

LITTLE CHART PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
TUESDAY 8 MAY 2018, AT THE VILLAGE HALL, LITTLE CHART AT 7.30 PM**

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
Village Hall Committee
KALC
Parish Forum
Police Committees
Disciplinary and Grievance Committee
Appeals Committee
Councillors to serve on reciprocal Complaints Committee for Hothfield Parish Council if required
Any other Committees requested by Councillors
- 6. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
Annual Review of all Parish Council Paperwork - August
Six Monthly Review of Fixed Assets – September and March
Six Monthly Risk and Financial Risk Assessment – August and March
Internal Parish Council Audit
Councillors Responsible for Finance
Annual Review of Insurance Arrangements – On Receipt of Policy
Weekly Safety Check – Community Garden/MUGA
Annual Inspection of Play Equipment and MUGA
Councillor with responsibility for Notice Board
Councillors Responsible for Website and Publicity
Councillors Responsible for assisting with Transparency and Data Protection
Councillors Responsible for accuracy of Council Policies
Councillor with Responsibility for Post and Emails
Councillor with Responsibility for Returning Questionnaires
Councillor with Responsibility for Defibrillator
Any other Responsibilities put forward at meeting
- 7. PUBLIC INTERVAL**

- 8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2018/2019
Self Insurance of Parish Council Assets
- 11. REVIEW OF SUBSCRIPTIONS**
- 12. REVIEW OF COMPLAINTS PROCEDURE**
- 13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 19. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
- 20. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence
Arrangements for dealing with Parish Council Post and Emails
Chairman's Update
Website
Risk Assessment
Storage of Parish Council Documents
Retention and Storage of Post and Emails
IT Security
Compliance with Transparency Code
Compliance with Data Protection Legislation
Storage of Computer Records
Social Media Policy
Discussions with Little Chart Church
- 21. FINANCE**
Internal Auditors Report
Review of Effectiveness of Internal Auditor
Completion of Certificate of Exemption
Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
Consideration of the Accounting Statements by the members meeting as a whole
Approval of the Accounting Statements by the members meeting as a whole – Section 2
Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
Review of Direct Debits
Accounts to be paid
Bank Balance
Review of Salaries
Completion of Members Grant Form

22. BOROUGH COUNCILLORS REPORT

23. PLANNING

Applications received by the date of this agenda will be shown on the attached Planning Application Record.

Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information.

Storage of Planning Applications

24. VILLAGE RESPONSIBILITIES

General issues relating to the Bus Shelter/Plantation/Village Hall/Notice Board
MUGA and Community Garden

Damage/Erosion of Plantation

Request by Village Hall Committee for Structural Engineers Report on Hall Wall

25. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Items for discussion only. No decisions can be made under this heading.

Parish Clerk
1 May 2018

LITTLE CHART PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

18/00130/AS Hurst Mill Cottage, Ram Lane, Little Chart, Ashford, Kent TN25 4LT
Erection of stables and associated hardstanding for the keeping of horses

Decision Notices received from ABC

17/01861/AS Thatch, Ram Lane, Little Chart, Ashford, Kent TN27 0PU
Proposed 3 bay detached oak framed garage
Borough Council: Permit