

ULCOMBE PARISH COUNCIL

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, 9 May 2024 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.

Councillor Peter Titchener

2 May 2024

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

Prior to the start of the meeting, all Councillors are required to sign the Declaration and Acceptance of Office.

1. Election of Chairman and Signing 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 on the agenda only. The duration of speaking time will be at the Chairman's discretion.
5. To resolve that the minutes of the Council Meeting held on 29 April 2024 be taken as read, confirmed as a correct record and signed by the Chairman.
6. County Councillor and Borough Councillor Report.
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 date of the meeting, including:-

Application: 24/501404/FULL Address: Golden Oaks Pye Corner Ulcombe Kent ME17 1ED Proposal: Change of use of land to allow stationing of 9no. mobile homes for gypsy/traveller occupation with associated amenity blocks, hard and soft landscaping and parking.

Application: 24/501629/FULL Address: Land Adjacent To Neverend Farm Pye Corner Ulcombe Kent ME17 1EF Proposal: Section 73 - Application for removal of condition 8 (Holiday accommodation occupation period) pursuant to 22/504521/FULL for - Use of land for the stationing of holiday log cabins (13 twin unit caravans) and associated bases, roads, lighting and drainage details, plus use of existing vehicular access on to Pye Corner.

- (b) To receive an update regarding the proposed Jarvis Homes development.
- (c) To receive an update on a proposed roundtable discussion meeting on the pre-application of Land South of Eastwood Road, Ulcombe.
- (d) To agree to attend a meeting being called by Headcorn Parish Council, to discuss the way forward concerning The Meadows and the Planning Inspectorate report 2023.

- 9.
 - (a) The Parish Council to adopt Standing Orders.
 - (b) The Parish Council to adopt Model Financial Regulations
 - (c) The Parish Council to 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 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 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
- 11. To agree Schedule of Meeting Dates for the Full Council up to April 2025.
- 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.

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(f) To confirm the appointment of Satswana Ltd for their annual Data Protection Service

13. **Finance**

(a) To note Receipts of Income.

(b) To authorise Payments listed on the schedule.

(c) To receive the bank reconciliation.

(d) To note S137 expenditure for 2024/2025 as £10.81.

14. **Correspondence**

(a) To receive notification of the Mayor's Civic Parade on 18 May 2024.

15. **Play Area/Recreation Ground**

(a) To receive the Monthly Play Area Inspection Report.

(b) To consider whether the Council wishes to continue with the existing No Dogs allowed policy placed on the recreation ground.

16. **Annual Parish Meeting** – to agree to hold this on Thursday, 23 May at 7.15pm in the Village Hall.

17. **Village Hall Lease** – to receive an update.

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