



ULCOMBE PARISH COUNCIL

Parish Office: C/o 16 Chaplin Drive, Headcorn TN27 9TN
Telephone: 07944 668802 Email: clerk@ulcombeparishcouncil.co.uk

Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Annual General Meeting of the PARISH COUNCIL for Ulcombe will be held at Ulcombe Village Hall on Thursday, 7 May 2026 at 7.15pm.

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

(Parish Clerk)

29 April 2026

Members of the Public and Press are encouraged to come to the meetings, and there is an opportunity to address the Council.

BUSINESS TO BE TRANSACTED

1. Election of Chairman and to sign the Declaration of Acceptance of Office
2. Election of Vice Chairman
3. (a) Apologies for absence received and confirmed by the Council.
(b) Declaration of Changes to the Register of Interests.
(c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda.
(d) Requests for Dispensations.
(e) Declarations of Lobbying.
(f) To confirm whether anyone in attendance intends to record or film the meeting.
4. Public Session (Meeting adjourned – minute book closed). Chairman to invite members of the public to speak on any items of village concern. The duration of speaking time will be at the Chairman's discretion.
5. To resolve that the minutes of the Council Meeting held on 2 April 2026 be taken as read, confirmed as a correct record and signed by the Chairman.
6. County Councillor and Borough Councillor Reports.
7. To receive an update about progress of resolutions from the last meeting. (Information Only)
8. **Planning**
(a) To consider any planning applications received for consideration up to the meeting date including:-

APPLICATION REF: 26/501440/FULLPROPOSAL: Conversion and rebuild of existing kennel building to form a home office, for use ancillary to the existing dairy building dwelling. ADDRESS: The Dairy Mansion Farm Knowle Hill Ulcombe Kent ME17 1ES.

APPLICATION REF: 26/501441/LBCPROPOSAL: Listed Building Consent for conversion and rebuild of existing kennel building to form a home office, for use ancillary to the existing dairy building dwelling. ADDRESS: The Dairy Mansion Farm Knowle Hill Ulcombe Kent ME17 1ES.

- (b) To note any planning appeals received.
- (c) To note planning decisions received from the Borough Council on recent applications.

9. (a) The Parish Council to re-adopt Standing Orders.
(b) The Parish Council to re-adopt Model Financial Regulations
(c) The Parish Council to re-adopt Financial Risk Assessment.
(d) Review and confirm Insurance Cover for all insured risks.
(e) Review inventory of land and assets including buildings and office equipment.
(f) To confirm and re-adopt the Kent Code of Conduct.
(g) To review the Council's and clerk's memberships of other bodies.
(h) To review Open Spaces Risk Assessment

10. The Parish Council to agree the re-adoption of the following policies:-

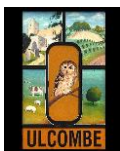
- (a) General Privacy Notice
- (b) Privacy Notice for Staff, Councillors and Role Holders
- (c) Data Processor Questionnaire
- (d) Model Publication Scheme/Freedom of Information
- (e) Press and Media
- (f) Communications Policy
- (g) Complaints Procedure
- (h) Equal Opportunities
- (i) Health and Safety
- (j) Grievance and Disciplinary
- (k) Expenses
- (l) Document Retention Policy
- (m) Vexatious Complaints
- (n) IT Policy

11. To agree Schedule of Meeting Dates for the Full Council up to April 2027.

12. (a) Appointments of Councillors to assigned roles.
(b) Appointments of Councillors to other External Committees/Bodies.
(c) To agree training/learning and development schedule for Councillors/Clerk
(d) To confirm and agree contact details of Councillors for publication.
(e) To confirm the correspondence address/email address/contact telephone number for the Council for publication.

13. Finance

- (a) To note Receipts of Income.
- (b) To authorise Payments listed on the schedule.
- (c) To receive the bank reconciliation.
- (d) End of Year Budget Review for the Financial Year ending 31 March 2026.
- (e) Annual Return Governance Statement (Section 1) – Effectiveness of the system of internal control.**
 - (1) To consider the findings of the review.
 - (2) To approve the Annual Governance Statement.



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(f) Annual Return Accounting Statements (section 2)

- (1) To consider the Accounting Statement
 - (2) The Chairman to sign and date the accounting statement.
- (g) To note S137 expenditure for 2026/2027 as £11.60 per elector.
- (h) Notification of Ulcombe CIL Neighbourhood Receipts 1st October 2025 to 30th March 2026.

14. Correspondence

- (a) To receive an invitation from Homes England for the Chairman to attend the Heathlands Garden Community Stakeholder engagement event for outline planning permission preview.

15. Play Area/Recreation Ground

- (a) To receive a play area inspection report.
- (b) To consider the purchase of an iPad mini for the Safer Play Inspections.
- (c) To consider a proposal from Big Bear Football for the use of the recreation ground.

16. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

17. Enforcement Issues