Clerk.
 - b. **For sums greater than £1,500:** All Groups need to make a proposal to SPC, ideally for discussion at a Parish Council meeting
4. **Quotations.** Where a financial commitment requires SPC to acquire multiple quotations, the Group must prepare a full specification of the works/services or products required, together with a list of potential suppliers and ask the Clerk to request the quotations which will be returned to the Clerk who will either:
 - a. Open them at the next quorate meeting, or
 - b. Create an anonymised report on the quotations for circulation to all the Councillors for a decision to be takenIn either case, any decision will be recorded in the Group Report for the next Parish Council meeting
5. **Reporting.** The Group Leader will provide a written report to all the members of SPC at least 3 days before any Parish Council meeting. This report will include:
 - a. A summary that describes the activities conducted since the previous meeting, decisions taken, and commitments made. This summary will form the basis of the of the minutes for the meeting, amended as appropriate from any discussions at the meeting; as such it will be the public record
 - b. Any items that need to be discussed at the forthcoming meeting with a clear statement of decisions required
 - c. Other points that the Group feel that other councillors should be made aware

ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

25. **Village Hall: Mrs Clapp**
Operational management of the Village Hall – Mrs Clapp, Mr Richmond-Coggan plus one member of the public
26. **Pavilion, Recreation Field: Mr Crowley**
Operational management of the Village Facilities – Mr Crowley, Mrs Clapp
27. **Finance & Policy: Mrs Yeomans**
Finance, Governance and Policy Group – Mrs Yeomans, Mr Crowley, Mr Richmond Coggan
Section 106 Monies – Mr Richmond-Coggan, Mr Ledger
Grant & Funding Applications: Mr Crowley, Mr Richmond-Coggan

- 28. Administration: Mr Crowley**
Disciplinary and Grievance Committee – Mr Crowley, Mr Richmond-Coggan
Staff Line Manager: Mr Crowley, Mr Richmond-Coggan
Appeals Committee – Mr Crowley, Mr Richmond-Coggan
Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Available councillors
- 29. Planning: Mr Hills**
Shadoxhurst Planning Applications: Mr Hills, Mr Richmond-Coggan
Strategic Planning Applications: Mr Hills, Mr Ledger, Mr Richmond-Coggan
- 30. Third-Party Relationships: Mr Ledger**
KALC – Mr Ledger and Mr Richmond-Coggan
ABC Parish Forum –Mr Ledger
Chilmington Green – Any available councillor and Mr Finnis as non-Parish Council member
KALC Joint Parishes Traffic Committee – Mr Ledger
KALC Joint Parishes Planning Committee – Mr Ledger
Representatives on Village Forum – Mr Ledger
Utilities Advisory Group – Mr Ledger and Mr Finnis as non-Parish Council member
Police Committees – Mr Crowley
Shadoxhurst Charities – Mr Ledger, Mr Richmond-Coggan and Mrs Ellis as non-Parish Council member
- 31. Project to improve the Pavilion & Recreation Field: Mr Richmond-Coggan**
Improve Village Facilities with a Community/Sports Hall/Play Equipment/MUGA at the Recreation Field – Mr Crowley, Mrs Yeomans and Mr Richmond-Coggan
- 32. Conservation & Heritage Advisory Group: Mr Crowley**
Conservation and Heritage Advisory Group – Mr Crowley, Mr Richmond Coggan with Mrs Ellis and Mr Williams as non-Parish Council members
- 33. Website & Communications: Mr Richmond-Coggan**
Communications Group – Mr Richmond Coggan, Mrs Clapp and Mr Crowley
Website Management - Mr Richmond Coggan, Mrs Clapp and Mr Crowley
- 34. Highways: Mr Hills**
Highways and Byways – Mr Hills and non-Parish Council members

ANNEX B

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council Paperwork – August – **Finance & Policy Group**
Six Monthly Review of Fixed Assets – September and March – **Finance & Policy Group**
Six Monthly Risk Assessment/Financial Risk Assessment – September and March – **Finance & Policy Group**
Internal Parish Council Audit – Mr L Robbins overseen by **Finance & Policy Group**
Councillors Responsible for Finance – **Finance & Policy Group**
Annual Review of Insurance Arrangements – **Finance & Policy Group**
Weekly Play Area and CEE Safety Check – **Pavilion/Recreation Field Advisory Group**
Annual Inspection of Play Area and CEE – The Play Inspection Company overseen by **Pavilion/Recreation Field Advisory Group**
Councillors responsible for Website and Publicity – **Website & Communications Group**
Councillors responsible for assisting with Transparency and Data Protection – **Website & Communications Group**
Councillors responsible for accuracy of Council Policies – **Finance & Policy Group**
Councillor responsible for Post and Emails – **Councillors in the relevant Groups**
Councillors responsible for checking Village Hall following hiring – **Village Hall Advisory Group**
Councillor responsible for Returning Questionnaires – **Website & Communications Group**
Councillor responsible for completing Grant applications – **Website & Communications Group**
Councillor responsible for producing the Newsletter – **External Relations Group**
Councillor responsible for Footpaths – **Highways Group**
Tree Warden – **Pavilion/Recreation Field Advisory Group**
Reviewing Planning Applications – **Planning Group**

ANNEX C

ANNUAL REVIEWS

1. ANNUAL REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS: **Finance & Policy Group**
2. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL: **Finance & Policy Group**
3. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS: **Finance & Policy Group**
 - Renewal of Insurance for Year 2020/2021
 - Self Insurance of Parish Council Assets
4. REVIEW OF SUBSCRIPTIONS: **Village Hall and Recreation Field Groups**
5. REVIEW OF COMPLAINTS PROCEDURE: **Administration Group**
6. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS AND UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION: **Administration Group**
7. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA: **Website Group**
8. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES: **Administration Group**