

**ASH-CUM-RIDLEY PARISH COUNCIL**

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

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11 May 2018

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 17 May 2018 at the New Ash Green Village Association Meeting Room, Centre Road, New Ash Green, DA3 8HH.**

Yours faithfully

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 year 2018/19 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 year 2018/19 and to receive their declaration of acceptance of office.

**4. 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.

**5. 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.

**6. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 20 April 2017 (Attached).

**7. APPOINTMENT OF COMMITTEES, WORKING GROUPS AND REPRESENTATIVES ON OUTSIDE BODIES:**

- a. To establish Committees for the year 2018/19 and to agree their Terms of Reference and delegated powers. Schedule reflecting the Committees and their Terms of Reference attached. **(APPENDIX A LIME)**
- b. To appoint the membership of the Committees. A schedule of the current membership is attached. **(APPENDIX B LILAC)**
- c. To approve appointment of representatives to outside bodies and joint management committees. Schedule reflecting appointments for 2017/18 is attached. **(APPENDIX C BLUE)**

**8. STANDING ORDERS (APPENDIX D BROWN)**

- a. NALC have issued new Model Standing Orders incorporating the relevant legislative changes since the 2013 version. To give consideration to the recommendation from the Finance Committee to adopt the Standing Orders with the amendments as highlighted.

**9. COMPLAINTS PROCEDURE (APPENDIX E GREY)**

- a. To confirm the Council's Complaints Procedure reviewed in January 2018. (attached).

**10. FREEDOM OF INFORMATION (APPENDIX F GREEN)**

- a. To carry out a review of the information available under the model publication scheme. (attached)

**11. CALENDAR OF MEETINGS (APPENDIX G NAVY)**

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

**12. ANNUAL PARISH MEETING**

To note that the notes of the Annual Parish Meeting held on Wednesday 10 May 2018 will be distributed with the June 2018 agenda.

**13. PLANNING (APPENDIX H GOLD)**

- a. Applications                      None at time of Agenda
- 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 03 May 2018.

**14. FINANCE (APPENDIX I 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 minutes of the Finance Committee held on 08 May 2018 will be distributed with the June Agenda.
- d. To note that the Internal Audit for the Parish Council and Sports Centre have been completed as per the attached Interim Internal Audit Report and Annual Internal Audit Report from the Annual Governance Statement.
- e. To consider and agree the Statement on Internal Control for the year ending 31 March 2018 to enable members of the Parish Council to complete Section 1 of the Annual Governance Statement, Statement of Assurance.
- f. To complete Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return. (attached).
- g. To approve the accounts for the year ended 31 March 2018 for the Parish Council (Balance Sheet), and Section 2 of the Annual Governance and Accountability Return.
- h. To receive the accounts for the year ended 31 March 2018 for Ash Green Sports Centre.
- i. To approve the accounting statements for Ash Green Sports Centre.
- j. To authorise the Chairman's Allowance for the year 2018/19 in accordance with the **Local Government Act 1972, Section 15(5)**. (£250.00 for 2017/18)
- k. Financial Regulations - To approve the Financial Regulations as reviewed by Finance Committee on 20 February 2018. (attached.)
- l. Assets – to confirm the assets of the Parish Council as per the attached.
- m. Insurance - to note that this is the second year of a three year agreement and the insurance for the Parish Council and Ash Green Sports Centre for 2018/19 has been paid in the amount of £776.00

- n. HMRC - To authorise the payment of PAYE by direct payment as per the attached letter.
- o. To authorise the annual subscription to the Kent Association of Local councils in the amount of £1,530.00 as per the attached.
- p. To give consideration to the renewal of the annual membership to the Institute of Cemetery and Crematorium Management in the amount of £90.00.
- q. To give consideration to an appeal for funding in the amount of £300 from Kent, Surrey and Sussex Air Ambulance as per the attached letter. (£250.00 in 2017)
- r. To give consideration to an appeal for funding from West Kent Mediation as per the attached letter. (£250.00 in 2017).
- s. To give consideration to an appeal for funding from Citizens Advice in North and West Kent as per the attached letter. (£300.00 in 2017).

**15. SPORTS CENTRE****(APPENDIX J PURPLE)**

- a. To note the minutes of the Sports Centre Management Committee meeting held on 30 April 2018.

**16. BARNFIELD PARK**

- a. To note that the next meeting of the Liaison Group will be held on 4 June 2018.

**17. NORTHFIELD**

- a. To note that the minutes of the meeting of the Northfield Management Committee held on 14 May 2018 will be distributed with the June Agenda.

**18. BURIAL GROUND**

- a. To note that the date for the next meeting of the Burial Ground Committee has not been set.

**19. YOUTH**

- a. West Kent Communities – to note that a second draft of the Service Level Agreement has been received and that the start date has been set at 01 July 2017 to allow for recruitment.
- b. 8 – 12's Steering Group –
- c. To note that Family fun days have been booked for 7 and 21 August on the Minnis.

**20. HIGHWAYS****SUSPENSION OF MEETING TO ALLOW FOR THE COUNTY AND DISTRICT COUNCILLORS' REPORTS****21. FOOTPATHS****22. TRANSPORT****23. ASH, HODSOLL STREET AND RIDLEY**

- a. Ash –
- b. Hodsoll Street –
- c. Ridley –
- d. New Ash Green Village Day –

**24. THE BULLETIN, PARISH WEBSITE AND OUTDOOR THEATRE**

- a. Bulletin:
- b. Website:

- c. Outdoor Theatre - Tickets for the Rude Mechanical Theatre Company's production of 'Oberon's Cure' are available from 01323 501260 or through [www.therudemechanicaltheatre.co.uk](http://www.therudemechanicaltheatre.co.uk). Event to be held on Sunday 03 June 2018.

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

**(APPENDIX K RED)**

- a. To note the minutes of the meeting of the Focus Group held on 09 April 2018.

**26. THURSDAY LUNCH PROVISION**

**27. KENT ASSOCIATION OF LOCAL COUNCILS**

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

- a. Sevenoaks District Council Planning Application List 2513 – 2516
- b. Sevenoaks District Council Press releases to date
- c. Sevenoaks District Council Current state of Premises Licence Applications
- d. Clerks and Councils Direct – May 2018
- e. The Clerk – May 2018
- f. Countryside Voice

**RISK ASSESSMENTS:** *Copies of the risk assessment visual check sheets for the Burial Ground and Hodsoll Street Playing field are available from the Parish Office.*