

# Woodchurch Parish Council

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**I hereby give you notice that an Extraordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 7<sup>th</sup> May 2024 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.



Ian Philo (Parish Clerk and RFO)  
27th April 2024

(General Power of Competence)

## **1. Apologies for Absence**

To receive and approve apologies for absence.

## **2. Declarations of Interest**

To hear declarations of interest on this agenda, relating to:

### **2.1. Disclosable Pecuniary Interests**

Under Localism Act 2011 relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

### **2.2. Other Significant Interests**

Under the Code of Conduct for members relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

### **2.3. Other Interests**

Not required to be disclosed under 2.1 or 2.2, but stated for transparency reasons alone, such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

**The Meeting will be adjourned for Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments on items on the agenda, and members have 3 minutes to speak.

**The meeting will be reconvened.**

## **3. Planning Applications for Consideration**

### **3.1. [PA/2024/0573](#)**

1 Stonebridge Cottages, Front Road, Woodchurch, Ashford, TN26 3SL.  
Rear extension part single-storey, part two-storey.

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**3.2.** [PA/2024/0752](#)

Mill Cottage, Bethersden Road, Woodchurch, TN26 3QW.  
Erection of a 2 storey side extension with associated internal alterations.

**3.3.** [PA/2024/0767](#)

Mill Cottage, Bethersden Road, Woodchurch, TN26 3QW.  
Erection of two storey side extension to include the creation of door opening at first floor level in the existing side wall to provide access.

**3.4.** [PA/2024/0709](#)

Boldshaves Oast House, Frogs Hole Lane, Woodchurch, Ashford, Kent TN26 3RA.  
Change of use of existing ancillary office to residential accommodation for registered care residents

**4. Noticeboard Policy.**

To agree the revised Noticeboard Policy.

**5. Grants and Donations Policy**

To agree the revised Grants and Donations Policy.

**6. Village Plan.**

To agree to the revised Village Plan.

**7. End of Year Financial Report.**

Clerks report.

**8. Risk Assessment.**

To review and agree the circulated risk assessment (attached to Financial Regulations).

**9. Annual Governance and Accountability Return.**

Approve the Annual Governance and Accountability Return (AGAR) for submission to the external auditor.

**9.1. Asset Register**

Review and agree the revised asset register as at 31<sup>st</sup> March 2024.

**9.2. Internal Audit for 2023-2024**

To review the internal auditors report and not and agree actions to resolve highlighted issues.

**9.3. Annual Governance Section 1 of the Annual Return**

To consider each assurance in turn, confirm the response and thereafter to agree these.

Chair and Clerk to sign Section 1.

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## **9.4. Accounting Return Section 2 of the Annual Return**

To review the figures and thereafter agree.

Chair to sign Section 2.