



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

**To all Members of Detling Parish Council**

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Full Council which will be held at Detling Village Hall on Tuesday 14 June 2022 at 7.00 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 so that your apologies and reasons for absence can be given at the meeting.

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.

**Public Forum 7.00 p.m. – 7.15 p.m.** To discuss, for a maximum of fifteen minutes, (three minutes per person) questions received from members of the public on agenda items. The minute book will be closed during this item

### **AGENDA**

#### **Time Guide**

1. **APOLOGIES FOR ABSENCE (19.15):** To consider and approve apologies for absence.
2. **DECLARATIONS OF INTERESTS AND / OR LOBBYING AND INTENTION TO RECORD (19.17)**
  - *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. **COUNTY AND BOROUGH COUNCILLORS and POLICING (19.20):** To receive reports from County and Borough Councillors and Police representatives

4. **MINUTES (19.22)**
  - 4.1 To receive and approve the minutes of the Annual Meeting of the Parish Council held on 03 May 2022
  - 4.2 To receive an update on any matters arising not included in the agenda
  
5. **FINANCE (19.25)**
  - 5.1 2021/2022 Accounts: The following are to be considered and approved  
(previously circulated)
    - 5.1.1 Receipts and Payments Account for the year ended 31.03.22
    - 5.1.2 Bank Reconciliation for the year ended 31.03.22
    - 5.1.3 Notes to support the Receipts and Payments Account for the year ended 31.03.22
  - 5.2 2021/2022 AGAR: The following are to be considered and approved
    - 5.2.1 The Internal Audit Report
    - 5.2.2 The Annual Governance Statement (Section 1)
    - 5.2.3 The Statement of Accounts (Section 2)
  - 5.3 Bank Reconciliation at 31 May 2022 (To follow)
  - 5.4 Financial Transactions for Approval (To follow)
  - 5.5 Purchase of Accounting Software: For further consideration
  - 5.6 To consider appointment of specialist DPO at the cost of £350
  
6. **REPORTS FROM WORKING GROUPS (19.45)**
  - 6.1 Highways
  - 6.2 Communications and Events
  - 6.3 Open Spaces
    - 6.3.1 Monks Meadow Update
    - 6.3.2 To consider the installation of CCTV / Field Cameras at Monks Meadow
  - 6.4 Planning
  
7. **REVIEW OF STANDING ORDERS (20.02)**
  
8. **REVIEW OF FINANCIAL REGULATIONS (20.12)**
  
9. **LAND AND ASSETS REVIEW (20.20)**
  
10. **REVIEW OF INSURANCE ARRANGEMENTS and 2022 RENEWAL (20.25):** To receive information
  
11. **POLICIES AND PROCEDURES (20.30)**
  - 11.1 Annual Review of Policies and Procedures
  - 11.2 Civility & Respect Update: To receive information and to consider
  - 11.3 Vexatious Complaints Policy: To receive information and to consider
  - 11.4 Learning & Development Policy: For consideration and approval
  - 11.5 Clerk and Councillor Attendance Records: To receive information and to consider
  
12. **ENVIRONMENTAL & CLIMAGE EMERGENCY INITIATIVES (20.45)**
  - 12.1 Declaration of a Climate emergency: To receive information, to discuss and to consider
  - 12.2 DPC moving towards becoming a paperless PC where possible: To consider

12.3 Change of approach to the management of DPC's Open Spaces: To receive information, to discuss and to consider

13. **LOCAL GROUPS AND ORGANISATIONS (21.00):** Members who attended any meeting on behalf of DPC will be invited to report

14. **NALC SMALLER COUNCILS COMMITTEE (21.05):** To receive information and to consider

15. **CIC SHOP LEASE RENEWAL (21.07):** To receive and consider information

16. **PC MAINTENACE REPORT (21.30):** To receive information

17. **CORRESPONDENCE (21.32)**

17.1 List of items received during the period 24 April 2022 – 07 June 2022 (attached)

17.2 Correspondence from Residents: To receive information regarding the following

17.2.1 FOI Requests 2 x Insurance & 1 x Monks Meadow: To receive information

17.2.2 Complaints received 1 x Meeting Procedures & 1 x administration expenses: To receive information

18. **MATTERS FOR INCLUSION ON THE NEXT AGENDA (21.40)**

19. **MATTERS FOR CONSIDERATION IN PRIVATE (21.45)**

**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.*

19.1 Code of Conduct Complaints: To receive information

19.2 Vexatious Complainants: To receive information and to consider activation of policy

19.3 Staffing Matters: To receive information

20. **DATE AND TIME OF NEXT MEETING (22.00):** To confirm as 05 July 2022

#### **CORRESPONDENCE**

The following items were received during the period 24 April 2022 – 07 June 2022

#### **a. KALC**

##### (i) Events

- Bitesize Courses
- May Events Programme
- Dynamic Councillor (29.04.22)
- Data Protection (25.05.22)

##### (ii) KALC News (April & May 2022)

##### (iii) NALC Chief Executive Bulletins

##### (iv) Chief Executive Bulletins

**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, SLCC & NALC Newsletters, The Clerk Magazine