

**ASH-CUM-RIDLEY PARISH COUNCIL**

The Parish Office, Ash Green Sports Centre, Ash Road, New Ash Green, Kent, DA3 8JZ  
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12 May 2023

Dear Councillor

You are hereby summoned to attend the next meeting of the Ash-cum-Ridley parish Council which will be held at **7.45pm on Thursday 18 May 2023 at New Ash Green Village Association Meeting Room, Centre Road, DA3 8HH.**

Yours faithfully

*A de Jager*

Alison de Jager  
Parish Clerk

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**AGENDA****1. ELECTION OF CHAIRMAN TO THE COUNCIL**

To elect a chairman of the Council for the municipal year 2023/24 and to receive their declaration of acceptance of office.

**2. APOLOGIES FOR ABSENCE****3. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-chairman of the Council for the municipal year 2023/24 and to receive their declaration of acceptance of office.

**4. DECLARATIONS OF ACCEPTANCE OF OFFICE**

To receive the declarations of acceptance of office from the Councillors'.

**5. DECLARATIONS OF INTEREST**

- a. Declarations of Interest – Notification of Disclosable Pecuniary Interests and of Interest Other Than Pecuniary declarations of interest which have not already been entered in the Members' register of interests.
- b. Changes to Register of Interest – a reminder that any alterations or new interests must be registered with the Monitoring Officer within 28 days.

**6. DISPENSATIONS**

To consider any requests received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matters to be considered at this meeting where a Member has an interest in Appendices A or B of the Council's adopted Code of Conduct.

**7. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 20 April 2023 (Attached).**8. CO-OPTION PROCESS****(APPENDIX A ORANGE)**

- a. To carry out a review of the Co-option Process. NALC Legal Topic Note L15-08 is attached.

**9. ELECTIONS**

a. To give consideration to the co-option of eight vacancies on the Parish Council following an insufficiency of candidates at the elections on 04 May 2023 as follows:

- Ash Ward – 1 vacancy
- Hodsoil Street and Ridley Ward – 2 vacancies
- New Ash Green North West Ward – 3 vacancies
- New Ash Green South East Ward – 2 vacancies

**Section 21 of the Representation of the People Act 1985** provides for the elected Councillors to co-opt any person or persons to fill the vacancies. If the power of co-option is not exercised within 35 days (27 June 2023), the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancies.

**10. COUNCIL RESTRUCTURE**

- a. To give consideration to the recommendations of the report from Cllr S Fishenden on the council's operating structure. **(APPENDIX B LIME)**
- b. To establish Committees for the year 2023/24 and to agree their Terms of Reference and delegated powers. Schedule reflecting the Committees and their Terms of Reference attached **(APPENDIX C GREEN)**
- c. To appoint the membership of the Committees. A schedule of the current membership is attached. **(APPENDIX D LIGHT BLUE)**
- d. To approve appointment of representatives to outside bodies and joint management committees. Schedule reflecting appointments for 2022/23 is attached. **(APPENDIX E LILAC)**

**11. COUNCIL DOMAIN NAME**

- a. To consider purchasing the [www.ashcumridley-pc.gov.uk](http://www.ashcumridley-pc.gov.uk) domain name, delegating up to £130.00 to the Clerk to purchase the domain name for two years from a suitable provider.

**12. COUNCILLOR EMAIL ADDRESSES**

- a. To give consideration to implementing councillor email addresses, hosted by Microsoft 365, at a cost of £999.60 per annum.

**13. STANDING ORDERS****(APPENDIX F DARK GREEN)**

- a. To confirm the Council's Standing Orders, reviewed on 19 May 2022.

**14. FINANCIAL REGULATIONS****(APPENDIX G DARK PINK)**

- a. To confirm the Council's Financial Regulations, reviewed on 19 May 2022.

**15. COMPLAINTS PROCEDURE****(APPENDIX H GREY)**

- a. To confirm the Council's complaints Procedure reviewed in May 2020. Attached.

**16. PUBLICATION SCHEME, FREEDOM OF INFORMATION AND DATA PROTECTION****(APPENDIX I YELLOW)**

- a. To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.

**17. CALENDAR OF MEETINGS****(APPENDIX J NAVY)**

- a. To approve the dates, times and place of Parish Council and Planning Committee meetings during the ensuing municipal year.

- b. To give consideration to the date for the Annual Parish Meeting 2024. The meeting must be held between 01 March and 01 June, inclusive.

## 18. PLANNING

(APPENDIX K GOLD)

- a. Applications Attached
- b. Decisions Attached
- c. Appeals None at time of Agenda
- d. Enforcements None at time of Agenda
- e. To note the minutes of the Planning Committee meeting held on 02 May 2023.
- f. Assets of Community Value – to note that the following nominations have been successfully listed as Assets of Community Value: The Pavilion and the Youth and Community Centre, New Ash Green.

## 19. FINANCE

(APPENDIX L PINK)

- a. To note the current financial position and accompanying reports.
- b. To authorise the cheques signed since the last meeting.
- c. To note that the next meeting of the Finance Committee will be held on 30 May 2023.
- d. To adopt the budget for the Parish Council for the year 2023/24. (attached).
- e. To confirm the assets of the Parish Council.
- f. To note that the Internal Audit for the Parish Council and Sports Centre has been completed and the Annual Internal Audit Report from the Annual Governance Statement has been signed by the Internal Auditor. To receive the Internal Auditor's Report.
- g. To consider and agree the Statement of Internal Control for the year ended 31 March 2023 to enable members of the Parish Council to complete Section 1 of the Annual Governance Statement, Statement of Assurance.
- h. To complete Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (attached)
- i. To approve the accounts for the year ended 31 March 2023 for the Parish Council and Ash Green Sports Centre (Balance Sheet) and Section 2 of the Annual Governance and Accountability Return.
- j. To confirm the dates selected for the period of exercise of public rights, Monday 05 June to Friday 14 July 2023.
- k. To authorise the Chairman's Allowance for the year 2023/24 in accordance with the **Local Government Act 1972, Section 15(5)**. (£500.00 for 2022/23).
- l. Insurance – to give consideration to the quotations received for the insurance for the Parish Council and Ash Green Sports Centre. (attached) Renewal date is 01 June 2023.
- m. To note that a CIL payment of £1,417.18 has been received in respect of the development at Land To The West Of Holywell Farm House, Greenfields, Hodsoll Street.
- n. To give consideration to the budget for the Summer Scheme, to be held from 7 – 10 August and 21 – 24 August 2023. (£ 4,15.15 in 2022)
- o. To give consideration to the renewal of the membership to CPRE The Countryside Charity in the amount of £45.00(was £36.00 | 2022)
- p. To give consideration to the appeal for funding from Beams as per the attached letter.

## 20. SPORTS CENTRE

(APPENDIX M BLUE)

- a. To note the minutes of the meeting of the Sports Centre Management Committee held on 02 May 2023.

## 21. BARNFIELD PARK

**22. NORTHFIELD**

- a. To note that the minutes of the Northfield Management Committee meeting held on 15 May 2023 will be distributed with the June Agenda.

**23. BURIAL GROUND**

**(APPENDIX N PURPLE)**

- a. To note the minutes of the meeting of the Burial Ground Committee held on 18 April 2023.

**24. YOUTH**

**25. CLIMATE CHANGE**

- a. To note that the next meeting of the Climate Change Working Party will be held on 22 May 2022.

**26. NEW ASH GREEN VILLAGE ASSOCIATION**

**27. HIGHWAYS**

**SUSPENSION OF MEETING TO ALLOW FOR THE COUNTY AND DISTRICT COUNCILLORS' REPORTS AND VILLAGE ASSOCIATION REPRESENTATIVE REPORT**

**28. HEALTH**

**29. FOOTPATHS**

**30. TRANSPORT**

**31. NEW ASH GREEN FOCUS GROUP AND POLICE**

**(APPENDIX O RED)**

- a. To note the minutes of the meeting of the Focus Group held on 17 April 2023.

**32. ASH, HODSOLL STREET AND RIDLEY**

- a. Ash –
- b. Hodsoll Street –
- c. Ridley –
- d. New Ash Green - To formulate, in conjunction with the Village Association, an up to date list of organisations in the Parish of Community benefit, with a view to circulation.

**33. THE BULLETIN, PARISH WEBSITE**

- a. Bulletin:

**34. THURSDAY LUNCH PROVISION**

**35. KENT ASSOCIATION OF LOCAL COUNCILS**

**36. REPORTS, CIRCULARS AND CORRESPONDENCE (All publications available from the Clerk)**

- a. Sevenoaks District Council Weekly Planning Lists.
- b. Sevenoaks District Council Press releases to date.
- c. The Clerk
- d. Clerks and Councils Direct.