



To Parish Councillors, members of the public and press.

Members are hereby summoned and notice is given that the **Annual Parish Council Meeting** will be held in the **Newington Room at Newington Village Hall on Tuesday 23 May 2023 at 7pm**, when it is proposed to transact the following business:

**1. ELECTION OF CHAIRMAN**

To elect a Chairman and receive their Declaration of Office

**2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman and receive their Declaration of Office

**3. COUNCILLOR VACANCIES**

To receive an update and to co-opt new Members

**4. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence

**5. DECLARATIONS OF INTEREST**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Newington Parish Council Code of Conduct for Members and by the Localism Act 2011.

**6. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN**

**7. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES**

i. To confirm - Representatives at KALC Swale Committee Meetings

ii. To confirm and update - Councillors areas of Interest

**8. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 APRIL 2023**

i. To consider the minutes of the meetings and if in order sign as a true record

ii. Matters arising from the minutes

**9. PUBLIC QUESTION TIME**

This is a concessionary short session and will be limited to fifteen minutes. Three minutes per person will be allowed initially and only if time permits will further comments be heard.

**10. VISITORS**

i. Borough Councillors

ii. County Councillor

**11. PLANNING**

i. To receive an update

ii. Ref: 23/501853/FULL

Address: 19 High Street Newington Sittingbourne Kent ME9 7JR

Proposal: Change of use of ground floor from a residential letting agency to a hot food takeaway and restaurant (fish and chip shop service) including installation of external ventilation ducting

iii. Ref: 23/500946/PNQCLA

Address: Woodland Farm High Oak Hill Iwade Road Newington Kent ME9 7HY

Prior notification for the change of use of agricultural barn to 5no. dwellings and associated operation development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. -contamination risks on the site. - Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses) - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwellinghouses.

*FOR INFORMATION ONLY*

iv. To consider Nominate for Swale Local Heritage List

**12. RECREATION GROUND**

i. To consider quotations for play panels

ii. Upchurch Colts Football Club

**13. SWALE BOROUGH COUNCIL LAND**

To receive an update

#### **14. ALLOTMENTS**

To receive an update

#### **15. VILLAGE VOICE AND MEDIA**

To receive an update

#### **16. FINANCE**

i. Cheque list: to consider invoices for payment

ii. External Auditor's report and Certificate

iii. Statement of Internal Control

iv. Annual Governance Statement- To agree the statement

v. Annual Return for Year End 31 March 2023- To receive and to consider the adoption of end of year return

vi. Independent Internal Auditor's report

vii. To consider quotations for electricity supplier

viii. Any other finance matter received by 31 May 2022

#### **17. REVIEW OF POLICIES**

i. Code of Conduct

ii. Standing Orders

iii. Finance Regulations

iv. NPC Risk Assessment

v. Committee Terms of Reference

vi. HR Committee Terms of Reference

vii. Co-option Policy

viii. Cemetery and Graveyard Health & Safety Policy

ix. Cemetery and Graveyard Risk Assessment

x. Memorial Bench Policy

xi. Record Management Policy

xii. Social Media Policy

xiii. Data Protection Policy

xiv. Sickness Absences Policy

#### **18. CIVILITY & RESPECT PLEDGE**

To consider signing the pledge

#### **19. CHURCHYARD AND CEMETERY**

To receive and update

#### **20. HIGHWAYS AND STREET LIGHTING**

i. To receive and update

ii. To consider budget for Highways Improvements

#### **21. REPORTS FROM MEMBERS**

To receive reports from Members on KALC; Village Hall, School Governor; Meetings.

#### **22. CORONATION FETE 15 JULY 2023**

#### **23. CORRESPONDENCE**

**23. ANY OTHER BUSINESS**— This for information only and no decision can be made on items raised.

**Date of next meeting: Tuesday 27 June 2023 at 7pm**

*Wendy Licence*

Clerk to Newington Parish Council

Date: 17 May 2023

**To help keep loved ones safe, please DO NOT attend the meeting if you have COVID-19 or have symptoms. Questions and comments can be sent to the Clerk to be raised at the meeting.**

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.