



# LANGLEY PARISH COUNCIL

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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 via Zoom on Tuesday 4 May 2021 at **7.30pm**.

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)*

27 April 2021

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

Parish Councils have now been given authority to proceed with virtual meetings. Langley PC has agreed that it will use the Zoom app to hold Council meetings.

Join the Zoom Meeting

<https://us02web.zoom.us/j/84453654141?pwd=QXAx3VEEdGkvWVBYOTM4V01Vd0RSUT09>

Meeting ID: 844 5365 4141

Passcode: 278164

## **BUSINESS TO BE TRANSACTED**

1. Election of Chairman and Signing the Declaration of Acceptance of Office.
2. Election of Vice Chairman
3.
  - (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.
4. 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.

5. To resolve that the minutes of the Council Meeting held on 20 April 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Borough Councillor Report.
7. Police Crime Report taken from <https://www.e-watch.co/>
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:-  
  
APPLICATION REF: 21/501747/FULL PROPOSAL: Demolition of rear conservatory. Erection of single storey front, single storey side and creation of first floor side extension. Erection of part single, part two storey rear extension. ADDRESS: The Marshalls Leeds Road Langley Maidstone Kent ME17 3JG
11.
  - (a) The Parish Council to re-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 2022.
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.
  - (f) To confirm the appointment of Satswana Ltd for their annual Data Protection Service
  - (g) To receive a data protection compliance report.



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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.**
    - (1) To consider the findings of the review.
    - (2) To approve the Annual Governance Statement.
  - (f) Annual Return Accounting Statements (section 2)**
    - (1) To consider the Accounting Statement
    - (2) Chairman to sign and date the accounting statement.
  
16. **Correspondence**
  - (a) To note the Maidstone Borough in Bloom competition.
  
17. **Play Area/Recreation Ground**
  - (a) To receive the Monthly Play Area Inspection Report.
  - (b) To agree the repair of the metal plate on the climbing frame.
  
18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2021 meeting.