

APPLEDORE PARISH COUNCIL



Notice of the Annual General Meeting of the Parish Council

You are hereby given notice that a Meeting of the Parish Council will be held on
Monday, 16th May 2016 at the Village Hall, commencing 19:30hrs.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Dated 11th May 2016

Mary Philo
Clerk to Appledore Parish Council

Agenda

1. **To elect the chairman of the council and to receive the Chairman's declaration of acceptance of office (Local Government Act 1972,15(1) & (2))**
2. **To elect the Vice Chairman**
3. **Formalities**
 - I. Establish Quorum.
 - II. Apologies and Reasons for Absence.
 - III. Declarations of Interest (members are asked to reconsider their original declarations made upon acceptance of office):
 - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
 - b) Approval or rejection of any application put to the meeting by the Chairman in respect of members seeking a dispensation under the Localism Act 2011, s.33.
4. **Approval of Draft minutes**

To agree the minutes of the meeting held on 18th April 2016 (already circulated to councillors) as a true record.

At this point the meeting will be adjourned for the public session.

This session is for the public to express a view or ask questions on relevant matters on the agenda. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part. District and County Councillors may also report during the adjournment.

The meeting is reconvened.

5. **Matters arising from the previous ordinary meeting (not already included in other agenda items)**

None.
6. **Appointment of members to outside organisations.** (Election of member to the Recreation Ground Management Committee takes place in February to comply with its' governance rules)
I) To elect two representatives to attend the Kent Association of Local Councils. (Elected members will report to the council following attendance of meetings)

II) To elect two representatives to the Village Hall Management Committee. (Elected members will report to council, as appropriate, following attendance of meetings)

7. Allocation of council members' responsibilities as leading councillors who oversee that area of council work. (Major decisions to be put to the full council for voting).

Highways
Planning
Community Resilience
PR/Communications
HR/Training
Development of council field
Parkwood picnic site
Village plan update
Public toilets

8. Chairman's Annual Report.

9. Finances

- I. Annual Financial Report (Responsible Financial Officer)
- II. Review the Council's Asset Register (Clerk)
- III. Having considered the systems of internal control (review already circulated to councillors), **to agree the Annual Governance Statement** (Section 1 of the Annual Return)
- IV. Having considered the Accounting Statements (Section 2 and 4 of the Annual Return), **to agree the Annual Accounts Return.** Chair to sign.
- V. Cheques drawn since the last meeting
 - £ 678.60 Salaries including PAYE
 - £ 75.00 Appledore Stores – refreshments for annual village meeting
- VI. Cheques to be drawn (including but not limited to)
 - £100.00 Kevin Funnell Internal Audit fee
 - £ 55.68 M Philo Administration costs: car, room, laminate sheets,

Salaries to be advised

11. Queen's 90th Birthday Celebration

To agree to plant a tree to celebrate the Queen's 90th Birthday (max expenditure £100)

12. Planning

a) Decisions received from Ashford Borough Council:

I) 16/00360/AS – Rheewall Cottage, Station Road: Part single storey/two storey rear extension, side porch, creation of driveway and access – Permitted

b) New applications for A.P.C. to vote on:

I) 16/00185/AS – Former Railway Hotel: Variation of condition 8 of permission 13/00988/AS to omit 2 no. car barns to allow for 4 no. additional parking spaces

II) 16/00555/AS – Gusbourne Estate Vineyard: creation of new access

II) 16/00556/AS – The Surgery: Change of use of a redundant Doctors surgery to a single dwelling, the construction of a double garage and the temporary siting of a secure storage container

13. Highways and byeways

I) Report from Footpath Warden Ken Girken

II) Further to the agreement of highways, **to agree to acquire two salt bins to be placed at the junction with Tenterden Road and near the bridges** (Cost £200)

III) Other highways issues

14. Dark Skies

To agree, in principal, to supporting a Dark Sky Community application and in joining with your neighbouring parishes to form the required contiguous boundary

15. Noticeboards

16. To agree that ordinary public meetings will be held on the 3rd Monday of each month at 19.30hrs in ApOpleadore Village Hall for the next 12 months

17. Information for councillors (not for decision at this meeting)

Website

Field gate for council parking area behind village hall

Standing orders, Financial Regulations, Code of conduct.

Neighbour hood watch

18. Public Conveniences

I) **To agree to renew the contract through LASER with Southern Electric, at the terms offered for a 24 month period from the 1st October 2016.** As a customer Appledore Parish Council would have to give 3 months notice to cancel, so LASER offer renewal terms at this time.

II) Maintenance

III) **Pursuant to Section 1(2) of the public Bodies (admission to meetings) Act 1960, to agree that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the employment of a cleaner for the Public Conveniences.**

19. Date of next meeting

20th June 2016 19.30hrs village hall