

NEWENDEN PARISH COUNCIL

<https://newenden-pc.gov.uk>

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I hereby give notice that the ANNUAL (statutory) MEETING of NEWENDEN PARISH COUNCIL will take place on FRIDAY 23 MAY 2025 at 7pm in St Peter's church when the business detailed in this agenda will be considered.

Dated this day – 13 May 2025

Lauren Dobson – Parish Clerk

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- 1. Election of a chairman for the ensuing year** and to receive his/her declaration of acceptance of office.
 - 2. Election of a vice-chairman for the ensuing year** and to receive his/her declaration of acceptance of office.
 - 3. Apologies for absence.**
 - 4. Declarations of interest whether personal or personal/pecuniary regarding matters on the agenda.** Members are reminded that they should review their current declared interests displayed on Ashford Borough Council's website and let the Parish Clerk know if there are any changes to what has been declared (Localism Act 2011).
 - 5. Allocation of responsibilities** between councillors and appointment of any other Committee that the Council agrees should be constituted for the coming year.
 - a) Planning
 - b) Highways
 - c) Playground
 - d) Finance / bank transactions.
 - e) Website, social media and communications
 - f) Employment sub-committee
 - g) Safeguarding officer
 - h) Environment
 - i) Resilience lead
 - 6. Membership of External Bodies**
 - a) National Association of Local councils and Kent Association of Local Councils. £186.08 subscription.
 - b) To choose a representative to attend area KALC meetings as required by inviting nominations from councillors / voting on a representative.
 - 7. Annual review and adoption of:**
 - a) Standing Orders
 - b) Financial Regulations
 - c) Code of Conduct
 - d) Asset Register
 - 8. To agree a schedule to adopt and review policy documents over the forthcoming year.**
 - 9. To review and agree the schedule for meeting dates in the forthcoming council year.**

Commencement of ordinary PC meeting

10. Public Questions – the meeting will be paused to allow members of the public to address or ask questions to the Parish Council in respect of any item on this agenda (maximum 10 mins).

11. To consider and approve the minutes of the meeting on 4th March 2025

12. Matters arising from the minutes/ action points from 4th March 2025 (*not covered elsewhere on agenda*)

- List of KCC / ABC contact emails – action outstanding – **Clerk**
- Resilience plan
- Hedgerows and trees

13. Verbal reports / progress updates from Council members.

- i. **Highways**
- ii. **Drains**
- iii. **Playground**
 - a. To consider funding and maintenance of a pedestrian path adjacent to play area hedge
 - b. To consider maintenance schedule and Playdale inspection package for new equipment.

14. Annual Return: Accounting and Governance Statement - To receive and approve the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2024.

- a) Section 1 of the AGAR – Review and approve.
- b) Section 2 of the AGAR – Review and approve.
- c) Notice of elector's rights – To set commencement date for exercise of Public Rights.
- d) Internal auditors report – to receive and note any comments.

15. Finance.

- a) Authorisation of accounts – to approve payments and note receipts since 25th February (a schedule of receipts & payments to 22nd May will be presented at the meeting).
- b) To consider community grant application for £500 from the Newenden Fun Day organisers.

16. Planning – to consider any planning applications received from Ashford Borough Council and any other planning matters.

17. Matters for consideration as an agenda item for the next meeting.

18. Date of next meeting.

13th May 2025



Lauren Dobson - Clerk