



DETLING PARISH COUNCIL
Locum Clerk, Mrs. K. Bell, c/o 27 Dumbrell Drive, Paddock Wood, TN12 6FR
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25 April 2022

To all Members of Detling Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of the Parish Council which will be held at Detling Village Hall on Tuesday 03 May 2022 at 7.30 p.m. The purpose of the meeting is to consider and pass such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting, please advise the Locum Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting. The meeting will be preceded by the Annual Meeting of the Parish.

Yours faithfully

Karen Bell

Karen Bell
Locum Proper Officer, Parish Clerk & RFO

NOTICE OF MEETING Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

AGENDA

Time Guide

1. **APOLOGIES FOR ABSENCE (19.30):** To consider and approve apologies for absence.
2. **DECLARATIONS OF INTERESTS AND / OR LOBBYING AND INTENTION TO RECORD (19.32)**
 - *Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and Members are personally responsible for declaring an interest.*
 - *Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*
 - *Members are requested to disclose any lobbying they may have received for items on the agenda*
 - *Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business*
3. **ELECTION OF CHAIRMAN FOR 2022/2023 (19.35)**
4. **ELECTION OF VICE CHAIRMAN FOR 2022/2023 (19.36)**
5. **COUNTY AND BOROUGH COUNCILLORS and POLICING (19.38):** To receive reports from County and Borough Councillors and Police representatives
6. **TO ADJOURN TO ENABLE MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING (19.39)**

7. **MINUTES (19.54)**
- 7.1 To receive and approve the minutes of the meetings held on 01 March 2022 and 28 March 2022
- 7.2 To receive an update on any matters arising not included in the agenda
8. **FINANCE (19.56)**
- 8.1 **2021/2022 Accounts:** The following are to be considered and approved (Attached)
- 8.1.1 Receipts and Payments Account for the year ended 31.03.22
- 8.1.2 Bank Reconciliation for the year ended 31.03.22
- 8.1.3 Notes to support the Receipts and Payments Account for the year ended 31.03.22
- 8.1.4 Review of Earmarked Reserves
- 8.2 **2021/2022 AGAR:** The following are to be considered and approved (Attached)
- 8.2.1 To approve the Internal Audit Report
- 8.2.2 To approve the Annual Governance Statement (Section 1)
- 8.2.3 To approve the Statement of Accounts (Section 2)
9. **2022/2023 MEETING SCHEDULE (20.00)**
- 9.1 For consideration and approval
- 9.2 To consider the paper submitted by Cllr Finn (Attached)
10. **COMMITTEE AND WORKING GROUP STRUCTURE (20.05):** The following are to be considered
- 10.1 Review of existing committee and working group structure
- 10.2 Appointment of members to committees and working groups
- 10.3 Review of Delegation Arrangements
- 10.4 Review of terms of reference for committees
11. **REPORTS FROM COMMITTEES AND WORKING GROUPS (20.10)**
- 11.1 Finance Working Group Report
- 11.2 Highways Working Group
- 11.3 Communications and Events Working Group
- 11.4 Open Spaces Working Group
- 13.4.1 Report from WG
- 13.4.2 Monks Meadow Update
12. **PLANNING (20.20):** The following planning applications have been received
- | | |
|-----------------------|--|
| 22/501212/FULL | Demolition of conservatory, erection of single storey extension, raised decking & external flue at Lydeaway, Pilgrims Way, Detling
NO OBJECTION |
| 22/501218/FULL | Erection of single storey extension at Barn End, 32 The Street, Detling
NO OBJECTION |
| 22/501383/FULL | Section 73 - Minor Material Amendment to approved plans condition 2 (20/501972/FULL allowed on appeal) at Land at 3 Hockers Lane, Detling
OBJECTION Pending receipt of additional information |
| 22/501483/FULL | Change of use of site to contractor's operations depot. Erection of single storey office building and a single storey workshop. (Revised scheme 21/503695/FULL) at Windy Bottom, Sittingbourne Road, Detling |

13. **REVIEW OF STANDING ORDERS (20.22)**
14. **REVIEW OF FINANCIAL REGULATIONS (20.24)**
15. **LAND AND ASSETS REVIEW (20.26)**
16. **REVIEW OF INSURANCE ARRANGEMENTS and 2022 RENEWAL (20.28)**
17. **REVIEW OF SUBSCRIPTIONS (20.30)**
18. **REVIEW OF POLICIES AND PROCEDURES (20.32)**
18.1 Civility & Respect Update: Item requested by Cllr. Coles
18.2 Review of Policies and Procedures
19. **LOCAL GROUPS AND ORGANISATIONS (20.35)**
19.1 Members who attended any meeting on behalf of DPC will be invited to report
19.2 Arrangements for reporting back to DPC: To confirm
19.3 2022/2023 Representation on Local Groups & organisations: To Confirm
20. **FINANCE AND GOVERNANCE (20.40)**
20.1 Bank Reconciliation at 30 April 2022 (To follow)
20.2 Financial Transactions for Approval (To follow)
20.3 Purchase of Accounting Software: For further consideration
21. **NALC SMALLER COUNCILS COMMITTEE (20.42)**: To receive information and to consider
22. **CIC SHOP LEASE (20.44)**: To receive information
23. **PC MAINTENACE REPORT (20.50)**: To receive information
24. **CORRESPONDENCE (20.52)**
24.1 List of items received during the period 23 February 2022 to 24 April 2022 (attached)
24.2 Correspondence from Residents: To receive information regarding the following
24.2.1 Medway House, Planning Application: Locum Clerk responded
24.2.2 School Placement: Locum Clerk & County Councillor responded
24.2.3 Broader Lane Potholes: Locum Clerk responded and forwarded to KHS under reference 626650
24.2.4 Data Subject Access Request: Recording made by Cllr Evernden at the July 2021 meeting – Locum Clerk responded
24.2.5 FOI Requests:
24.2.5.1 Recording made by Cllr Evernden at the July, September, and November meetings - Locum Clerk responded
24.2.5.2 MVCP Monks Meadow Work Schedule: Locum Clerk responded
25. **TO CONSIDER THE SUBMISSION OF AN APPLICATION TO MBC FOR DETLING CRICKET CLUB TO BE RECOGNISED AS AN ACV (20.55)**
26. **MATTERS FOR INCLUSION ON THE NEXT AGENDA (20.58)**
27. **MATTERS FOR CONSIDERATION IN PRIVATE (21.00)**
Exclusion of press and public: *There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other*

special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.

27.1 Staffing Matters: To receive information

27.2 Code of Conduct Complaints: To receive information

28. DATE AND TIME OF NEXT MEETING (21.10): To be confirmed

CORRESPONDENCE

The following items were received during the period 23 February 2022 to 23 April 2022

a. KALC

(i) Events

- What's On – March / April 2022
- Working with Local Media to Engage Your Community (03.03.22)
- Annual Planning Conference (10.03.22)
- Health & Well Being Conference (22.03.22)
- AGAR (30.0)
- AGAR (30.03.22 & 07.04.22)
- Bitesize Courses
- May Events Programme
- Dynamic Councillor (29.04.22)
- Data Protection (25.05.22)

(ii) KALC News (March 2022)

(iii) Policy Briefing (Ofcom Postal Regulations)

(iv) NALC Event – Communication Pack in respect of online policing event "Working together to make Communities Safer" (22.03.22)

(v) LG Bulletins

(vi) Have Your Say on KCC Bus Funding

(vii) The Queens Green Canopy – Mapping Information request from Lord Lieutenant of Kent

(viii) NALC Chief Executive Bulletins

(ix) Chief Executive Bulletins

(x) Legal and Procedural Advice Service: Limited service in operation 14.03.22 – 22.03.22

(xi) Invitation to apply for Cancer Transformational Funding – Kent and Medway

(xii) NALC Sector Finance Survey 2022

(xiii) Carbon Footprint calculation

b. Miscellaneous: Plantscape, Creative Play, Playforce, Kompan Playgrounds, Creative Playdale, RBLI, Boxwrap, Keep Britain Tidy, Jubilee Event High Street Safari, Image Playgrounds, Fresh Air Fitness, Platinum Jubilee Print Solutions, Noticeboard Commemorative Plates, Clerks & Councils Direct (March 2022), SLCC & NALC Newsletters, The Clerk Magazine (March 2022)

c. KCC: Operation Brock alert following disruption caused as a result of P & O Business Operations

d. Diocese of Canterbury: Notice of Draft Order in respect of application for an Education Endowment Order in respect of the former Church of England Primary School.

e. Helen Whately MP: Consultation Response to KCC Supported Bus Service Funding Reductions