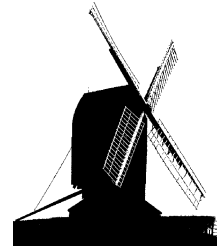


# Rolvenden Parish Council



Wealden House  
Grand Parade  
Littlestone  
Kent  
TN28 8NQ

Email: [rolvendenclerk@gmail.com](mailto:rolvendenclerk@gmail.com)

**To: Members of the Council.**

**You are hereby summonsed to attend a meeting of Rolvenden Parish Council in St Mary the Virgin Church, Rolvenden on Tuesday 16<sup>th</sup> April 2024 at 7.30pm.**

**The Press and Public are invited to attend.**

*Peter Setterfield*

**Peter Setterfield PSLCC  
Parish Clerk**

## **Agenda**

### **1. Current status of the Parish Council:**

Following the co-option of four councillors at the March meeting the four Borough Councillors appointed by the Section 91 Order have now stood down.

### **2. Appointment of Chairman:**

Borough Councillor Mrs Bell was appointed as Chairman for the March meeting, councillors are asked to appoint a Chairman for this meeting and the forthcoming Annual Parish Meeting. The annual parish council meeting in May is when the Chairman will be elected for the municipal year 2024/25.

### **3. Apologies for absence:**

To receive and approve apologies for absence.

### **4. Declarations of interest:**

- a. **Disclosable Interests:** Under the Localism Act 2011 to be made relating to items on the agenda.
- b. **Other Significant Interests:** Under the Code of Conduct adopted in May 2021 by the Parish Council, to be made relating to items on this agenda.

- c. **Other interests:** not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.

**5. Minutes:**

To approve the minutes of the Parish Council meeting held on 12<sup>th</sup> March 2024.

**6. Co-Option of councillors:**

The Parish Council consists of nine councillor positions, at the present time there remains three vacant positions to be filled..

- 7. Public participation:** This is an opportunity for members of the public to speak prior to the beginning of the business of the main Parish Council meeting.

*This session is at the discretion of the Chairman and will be limited to three minutes per individual unless the subject in question warrants further time. The session does not form part of the official minutes.*

**8. Ashford Borough Councillor's Report:**

**9. Planning:**

**Planning application [PA/2024/0278](#) 34 Maytham Road, Rolvenden** – Demolition of bay window and rear extension and erection of replacement single storey side/rear extension.

Amended plan. Additional documentation submitted – Change to red line on site location plan and ownership certificate.

**Planning application [PA/2024/0281](#) Listed building consent 34 Maytham Road, Rolvenden** – Demolition of bay window and rear extension, removal of existing crittal window, erection of replacement single storey side/rear extension, reinstatement of historic framing, new sash windows to front elevation, chimney repointing.

Amended plan. Additional documentation submitted – Change to red line on site location plan and ownership certificate.

**Planning application [PA/2024/0587](#) The Rolvenden Club, Maytham Road, Rolvenden** – Change of use and conversion from a clubhouse to a 2-bedroom dwelling, with associated landscaping and driveway.

**10. Finance:**

**Report RPC/23/20** provides detail of the Parish Council's receipts and payments for the financial year ended 31 March 2024.

Schedule of payments to be made:

Rolvenden War Memorial Trust	£30.00
Tompsett Landscaping	£1,111.60 (VAT £185.26)
St Mary the Virgin Church	£30.00
KALC	£716.32 (VAT £119.39)
Sharky Sparky	£160.32 (VAT £26.72)
Hole Park	£114.00 (VAT £19.00)
Hole Park	£120.00 (VAT £20.00)
KPC Maintenance Ltd	£7,500.00 (VAT £1,250.00)
Zurich insurance	£973.32
The Star	£227.20

KALC	£180.00
Staff costs	£2,238.63

**11. Meeting dates:**

The Parish Council is asked to determine the date for the May meeting of the Parish Council.

**12. Parish Clerk:**

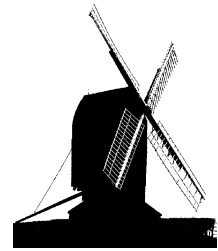
Local Council Consultancy have confirmed that a Locum Clerk is available to cover the interim period until a replacement clerk is in position and completed induction training.

In order to proceed Local Council Consultancy require confirmation of the number of hours to be worked and start date. It is recommended that an initial period of three months cover is requested.

**13. Other items for information:**

# Report RPC/23/20 by Parish Clerk to

## Rolvenden Parish Council



~~Confidential/Not Confidential/Exempt/Not Exempt~~

Heading: **Financial Report**

**Summary:** This report brings to the Parish Council a summary of the receipts and payments together with bank reconciliation and funds statement. It should be noted that only minimal payments have passed through the Parish Council's bank account since December, these being direct debit payments. Other payments have been made by Ashford Borough Council on the Parish Council's behalf as no councillor signatories are available.

### **Recommendations:**

- 1. To receive and note report RPC/23/20**
- 2. To receive and acknowledge the financial movements for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.**



Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total
Current year	5,254.71	1,482.71	3,416.11	4,742.63	2,776.58	3,166.35	3,104.57	4,070.78	1,598.36	144.39	180.58	149.19	30,086.96
General Rese	-	-	-	-	-	-	-	-	-	-	-	-	-
Care Bears	-	-	-	-	-	-	-	-	-	-	-	-	-
Play area mai	157.48	-	157.48	314.96	157.48	328.48	157.48	157.48	-	-	-	-	1,430.84
Village impro	-	-	-	-	-	-	79.48	-	-	-	-	-	79.48
Sykes beques	-	-	-	-	-	-	-	-	-	-	-	-	-
Warm Hub	-	-	-	-	-	-	-	-	-	-	-	-	-
Sports faciliti	2,202.52	6,135.55	-	-	-	5,614.00	-	-	-	-	-	-	13,952.07
s106 allotments													
Thoburn Land Trust		-	-	-	-	975.00	-	-	-	-	-	-	975.00
VAT	575.68	1,227.11	370.94	682.28	341.34	394.04	393.56	341.00	2.00	2.00	2.00	2.00	4,333.95
Total	8,190.39	8,845.37	3,944.53	5,739.87	3,275.40	10,477.87	3,735.09	4,569.26	1,600.36	146.39	182.58	151.19	50,858.30
Receipts													
Current year	16,893.00	-	-	-	-	18,325.80	137.00	-	1,569.80	-	-	-	36,925.60
General Rese	-	-	-	-	-	-	-	-	-	-	-	-	-
Care Bears	-	-	-	-	-	-	-	-	-	-	-	-	-
Play area mai	-	-	-	-	-	-	-	-	-	-	-	-	-
Village impro	-	-	-	-	-	-	-	-	-	-	-	-	-
Sykes beques	-	-	-	-	-	-	-	-	-	-	-	-	-
Warm hub	-	-	-	-	-	-	-	-	-	-	-	-	-
Sports faciliti	-	-	-	-	-	-	6,113.12	-	31,220.77	-	-	5,100.00	42,433.89
s106 allotments								11,000.00					11,000.00
Thoburn Land Trust		975.00	-	-	-	-	-	-	-	-	-	-	975.00
VAT	-	5,037.55	-	-	-	-	-	-	-	-	-	-	5,037.55
Total	16,893.00	6,012.55	-	-	-	18,325.80	6,250.12	11,000.00	32,790.57	-	-	5,100.00	96,372.04

Rolvenden Parish Council

Bank reconciliation as at 31/03/2024

			opening			Current
			Balance	Receipts	Payments	Balance
Opening Balance	36,021.29	Current year		36,925.60	30,086.96	6,838.64
add receipts	96,372.04	General reserve	13,334.52	-	-	13,334.52
	<u>132,393.33</u>	Care Bears	500.36	-	-	500.36
less payments	50,858.30	Play area maintenance	12,596.78	-	1,430.84	11,165.94
Balance	<u>81,535.03</u>	Village improvements	823.01	-	79.48	743.53
		Sykes bequest	6,038.40	-	-	6,038.40
		Warm hub	187.70	-	-	187.70
Balance of account	81,535.03	Sports facilities	7,578.07	42,433.89	13,952.07	36,059.89
		s106 allotments		11,000.00		11,000.00
outstanding chq		Thoburn Land Trust		975.00	975.00	-
		VAT	- 5,037.55	5,037.55	4,333.95	- 4,333.95
	<u>81,535.03</u>	Total.	<u>36,021.29</u>	<u>96,372.04</u>	<u>50,858.30</u>	<u>81,535.03</u>

