

## **HADLOW PARISH COUNCIL**

*Councillors: You are hereby summoned to attend the May Parish Council Meeting as detailed below:*

Public Notice: I hereby give notice that the Annual Meeting of

**Hadlow Parish Council  
will take place on  
Monday 8 May 2017 at 7.30pm at Old School Hall**

*(Members are reminded to make any declarations of interests prior to the appropriate agenda item)*

### **AGENDA:**

1. Election of Chairman (Declaration of Acceptance of Office) & Vice Chairman)
2. Apologies for Absence for Council approval & other absences
3. Declarations of Members' Interests
4. Review of delegation arrangements with committees, staff and other local authorities
5. Appointment of new members of standing committees and review committees Terms of References
6. Schedule of dates for 2017-18 Council and Committee Meetings (approved 12/12/2016)
7. To resolve Minutes of the Annual Parish Meeting held on 19 April 2017 are a correct record
8. To resolve Minutes of the Parish Council meeting held on 10 April 2017 are a correct record
9. Matters Arising from the Minutes of 10/04/2017 – update only on matters not on agenda
10. Chairman's Announcements: Flood Training Report Welcome new Councillor C Hyams (Declaration of Acceptance of Office read to Parish Clerk
11. Report from TMBC & KCC Councillors
12. Report from PCSO
13. Report from Parish Clerk
14. Public Time & Parish Matters
15. Correspondence – *Correspondence is available for inspection by Members before or after the meeting. Members of the public are free to view correspondence at the discretion of the Clerk or Chairman.* Air Ambulance & Citizens Advice thank you letters for Council donations.

16. Policy Reviews in accordance with Standing Orders: To approve the following revised/updated policies and note information:

Policies to review and approve:

- **Reserves Policy** (*update reviewed by F&GP 5/04/17 now for approval*)
- **Asset Register including land and buildings** (*update reviewed by F&GP 5/04/17 now for approval*)
- **Grant and Donation Policy** (*F&GP reviewed 5/4/17 subsequently amended now for approval*)

Position to note in respect of other policies

- **Code of Conduct** (*adopted Kent Code of Conduct 09/07/2012, minute 2840, reviewed annually*)
- **Health & Safety Policy** (*including Risk Assessment last review 2016*)
- **Complaints Procedure** (*last review 11/5/2015*)
- **Arrangements for insurance & holding legal documents**
- **Standing Orders** (*updated & approved 13/4/2015 – to incorporate new legislation re media*)
- **Financial Regulations** (*updated & approved 13/4/15*)
- **Grievance & Disciplinary** (*updated & approved 10/11/2014, last review 11/5/2015*)
- **Press & Media Policy** (*updated & approved 13/4/2015*)
- **CCTV Policy** (*approved 14/12/2015*)
- **Publication Scheme (FIA)** (*last updated August 2016*)

17. Planning Applications: (Please see Attached Appendices for further detail)

- **TM/17/00909/FL**
- **TM/17/00937/PDVLR**
- **TM/17/00720/**
- **TM/17/00975/FL**
- **TM/17/00979/TPOC**
- **TM/16/02197/FL**
- **For Noting: TM/17/00808/LDP & TM/1700981/LDP**

18. To receive reports from representatives of committees and Pass Such Resolutions Thereon as may be necessary:

- Finance & General Purposes Committee – Chairman in absence of meeting to recommend:
  - a) Approval of April Accounts (Income, expenditure & bank reconciliation)
  - b) Approval of Cheque Payments to date and list of Direct Debits as of April 2017
  - c) Consider, Approve & Resolve Annual Accounts & Annual Return
  - d) Approval of Quotation from Ability in sum of £699.00 plus VAT for isolation of gas and water supplies as part of Annexe demolition project
  - e) Approval of Quotation for Tree Works Williams Field £2516
- Planning & Environment Committee –to approve and sign Minutes 28/3/2017
- Staffing Committee – Cllr L Bright:
- KALC (Tonbridge & Malling Areas): TMBC Parish Partnership Panel: TMBC Joint Transportation Panel

19. **Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature).**

Land and Buildings – Draft Contract for Phase 1B Cemetery Extension

Date of next meeting Monday 12 June at 7.30pm, Old School Hall

*M Stepkowski*

M Stepkowski – Parish Clerk 03/04/2017

**NB (Please see the Clerk for the protocol on recording & filming meetings before commencement)**