

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the May Annual 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 14 May 2018 at 7.30pm at Old School Hall**

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

AGENDA:

1. **Welcome & introductions:** The retiring Chairman/Vice Chair to welcome those present
2. **Election of Chairman** (Sign Declaration of Acceptance of Office) & Vice Chairman
3. **Apologies:** Council to approve apologies & reasons for absence
4. **To receive** declarations of interests
5. **To resolve** that the Minutes of the following meetings are a correct record:
 - P&E Minutes 27 March 2018
 - HPC Minutes 9 April 2018
 - Annual Parish Minutes 18 April 2018
 - F&GP Minutes 9 May 2018
6. **To receive** an update on progress of resolutions & matters from the last full Council meeting
7. **Chairman's announcements:** Proposed timetable for the local plan process (email from Nick Heslop – Leader of TMBC)
8. **To review** the terms of reference and appointment of members to existing committees
9. **To review** appointment of the Council's representation with outside bodies:
 - Kent Association of Local Council
 - TMBC Partnership Panel
 - TMBC Transportation Board
 - TMBC Joint Standards Committee
 - Golden Green Mission Hall
10. **To note** Schedule of dates for 2018-19 Council and Committee Meetings (approved 16/02/18)
11. **To note** arrangements with TMBC Public Rights of Way and KCC Highways Shrubs & Borders

12. Matters requiring review and resolutions in accordance with Standing Orders:

- **To resolve** adoption of amended Standing Orders 2018 (*emailed to Council 25/4/18*)
- **To resolve** approval of Reserves policy
- **To resolve** approval of asset register as covered by current insurance certificate
- **To resolve** approval of updated Health & Safety Policy (*including Risk Assessment*)

Position to note in respect of other policies

- **Code of Conduct** (*adopted Kent Code of Conduct 09/07/2012, minute 2840, reviewed annually*)
- **Complaints Procedure** (*adopted 13/5/2013, reviewed annually*)
- **Financial Regulations** (*adopted 13/4/15- await NALC update*)
- **Statement of Internal Control** (*adopted 11/12/2017 & reviewed annually*)
- **Grievance & Disciplinary** (*adopted 10/11/2014 & reviewed annually*)
- **Media Policy** (*adopted 11/09/2017 & reviewed annually*)
- **CCTV Policy** (*adopted 13/6/2016 & reviewed 03/05/2018*)
- **Publication Scheme (FIA)** (*updated May 2018*)
- **Grant and Donation Policy** (*adopted 8/05/2017*)
- **Tree Policy** (*adopted 12/12/2016 & reviewed annually*)
- **Lone Working Policy** (*adopted 11/9/17*)
- **Training & Development Policy** (*adopted 11/9/17*)

13. **To approve** procedures for the co-option of Councillors

14. **Planning Applications:**

- **TM/18/00839/FL** – Demolition of commercial storage barn (B8) and private storage barn and erection of a 2 bedroom bungalow. Former Orchard Dene Nursery, High House Lane, Hadlow.
- **TM/18/00981/LB** - Conversion of existing coach house into living accommodation. Cobblestones, Church Street, Hadlow, TN11 0DB.

15. **To receive** reports from representatives of committees and pass such resolutions thereon as may be necessary:

- Finance & General Purposes Committee
 - a) **To resolve** to approve April accounts (Income, expenditure, bank reconciliation, actual against budget).
 - b) **To resolve** to approve cheque & bank transfer payments to date.
 - c) **To resolve** to approve direct debits and regular faster payments for 2018-19 & note contracts list.
 - d) **To resolve** to approve the use of the Council's Common Seal on Deeds of Grant of Exclusive Right of Burial issued on behalf of the Parish Council by the Parish Clerk.
 - e) **To resolve** to approve Annual Accounts 2017-18 & Annual Return.
 - f) **To resolve** to approve Marchants quotation in the sum of £5480 for Heritage Buff Bauxite chippings for top surface of cemetery extension drive and associated paths.
 - g) **To note** the Section 137 expenditure limit for 2018-19 as £7.86 (The Local Government Act 1972 ("the 1972 Act")).

- h) **To resolve** after consideration of request from Sport England for Parish Council (as Freeholder of Williams Field) to administer any funds Sport England award to Kent Buccaneers
- i) **To resolve** approval of £750 to fund a 6ft high Tommy (WW1) aluminium outline to be positioned within Golden Green.
- Planning & Environment Committee – Cllr E Bright
 - Staffing Committee – Cllr L Bright:
 - KALC (Tonbridge & Malling Areas): TMBC Parish Partnership Panel: TMBC Joint Transportation Panel.

Date of next meeting Monday 11 June at 7.30pm, Old School Hall

M Stepkowski

M Stepkowski – Parish Clerk 03/05/2018

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