

LANGLEY PARISH COUNCIL



Parish Office C/o 16 Chaplin Drive, Headcorn, TN27 9TN
Tel: 01622 891945 Email: langleypc@hotmail.co.uk

Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Annual General Meeting of the PARISH COUNCIL for Langley will be held at the Village Hall (Committee Room) on Tuesday 14 May 2019 at **7.45pm**.

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

H Anderson (Parish Clerk)

4 May 2019

Members of the Public and Press are encouraged to come to the meetings, and there is an opportunity to address the Council.

BUSINESS TO BE TRANSACTED

1. Election of Chairman and Signing the Declaration of Acceptance of Office.
2. Election of Vice Chairman
3. Councillors to sign the Declaration of Acceptance of Office.
4.
 - (a) Apologies for absence received and confirmed by the Council.
 - (b) Declaration of Changes to the Register of Interests.
 - (c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda.
 - (d) Requests for Dispensations.
 - (e) Declarations of Lobbying.
 - (f) To confirm whether anyone in attendance intends to record or film the meeting.
5. Public Session (Meeting adjourned – minute book closed). Chairman to invite members of the public to speak on any items on the agenda only. A maximum of 3 minutes per person is allowed and this session will be closed after 15 minutes. The public must not take part at any other times.
6. To receive Community Warden Report.
7. To resolve that the minutes of the Council Meeting held on 2 April 2019 be taken as read, confirmed as a correct record and signed by the Chairman.
8. To receive an update about progress of resolutions from the last meeting. (Information Only)
9. Parish Clerks Report of action taken on any urgent item(s).

10. **Planning** To consider the following applications:-
- 19/501712/LBC | Listed Building Consent for erection of a single storey rear extension with glazed link. | Ye Old Cottage Green Lane Langley
- 19/501711/FULL | Erection of a single storey rear extension with glazed link. | Ye Old Cottage Green Lane Langley
- 19/521769/FULL Retrospective application for the creation of wheel chair access and decking alongside existing mobile home. Russets, Leeds Road, Langley
11. (a) The Parish Council to adopt Standing Orders.
 (b) The Parish Council to re-adopt Model Financial Regulations
 (c) The Parish Council to re-adopt Financial Risk Assessment.
 (d) Review and confirm Insurance Cover for all insured risks.
 (e) Review inventory of land and assets including buildings and office equipment.
 (h) To confirm and re-adopt the Kent Code of Conduct.
 (i) To review the Council's and clerk's memberships of other bodies.
12. The Parish Council to agree the re-adoption of the following policies:-
- (a) General Privacy Notice
 (b) Privacy Notice for Staff, Councillors and Role Holders
 (c) Data Processor Questionnaire
 (d) Model Publication Scheme/Freedom of Information
 (e) Press and Media
 (f) Communications Policy
 (g) Complaints Procedure
 (h) Equal Opportunities
 (i) Health and Safety
 (j) Grievance and Disciplinary
 (k) Expenses
 (l) Document Retention Policy
 (m) Vexatious Complaints
13. To agree Schedule of Meeting Dates for the Full Council up to April 2020.
14. (a) Appointments of Councillors to assigned roles.
 (b) Appointments of Councillors to other External Committees/Bodies.
 (c) To agree training/learning and development schedule for Councillors/Clerk
 (d) To confirm and agree contact details of Councillors for publication.
 (e) To confirm the correspondence address/email address/contact telephone number for the Council for publication.
15. **Finance**
- (a) To note Receipts of Income.
 (b) To authorise Payments listed on the schedule.
 (c) To receive the bank reconciliation.
 (d) To note S137 expenditure for Councillors/Clerk
- (e) Annual Return Governance Statement (Section 1) – Effectiveness of the system of internal control.**
- (a) To consider the findings of the review.
 (b) To approve the Annual Governance Statement.
- Annual Return Accounting Statements (section 2)**
- (c) To consider the Accounting Statement
 (d) To approve the Accounting Statement



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(e) The Chairman to sign and date the accounting statement.
To consider the Accounting Statement.

16. **Two Spires Magazine** - to consider a financial contribution towards the annual printing costs.
17. **Correspondence**
 - (a) To receive an email from a resident regarding HGV's on Leeds Road.
 - (b) To receive an email from a resident regarding the CCTV column in Heath Road.
 - (c) To receive an email from Boughton Monchelsea Neighbourhood Plan (Regulation 14) consultation.
18. **Play Area/Recreation Ground**
 - (a) To receive the Monthly Play Area Inspection Report from Maidstone Borough Council.
19. To receive reports from Councillors who have attended external meetings
20. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2019 meeting.