

# APPLEDORE PARISH COUNCIL



## Notice of the Annual Meeting of the Parish Council

You are hereby given notice that a Meeting of the Parish Council will be held on  
**Tuesday, 9th May 2017 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 3rd May 2017

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. LGA Act 1972 sch12, 12/28/45
    - II) Apologies and Reasons for Absence. LGA Act 1972 sch12, 12
    - III) Declarations of Interest:
      - 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 Code of Conduct
  4. **Approval of Draft minutes**

To agree the minutes of the meeting held on 3<sup>rd</sup> April 2017 (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.**  
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).
- III) Other forums, organisations and groups to be decided upon notification 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 - website  
 HR/Training  
 Development of council field  
 Parish Plan Update  
 Public Conveniences  
 (Crown Estate Car Park – Charles Wilkinson as an individual)

**8. Chairman's Annual Report.**

**9. Finances**

- I. Annual Financial Report (Responsible Financial Officer) (Available on <http://www.appledorekent.co.uk>)
- II. Review the Council's Asset Register (Clerk)
- III. To review the council financial and management risk assessment and internal auditor report 2016, and also, **to agree the 'Statement on Internal Control for the Year Ending 31<sup>st</sup> March 2017'.** Chair to sign.
- IV. Having considered the systems of internal control (review already circulated to councillors), **to agree the Annual Governance Statement** (Section 1 of the Annual Return). Chair to sign.
- V. Having considered the Accounting Statements (Section 2 of the Annual Return), **to agree the Annual Accounts Return.** Chair to sign.
- VI. Cheques drawn since the last meeting
 

£867.40	Salaries
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- VII. Agreement of cheques to be drawn
 

£5,341.25	Public Works Loan Board: Village Hall grant – standing order
£12.90	KCS: Toilet requisites (HMRC to refund £2.15)
£45.00	Appledore Village Hall: April, May, June Hire
£36.00	KALC: Preparing for Audit – Best Practice Workshop (£15 to be paid by M Philo)
£42.48	Office Depot: set of colour ink
£47.90	M Philo Administration costs: car, room. clip board.
£365.00	M Cuerden: Internal Audi

Salaries to be paid at the end of the month following receipt of time sheets

**11. Planning** (details on all planning applications can be found on Ashford Borough Website)  
 Town and Country Planning Acts 1990 sch1/2010

I) Ashford Borough Decisions Advised:  
 17/00059/TP Site of 1 Court Lodge Road: 5 scots Pine to be felled and 1 Elder to be felled – Permit.

II) New applications for A.P.C. to consider and vote on:  
**17/00362/AS Laxton House, 1c Court Lodge Road: Alteration of carport (amendment to application 16/00677/AS)**

**17/00499/AS Park House, Tenterden Road: Proposed Garden Pavilion Revised dimensions as approved under 17/00012/AS**

**Gusbourne Estate Limited: Premise licence for sale of alcohol** (Consultation open till 24/05/2017)

12. **To agree to contract an electrician to install a defibrillator at the Public Convenience and remedy the lighting**  
**Company A £307.80 (No vat)**  
**Company B £694.56 plus vat**  
**Company C £305 inc. vat**  
**Company D £252 inc. vat**
  
13. Highways and byeways  
I) Appledore Invicta road sign at canal bridge entrance to the village: **To agree to pay £78.00 for Care Signs to paint letter work on sign**, once it has been sand blasted. Highways have confirmed agreement and safety cones will be used during the work.  
II) Header for "Local Events Noticeboard"  
III) Other highways issues
  
14. **To agree that ordinary public meetings will be held on the 1st Monday of each month at 19.30hrs in Appledore Village Hall for the next 12 months.**
  
15. **Recreation Ground Committee Report**
  
16. **Beacon:** Consideration of Appledore History Society Letter of 20<sup>th</sup> April 2017, requesting confirmation that the parish council will accept responsibility for the ongoing upkeep of the beacon and will include it on the asset register.
  
17. **Information for councillors** (not for decision at this meeting)  
BT Phone Box  
Parking outside the Methodist Chapel
  
18. **Date of next meeting**  
5<sup>th</sup> June 2017 19.30hrs village hall