

Agenda is available on appledorekent.org

15th May 2023 Notice of Meeting of the Parish Council, Appledore Village Hall

You are hereby given notice that a Meeting of the Parish Council will be held on
15th May 2023, commencing 19:30hr, 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

Mary Philo Clerk to Appledore Parish Council

Dated 10th May 2023

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))

III) 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 annual meeting of the parish council.

IV) Councillors to sign acceptance of office forms

V) Apologies and Reasons for Absence (LGA Act 1972 sch12, 12)

V) 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 dispensations

2. Approval of Draft Minutes

To agree the minutes of the meetings held on 3rd April 2023, (already circulated to councillors) as a true record. (Available on <http://www.appledorekent.co.uk>)
(LGA Act 1972 sch12,19.1)

3. Co-option

To agree to co-opt Sharon Marsh and Roger Kimber as members of the council. Office is held till the next ordinary elections 2027.

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.

4. Appointment of members to outside organisations.

I) To elect two representatives 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. To take nominations. **To agree to elect two councillors as representatives and to attend KALC Annual Meeting.** Elected members will report to the council following attendance of meetings

II) To elect a representative for Appledore Recreation Ground Management Committee (ARGMC)

To take nominations. **To elect one member as representative to ARGMC.** Elected members will report to the council following attendance of meetings

III) To elect two representatives for the Appledore Village Hall Management Committee (AVHMC)

To take nominations. **To elect two councillors as representatives to AVHM.** Elected members will report to council, as appropriate, following attendance of meetings

5. Appointment to working parties and subcommittees

I) Recreation ground improvements advisory group

To take nominations from two councillors not already on the recreation ground committee. **To elect two councillors to the recreation ground improvements group.** Terms of reference attached.

II) Personnel Committee

To take nominations from three councillors and to agree the attached terms of reference.

III) Footpath working party – Friends of Appledore Footpaths

To take nominations. To elect at least one councillor to the working party.

6. 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

7. Subscriptions

To agree to fund the following subscriptions:

Kent Association of Local Councils £410.10

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

Clerks' Subscription to Society of Local Council Clerks

8. Schedule of Meeting

To confirm that meetings will continue monthly on the first Monday of the month but for bank holidays when meetings will be on the following Monday.

9. Review of Policies

Policies 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 with an amendment increasing emergency spending authority to the Clerk to £2,000 (regulation 4.5). To also amend the requirement to obtain or try to obtain three quotes in regulation 11.1, h, a) to:

'where the value is below £5,000 and above £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.' (Chairman to sign)

III) Council's Complaints Policy

To agree the Complaints Policy with the amendment as follows

'Complaints about members of staff (including the Clerk) should be addressed to the Personnel Committee at the Council's Address.'

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 with the amendment to the generic email enquiries.apc@gmail.com

Privacy Policy

Information and Data Protection Policy

Data Storage Policy.

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

To agree the following:

Public Communications and Public Enquiries Policy amended to delete the section referencing County and Borough Councils

Media Policy and Procedure.

VI) Council's employment policies and procedures

To agree the following:

Clerk's Expenses Policy

Sickness and Absence Policy – previously named Clerk's sickness and Absence Policy

Disciplinary Policy amended to reflect the creation of a personnel committee

Grievance Policy amended to reflect the creation of a personnel committee

Health and Safety Statement

Equal Opportunities Policy.

VII) Council's remaining policies

To agree the following

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 2023/0343 Appledore Methodist Church: Change of use and conversion to 2 no. dwellings with associated landscaping. Withdrawn

9.2 Planning applications to consider

I) PA/2023/0636 1 New Rents Kenardington Road: Proposed two storey side extension and single storey side and rear extension with solar panels. External alterations.

II) PA/2023/0826 Griffin House, School Road: Proposed new single dwelling with associated amenity garden, external swimming pool and vehicular parking.

III) TPO/2023/0008 Land to North of 5 Maple Place: various trees.

IV) PA/2023/0731 Oaklands Moor Lane: Erection of steel barn over an existing outdoor sand school and retrospective planning permission for the retention of a constructive driveway.

VI) PA/2023/0763 Hornes Place Oast, Kenardington Road: Retrospective alterations to consented fence and retention of access gate

10. Finances

10.1 Bank Account:

As at 31st March 2023 stood at £90,854.61 (this includes £62,343.01 ring fenced for capital projects and £8,657.03 ring fenced for highways). Remaining funds £19,854.57 including £13,000 reserve. Year End Financial Report

10.2 March Receipts

£13.59	Public donations from the Public Conveniences
£231.33	Solar Panel FIT payment
£76.93	Bank Interest
£860.25	Vat reclaim
£4.64	Public Donations from the Toilets

10.3 March Payments

£14.99	Pett PC Share of Clerk's Mobile Phone
£39.11	Refund M Philo Admin costs
£100.00	Appledore Village Hall Room hire January to March
£180.00	Platford Contractors: Works to Court Lodge Car Park
£26.68	Iden PC: Share of ink cartridges
£13.95	Refund M Philo: Disabled signs for Court Lodge car Park (vat £2.32)
£104.74	Laser: electricity for Toilets December to February (vat £4.99)
£84.12	Refund R Hiskey: Parish Meeting refreshments
£64.40	TP Jones LLP: Payroll January to March (vat £10.73)
£44.00	Refund M Philo: Car park close gate signs (vat £7.34)
£1,864.65	March Salaries and 4 th Quart PAYE

10.4 Additional April Payment made

£113.23	Business Stream: Public Toilets fresh water
£57.93	Refund R Hiskey: planters and plants
£1,519.73	April salaries

10.5 Payments to be Authorised

£54.91	VR Sani and Co: Toilets Sanitary waste May to August (vat £9.15)
£72.00	Edwards and Co LLP (vat £12)
£75.00	Village Hall April to June Room hire
£410.10	Kent Association of Local Council annual Subscription (vat £68.35)
£131.53	Refund C Wilkinson: Plants, woodchip, and rooting compound (vat £19.82)
£62.99	Refund M Philo: AVG annual security subscription (vat £10.50)
£13.70	Refund M Philo: Admin and toilet requisites (vat £1.53)
£34.47	Refund R Hiskey: Plants for the gateway
£355.00	Mike Cuerden: Internal Auditor

£9.85 Pett PC: Share of Mobile Phone for the clerk April and May

10.6 Council Risk Management

To agree the risk management statement for 2023-2024

10.7 Agreement of the Annual Return

I) Internal Audit and Statement of Internal Control

Having considered the internal auditors report, **to agree the statement of Internal Control.** Chairman and Clerk to sign at the meeting.

II) Annual Return Section 1

Having considered the 9 assertions, **to agree Annual Governance, Section 1.** Chairman and Clerk to sign at the meeting.

III) Annual Return Section 2

Having reviewed the paperwork, **to agree the Annual Accounts Section 2.** Chairman to sign at the meeting.

10.8 Additional Cheque Signatories

To agree to two new signatories to be added

11. Appledore Recreation Ground Management Committee Update on the Pavilion Works

Presentation on ARGMC plans for a tennis coaching and club, plans for rec' including upgrade for MUGA and Tennis Court (as kicked off by 'Active Appledore'), renovations of the Pav', installation of the Linear Park, and a Memorial Garden, and upgrade of playground.

12. Appledore History Society Request Regarding a Permanent Heritage Centre

Open Discussion regarding the request by Appledore Local History Society for an in principle commitment to the gifting of the portion of land between the Public Toilets and the Pavilion, for the purpose of establishing a permanent Appledore Heritage Centre.

13. Friends of Appledore Footpaths

Following receipt of a letter from FoAF, to agree to assist the group where footpaths have been blocked by buildings and walls by discussing these with those property owners and other public bodies. To also consider funding other works that the group has planned.

14. Residential Enabled Car Park Court Lodge Road

To agree a contractor for the maintenance specifications. Contractors have quoted for the exact same work but may have expressed it differently to the specification.

- 1) Contractor A £ 920.00
- 2) Contractor B £1,240.00
- 3) Contractor C £1,530.00
- 4) Contractor D £2,450.00

15. Highways and Byways

(Highways Act 1980)

Report deferred to next month

16. Community Engagement

Report deferred to next month

17. Information for Councillors

18. Date of Next Meeting

Monday 5th June 2023, 7.30pm, Appledore Village Hall