

LANGLEY PARISH COUNCIL



Parish Office C/o 16 Chaplin Drive, Headcorn, TN27 9TN
Tel: 07944 668802 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 Langley Village Hall on Tuesday, 17 May 2022 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)

10 May 2022

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.
 - (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 19 April 2022 be taken as read, confirmed as a correct record and signed by the Chairman.
6. County Councillor and 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. **Planning**

- (a) To consider any planning applications received for consideration up to the date of the meeting, including:-

22/501844/REM | Section 73 - Application for Minor Material Amendment to approved plans condition 1 (changes to layout and design of plots 174, 175, 176 and 177) and Variation of condition 4 (extension of time for temporary car park and footpaths by 2 years) pursuant to 19/503614/REM for - Approval of Reserved Matters of appearance, landscaping layout and scale for the erection of four dwellings (that will be used as a temporary sales area) following the approval of outline planning permission ref. 15/509015/OUT | Land South of Sutton Road Langley Kent

22/501903/REM | Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale being sought) for the infrastructure and strategic landscape that surrounds Phases 4 and 5 of the development site (including alternative details to 20/501452/REM for part of phase 2 Spine Road) pursuant of Outline Application 15/509015/OUT. | Land South of Sutton Road (Phases 4 & 5) Langley Kent

- (b) To receive emails from residents regarding Phase 6 of planning application 15/509015.

10. (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.
(f) To confirm and re-adopt the Kent Code of Conduct.
(g) To review the Council's and clerk's memberships of other bodies.
(h) To review Open Spaces Risk Assessment
(i) To review Flower Planters Risk Assessment
11. 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
12. To agree Schedule of Meeting Dates for the Full Council up to April 2023.
13. (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



LANGLEY PARISH COUNCIL

Parish Office C/o 16 Chaplin Drive, Headcorn, TN27 9TN
Tel: 07944 668802 Email: langleypc@hotmail.co.uk

- (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.
14. **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.
 - (g) To approve the publication of the CIL Allocation Report for the financial year 2021/22.
15. **War Memorial Restoration/Automation of Clock** – To receive a quote for the repair and automation of the War Memorial Clock at St Mary’s Church, Langley and to consider the next step.
16. **Correspondence**
- (a) To receive an email regarding tree planting.
 - (b) To receive notification of the temporary closure of footpath KH369.
17. **Play Area/Recreation Ground**
- (a) To receive the Monthly Play Area Inspection Report.
 - (b) To agree the addition to the mowing schedule of Paul Waring, the grass triangle at the corner of Ulcombe Road and Leeds Road.
18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2022 meeting.