

SHADOXHURST PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD
ON WEDNESDAY, 11 MAY 2016, FOLLOWING THE ANNUAL PARISH ASSEMBLY AT
THE VILLAGE HALL, SHADOXHURST**

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. CO-OPTION OF PARISH COUNCILLORS**
- 3. APOLOGIES FOR ABSENCE**

4. 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

5. ELECTION OF VICE CHAIRMAN

6. PUBLIC INTERVAL

7. ELECTION OF OFFICERS TO COMMITTEES

KALC

Parish Forum

Police Committees

Planning Committee

Shadoxhurst Charities

Village Hall

Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required

Any other Committees requested by Councillors

8. DELEGATION OF RESPONSIBILITIES

Annual Review of All Parish Council paperwork -August

Six Monthly Review of Fixed Assets – September and March

Six Monthly Risk Assessments – September and March

Internal Parish Council Audit

Councillors Responsible for Finance

Annual Review of Insurance Arrangements - February

Weekly Play Area Safety Check

Annual Inspection of Play Area

Councillors responsible for Website, Newsletter and Transparency

Councillors responsible for Post and Emails

Councillors responsible for the Village Hall

Councillors responsible for inspecting Village Hall and dealing with queries from hirers during period of hire

Councillor with responsibility for Returning Questionnaires

Any other responsibilities put forward at meeting

- 9. ACCEPTANCE OF MINUTES**
- 10. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES**
- 11. CHAIRMAN'S REPORT**
- 12. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE**
- 13. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN**
 - Inspection of Village Hall following hiring
 - Field/Car Park/Play Area/Village Sign
 - Hiring Fees for Village Hall
- 14. CORRESPONDENCE, FINANCE AND OTHER GENERAL COUNCIL BUSINESS**
 - Correspondence/Email Correspondence
 - Arrangements for dealing with Parish Council Post and Emails
 - Internal Auditors Final Report
 - Review of System of Internal Control
 - Review of Effectiveness of Internal Auditor
 - Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
 - Signature and Dating by the person presiding at the meeting and Clerk
 - Approval of the Accounting Statements by the members meeting as a whole – Section 2
 - Signature and Dating by the person presiding at the meeting
 - Review of Direct Debits
 - Accounts to be paid
 - Review of insurance for 2016/2017/Self Insured Items
 - Website
 - Risk Assessment
 - Storage of Parish Council Documents
 - Retention and Storage of Post and Emails
 - IT Security
 - General Power of Competence
 - Refurbishment of Play Equipment
 - Repairs to the surface of the Recreation Field Car Park
 - Results of Parish Council Survey
- 15. PLANNING**
 - Applications received by the date of this agenda will be attached
 - 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 regarding applications.

Retention and Storage of Planning Applications
- 16. OUTSIDE REPORTS**
 - Tree Warden
 - Borough Councillors Report
 - County Councillors Report
 - Footpaths
- 17. VILLAGE RESPONSIBILITIES**
 - Matters Arising from the Round Robin not previously covered
 - Items to be reported to the County Lengthsmen
- 18. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

2016

MAY 2016

16/00268/AS Casa Luz, Hornash Lane, Shadoxhurst, Ashford, Kent TN26 1HT
Erection of a single storey extension to existing garage and conversion to habitable accommodation. Erection of car port in the front garden.

Decision Notices received from ABC

16/00226/AS Unit 1, Hendon Barn, Shadoxhurst Road, Woodchurch, Ashford, Kent, TN26 3QP
Change of use of part of existing building from (B8) haulage/transport use to (D2) use as a boxing club for a temporary period of 5 years
Borough Council: Permit

16/00304/AS Clarksland, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT
Cessation of use as transport yard for tarmac and other business and erection of two detached chalet bungalows
Borough Council: Refuse

16/00268/AS 25 Molloy Road, Shadoxhurst, Ashford, TN26 1HR
Dormer windows to front and both side elevations, loft conversion and new roof to previous rear extension
Borough Council: Permit