

APPLEDORE PARISH COUNCIL



**Agenda is available on [appledorekent.org](http://appledorekent.org)  
13<sup>th</sup> May 2024 Annual General Meeting (AGM),  
Appledore Village Hall**

You are hereby given notice that an AGM of the Parish Council will be held on  
13<sup>th</sup> May 2024, commencing 19:30, Appledore Village Hall

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

Steve McIntyre, Clerk to Appledore Parish Council

1st May 2024

## **Agenda**

### **1. Formalities**

I) Establish Quorum (LGA Act 1972 sch12, 12/28/45)

II) Election of Chairman

**To elect the Chairman of the council and to receive the Chairman's declaration of acceptance of office.** Acceptance of office to be signed immediately. Office is held till the next annual meeting of the parish council. (Local Government Act 1972,15(1) & (2)

II) Election of Vice Chairman

**To elect the Vice Chairman of the council and to receive the Vice Chairman's declaration of acceptance of office.** Office is held till the next AGM

IV) Councillors to sign acceptance of office forms

V) Apologies and Reasons for Absence (LGA Act 1972 s. 85)

VI) Declarations of Interest: (Code of Conduct)

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) Requests for Dispensation

### **2. Approval of Draft Minutes**

**To agree the minutes of the meetings held on 8<sup>th</sup> April 2024, (already circulated to councillors) as a true record.** (Available on <http://www.appledorekent.co.uk>)

(LGA Act 1972 sch12,19.1)

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

### **County and District Councillors Reports**

## **Public Session**

This session will last for 15 minutes. Members of the public will have 3 minutes to ask one question or make a statement on an item on the agenda except for the minutes. Should you wish to address other issues please contact the clerk or chairman afterwards. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

## **The meeting to reconvene**

**3. Appointment of members to outside organisations.** Elected members will report to the council following attendance of meetings

I) **To elect a councillor as a representative to attend the Kent Association of Local Councils (KALC) Annual Meeting and the Ashford Branch of Kent Association of Local Councils.** The chairman is the usual one representative.

II) **To elect a councillor as a representative for Appledore Recreation Ground Management Committee (ARGMC).**

III) **To elect a councillor as a representative for the Appledore Village Hall Management Committee (AVHMC).**

## **4. Appointment to working parties and subcommittees**

I) Recreation ground improvements advisory group (RGIAG)

**To elect a councillor, not already on the recreation ground committee, as a RGIAG representative**

II) Personnel Committee

**To take nominations from three councillors**

III) Footpath working party – Friends of Appledore Footpaths. **To take nominations. To elect at least one councillor to the working party**

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

Planning	All Councillors
Highways	to take nominations
Development of Council Field	to take nominations
Linear Park	to take nominations
Parish Plan	to take nominations
Resilience Plan	to take nominations
Court Lodge Car Park	to take nominations
Community Engagement	to take nominations
(Litter, Gateway plants, Shop, Church (not Hall and Recreation Ground)	
External Affairs (Community transport county associations, climate change)	to take nominations

## **6. Subscriptions, agree the following**

**To agree to fund the following subscriptions:**

**Kent Association of Local Councils £420.41**

**Data Handler Subscription to the Information Commissioner's Office est £35**

## **7. Schedule of Meeting – confirm current meeting schedule (1<sup>st</sup> Monday of each month)**

### **8. Review of Policies**

Policy documents can be found on the website. Any amendments are noted below.

I) **Standing orders** – to agree the Standing Orders (Chairman to sign)

II) **Financial Regulations** - to agree the Financial Regulations (Chairman to sign)

III) **Council's Complaints Policy** - to agree the Complaints Policy (Chairman to sign)

IV) **Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**

To agree the following: Appledore Parish Council Publication Scheme, Privacy Policy, Information and Data Protection Policy, Data Storage Policy

V) **Agree Council's policies regarding communicating with the Press and Media**

Public Communications and Public Enquiries Policy, Media Policy and Procedure

VI) **Agree Council's employment policies and procedures**

Clerk's Expenses Policy, Sickness and Absence Policy, Disciplinary Policy, Grievance Policy, Health and Safety Statement, Equal Opportunities Policy.

VII) **Agree Council's remaining policies**

Co-option Policy, Environmental and Sustainability Policy, Grant and Donation Policy Highways Strategy, Financial Strategy, Armed Forces Covenant

## **9. Planning (Town and Country Planning Act 1990 and as amended)**

### **9.1 Planning Decisions by Ashford Borough Council:**

i) PA/2024/0067 66 The Street, excavation of wildlife pond, valid date 11/01/24 – Approved with conditions

ii) PA/2024/0356 and PA/2024/0340 Bennetts, 56 The Street, addition of shower room and external soil stack, valid 19/02/2024. 0356 – Granted consent, 0340 – Approved with conditions

iii) NOT/2024/0474 The Quillet 23 Court Lodge Rd, removal of Yew tree branch. Valid 08/03/24. No objection

iv) NOT/2024/0407 Hornes Place Oast, prior notification of change of use of agricultural buildings and land within curtilage of 2 dwelling houses. Valid 28/02/2024. Prior approval refused

### **9.2 Planning applications to consider**

i) PA/2024/0698, 5 Elm tree, Heath Road, Lawful Development Certificate for proposed vehicle crossover and hard standing. Valid date 19/04/2024. No consultation deadline as yet

ii) OTH/2024/0761, land between 10 and 13 Heathside, Details submitted pursuant to condition 3 (transport construction management plan) of planning permission 22/00567 AS. Consultation deadline 16/05/2024

iii) PA/2024/0797 The Old Bakery, Court Lodge Road, Consultation deadline 30/05/2024

### **9.3 Planning appeals update (Terry Blaney invited to provide update)**

i) AP90645, Hornes Place Oast, retrospective alteration to consented fence. Status – in progress.

## **10. Finances**

**10.1 Bank account balances:** To be confirmed at the meeting

### **10.2 March Receipts**

To be confirmed at the meeting

### **10.3 March Payments**

£ 470.06 Zurich Municipal

#### **10.4 April Receipts**

£ To be confirmed at the meeting

#### **10.5 April Payments**

£ 273.48	HMRC employer contribution
£ 623.80	Employees salaries
£ 54.91	UR Sani, public toilet sanitary waste
£ 220.00	Appledore Parish Magazine
£ 100.00	Annual Parish Meeting
£ 60.33	Cleaning products for public toilet
£ 16.80	Chairmans expenses
£ 420.41	KALC annual membership 24/25
£ 22.13	Misc. expense including lock for court lodge electricity box
£ 84.00	Gibbs and Son Gardening services for public toilets, Mar 23 to Oct 23.
£ 327.03	Laser: electricity for public toilets, June 2023 to March 2024
£ 50.34	Pay S McIntyre for Apr / May payment of water bill for public toilets
£ 180.00	Mark Clifton plumbing services to unblock public toilets (VAT £30)
£ 45.27	Cleaning products for public toilets
£ 90.00	A Smith labour costs for maintenance to public toilets

#### **10.6 Payments to be authorised**

#### **10.7 Council Risk Management**

To agree the risk management statement for 2024-2025

#### **10.8 Agreement of the Annual Return**

The paperwork is being prepared for internal audit. We are on course to meet the 8<sup>th</sup> June 2024 Internal Audit deadline.

#### **11. Management of council owned house (RH)**

#### **12. Heathside update (KN)**

12.1 Book exchange

12.2 22/00567/AS - felling of trees and removal of hedging

#### **13. Web domain (GK)**

#### **14. Highways Improvement Plan (car park sign, replacement gate sign, traffic calming) (RK)**

#### **15. EV update (includes electricity standing charge issue) (RK)**

#### **16. Other matters**

- Station antiques: update from APCOA
- School Rd hedges and pavements: agree appropriate action.
- Notice boards: inform on pricing options and decide on best option
- Clerk training
- Border fence update
- Railway Hotel 106 funding

#### **17. Correspondence**

Orchard grant, Dday, Complaints

#### **18. Future agenda items**

#### **19. Date of Next Meeting**

Monday 3rd June 2024, 7.30pm, Appledore Village Hall

#### **20. Staffing matters**

Pursuant to section 1) of the Public Bodies (Admissions Act) 1960, to agree that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the item regarding the discussion of various staffing issues

1972 LGA sch. 12A part 1.3 (sensitive personal information)