

SHADOXHURST PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
WEDNESDAY 9 MAY 2018, AT THE VILLAGE HALL, SHADOXHURST AT 7.30 PM

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 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

4. **ELECTION OF VICE CHAIRMAN**

5. **PUBLIC INTERVAL**

6. **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

Disciplinary and Grievance Committee

Appeals Committee

Conservation Area Advisory Group

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

Any other Advisory Groups requested by Councillors

7. **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

- 8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2018/2019
Self Insurance of Parish Council Assets
- 11. REVIEW OF SUBSCRIPTIONS**
- 12. REVIEW OF COMPLAINTS PROCEDURE**
- 13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 19. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
- 20. CHAIRMAN'S REPORT**
- 21. 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
Provision of Community Exercise Equipment
- 22. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence
Arrangements for dealing with Parish Council Post and Emails
Website
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
Terms of Reference for Finance and Policy Committee
Lorry Watch/Speed Watch
Village Forum
Fete Parking
Conservation Area Advisory Group
Emergency Planning
Lighting in Village Hall

23. FINANCE

Internal Auditors Report
Review of Effectiveness of Internal Auditor
Review of System 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

24. 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

Local Plan

Storage of Planning Applications

25. OUTSIDE REPORTS

Footpaths

26. VILLAGE RESPONSIBILITIES

27. HIGHWAYS/PUBLIC RIGHTS OF WAY

Items to be reported to Kent Highways/PROW
Parking outside of Rectory Bungalows

28. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

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

Parish Clerk
2 May 2018

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2018

MAY 2018

- 18/00207/AS Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Great Chart, Kent
Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure
- 18/00395/AS Land at Chilmington Green, Ashford Road, Great Chart, Kent
Reserved matters application relating to strategic foul drainage works, which include, foul drainage and manholes, a pumping station (including access and service area) and associated works pursuant to outline permission granted under 12/00400/AS
- 18/00572/AS Delcroft, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE
Outline Planning Permission (with all matters reserved) for the construction of 14 residential dwellings alongside associated parking, access and landscaping works. The application includes the demolition of the existing bungalow fronting Woodchurch Road, the Delcroft in order to construct a new access road serving the proposed dwellings. These will be constructed over a cul-de-sac arrangements and comprise a mix of detached and semi-detached house types. The density of development on the site has been influenced by the footprint of existing buildings within the immediate locality in order to ensure that the scheme is in keeping with the appearance of Shadoxhurst.
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