



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

**ON WEDNESDAY 17th MAY 2023 COMMENCING AT APPROXIMATELY 6.30PM
AT SHADOXHURST VILLAGE HALL
(TO FOLLOW THE ANNUAL PARISH MEETING WHICH IS COMMENCING AT 6.00 PM)**

Contact the Parish Clerk at
Shadoxhurst@parishcouncil.onmicrosoft.com

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Offer**
- 2. APOLOGIES FOR ABSENCE**
- 3. 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
- 4. ELECTION OF VICE CHAIRMAN – Vice Chairman to sign Declaration of Acceptance of Offer**
- 5. PUBLIC INTERVAL**
- 6. ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**

See the proposed elections at Annex A
- 7. DELEGATION OR RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**

See Annex B
- 8. ANNUAL REVIEWS**

Advisory Groups to Review these as detailed at Annex C and report to the next Parish Council Meeting
- 9. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 10. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 11. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS**
- 12. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

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

ADVISORY GROUP REPORTS, DISCUSSIONS & AGREEMENTS

13. 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

14. FINANCE & POLICY

Review of Direct Debits

Account Balances & Payment of Accounts

Ledgers and Reporting

Section 106

Budget 2023/2024

Deferred until June

Review of Salaries

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

15. VILLAGE HALL

Repairs Update

Defibrillator

16. PAVILION & PLAYING FIELD

Community and Sports Hall Project

Drainage Works to include Spike Rolling and/or Slitting

17. 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

18. EXTERNAL RELATIONS

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

Utilities Group

19. CONSERVATION & HERITAGE

Millennium Sign

Notice Boards

20. HIGHWAYS

Byway abuse by the off roaders
Lorry Watch/Speed Watch
Highway Improvement Plan (update)
Items to be reported to KHS/PROW

21. ITEMS FOR INCLUSION ON THE NEXT AGENDA

22. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

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

Date of next meeting:

6pm, 14th June 2023, at Shadoxhurst Village Hall

10th May 2023
Parish Clerk

**SHADOXHURST PARISH COUNCIL
RECORD OF PLANNING APPLICATIONS
APRIL - MAY 2023**

Application Reference

PA/2023/0516

Site Address - Colebran Wood Field, Duck Lane, Shadoxhurst, Ashford, Kent TN26 1LT

Proposal

Retrospective application to formalise alterations to the agricultural and forestry building consented under planning reference 19/00999/AS, which includes an increased yard area and amended roof sheet colour.

Date Valid 12/04/2023

Application Status - Under Consultation

Decision Notices/Updates received from Ashford Borough Council

Application Reference

PA/2023/0152

Site Address - Tomtebo, Nickley Wood Road, Shadoxhurst, TN26 1LZ

Proposal

Re-building of main section of house (original prefab section to be demolished); single storey rear extension; new roof throughout; new external materials.

Date Valid 26/01/2023

Application Status – Approve with Conditions

Application Reference

PA/2022/2101

Site Address - Shadoxhurst Recreation Ground, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT

Proposal

Demolition of existing pavilion and erection of new pavilion building

Date Valid 27/07/2022

Application Status – Approve with Conditions

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 taken.In 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

Village Hall: S Matarazzo

Operational management of the Village Hall – Mrs E Yeomans, Mrs S Matarazzo, Mr M Richmond-Coggan plus one member of the public

Pavilion, Recreation Field: Mrs E Yeomans

Operational management of the Village Facilities – Mr M Richmond-Coggan

Finance & Policy: Mrs Yeomans

Finance, Governance and Policy Group – Mrs Yeomans, Mr Richmond Coggan

Section 106 Monies – Mrs E Yeomans, Mr M Richmond-Coggan, Mr D Ledger

Grant & Funding Applications: Mr D Juniper, Mrs E Yeomans, Mr M Richmond-Coggan

Administration: Mr M Richmond Coggan

Disciplinary and Grievance Committee –Mr M Richmond-Coggan

Staff Line Manager - Mr M Richmond-Coggan

Appeals Committee – Mr Richmond-Coggan

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Available councillors.

Planning: Mr D Juniper

Shadoxhurst Planning Applications: Mr D Juniper, Mr D Williams, Mr M Richmond-Coggan

Strategic Planning Applications: Mr D Juniper, Mr D Williams, Mr D Ledger, Mr M Richmond-Coggan

Third-Party Relationships: Mr Ledger

KALC – Mr D Ledger and Mr M Richmond-Coggan

ABC Parish Forum –Mr D Ledger

Chilmington Green – Any available councillor and Mr Finnis as non-Parish Council member

KALC Joint Parishes Traffic Committee – Mr D Ledger

KALC Joint Parishes Planning Committee – Mr D Ledger

Representatives on Village Forum – Mr D Ledger

Utilities Advisory Group – Mr D Ledger and Mr P Finnis as non-Parish Council member

Police Committees – Mr M Richmond-Coggan

Shadoxhurst Charities – Mr D Ledger, Mr M Richmond-Coggan

Project to improve the Pavilion & Recreation Field: Mr M Richmond-Coggan

Improve Village Facilities with a Community/Sports Hall/Play Equipment/MUGA at the Recreation Field –Mrs E Yeomans and Mr M Richmond-Coggan

Conservation & Heritage Advisory Group: Mr D Ledger

Conservation and Heritage Advisory Group – Mr D Ledger, Mr M Richmond Coggan

Website & Communications: Mr Richmond-Coggan

Communications Group – Mr M Richmond Coggan, Mrs E Yeomans

Website Management - Mr M Richmond Coggan

Highways: Mr D Juniper

Highways and Byways – Mr D Juniper and non-Parish Council members

ANNEX B

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council Paperwork – September – **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 C Tearle 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 2023/2024
 - 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**