

WOODCHURCH PARISH COUNCIL

I hereby give you notice that the **Annual Parish Council Meeting** will be held **IN THE MEMORIAL HALL ANNEXE on TUESDAY 24 MAY 2022 at 7.00 pm.**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting as set out below.



Parish Clerk
18 May 2022

1. **ELECTION OF CHAIR – Chairman to sign Declaration of Acceptance of Office**
2. **APOLOGIES FOR ABSENCE**
3. **APPROVAL OF REASONS 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 CHAIR(S)**
6. **CONFIRMATION OF ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**

Village Green

Woodchurch HUB

Sports Pavilion

Youth Matters

Police Liaison

KALC

Memorial Hall Committee

Parish Forum

Highways and Footpaths

Public Rights of Way

Finance and Policy

Disciplinary and Grievance Committee

Appeals Committee

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

Advisory Committee to oversee Housing and Development within Woodchurch

School Governor

All Saints Church

Any other Committees requested by Councillors

- 7. CONFIRMATION OF 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
 - Parish Council Finances
 - Annual Review of Insurance Arrangements – On Receipt of Policy
 - Weekly Play Area Safety and CEE Check
 - Annual Inspection of Play Equipment and CEE
 - 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
 - Councillor with Responsibility for Returning Questionnaires
 - Councillor with Responsibility for Defibrillator
 - Councillor with responsibility for Charity Administration
 - Councillor responsible for liaising with Parish Magazine
 - Councillor responsible for liaising with HUB
 - Any other Responsibilities put forward at meeting
- 8. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**
- 9. REVIEW 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 2022/2023
 - 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. REVIEW OF THE COUNCIL’S CO-OPTION POLICY**
- 18. CONFIRMATION OF THE RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL’S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**

Expenditure Under the Power of General Competence during the Financial Year 2021/2022
- 19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO / AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**

- 20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
- 22. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
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
Compliance with Transparency Code
Compliance with Data Protection Legislation - Appointment of Data Protection Officer
Storage of Computer Records
- 23. FINANCE**
Accounts
Review of Direct Debits
Quote for Cutting Meadow
Quote for Safety Cones
- 24. COMPLETION OF AGAR AND ASSOCIATED PAPERWORK**
i. Internal Auditors Report
ii Review of Effectiveness of Internal Auditor
iii Review of Statement of System of Internal Control
iv Consideration of the Findings of the Review by Members of the Meeting as a whole
v Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
vi Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
vii Consideration of the Accounting Statements by the members meeting as a whole
viii Approval of the Accounting Statements by the members meeting as a whole – Section 2
ix Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section
- 25. PLANNING**
- 26. PROPOSAL FOR THE APPOINTMENT OF NEW PARISH CLERK**
- 27. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**
Items for discussion only. No decisions can be made under this heading.

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PLANNING APPLICATION RECORD

May 2022

- 22/00582/AS 109 Shirkoak Park, Woodchurch, Ashford, Kent, TN26 3RR
Lawful Development Certificate - Proposed - extension to residential park home at the rear, to be removable and able to load onto a trailer/low-loader. Will not exceed maximum length of 60 ft allowed for a park home.
- 22/00584/AS Kestrels View Farm, Brook Street, Woodchurch, Ashford, Kent, TN26 3SX
Proposed two storey side extension, porch and balcony to rear of dwelling
- 22/00689/AS Hornbrook Cottage, Appledore Road, Woodchurch, Kent, TN26 3TJ
Proposed single story rear extension

Decision notices received from ABC

- 22/00302/AS May Cottage, Coldblow, Woodchurch, Ashford, TN26 3PH
Removal of condition 8 (Agricultural Occupancy) on planning permission
89/01880/AS
Borough Council: Permit