



ULCOMBE PARISH COUNCIL

SUMMONS

To all Members of the Parish Council In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Statutory Annual Meeting of Ulcombe Parish Council on Thursday 4th May 2023 at 7.15 p.m.** The meeting will be held in the Ulcombe Village Hall Headcorn Rd, Maidstone ME17 1EB

Irene Bowie

Clerk to the Council

clerk@ulcombeparishcouncil.co.uk

27th April 2023

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

AGENDA

1. **To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office.**
2. **To elect a Vice-Chairman**
3. **Apologies, Declarations of Interest and Dispensations:**
 - 3.1 **Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.**
 - 3.2 **Declaration of Changes to the Register of Interests.**
 - 3.3 **To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.**
 - 3.4 **Requests for Dispensations.**
 - 3.5 **Declarations of Lobbying.**
 - 3.6 **Declarations of Intention to Record.**
4. **CO OPTION of a Parish Councillor: To consider candidates for co-option.**
5. **Public comments and observations. (Maximum 15 minutes)**

The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman.
6. **Reports from external parties (if present).**

Reports from County Councillor, Borough Councillor, Community Warden and Police Representatives if present.
7. **To receive reports from:**

7.1 Chairman Ulcombe Parish Council	Cllr Robinson
7.2 Ulcombe Community Resilience Group	Cllr Lingwood
7.3 Parish Clerk (on matters not included in other agenda items)	Irene Bowie
8. **Minutes of the Parish Council Meeting:**

To resolve that the minutes of the Parish Council Meeting held on the 2nd March 2023 to be taken as read and confirmed as a correct record and signed by the Chairman.

Irene Bowie Clerk to Ulcombe Parish Council
PO Box 1431, MAIDSTONE. ME14 9BE

- 9. Finance:**
 - 9.1 To note receipts of Income 2023/24
 - 9.2 To authorise payments on the schedule (to be provided at the meeting):
 - 9.3 To validate:
 - 9.3.1 The purchase of a new defibrillator
 - 9.3.2 A maintenance contract for the Defibrillator
 - 9.4 To consider any late financial matters.
 - 9.5 To note the bank reconciliation
 - 9.6 Banking Update
 - 9.7 To review the APC Fixed Asset register (new assets updated during the year)
 - 9.8 To receive the 2022/23 Accounts
 - 9.9 To receive and consider the Insurance renewal quotation.
- 10. To receive the AGAR for the financial year ended 31st March 2023**
 - 10.1 To receive and note the Annual Internal Audit Report
 - 10.2 To receive and approve the Annual Governance Statement (Section 1)
 - 10.3 To receive and approve the AGAR Accounting Statements (Section 2)
- 11. To Appoint Committees & Representatives to outside bodies:**
 - 11.1 KALC
 - 11.2 Joint Parishes Group
 - 11.3 Police Forum
 - 11.4 Village Hall Committee
 - 11.5 Tree/Pond Warden
 - 11.6 Speedwatch coordinator
 - 11.7 Footpaths Officer
 - 11.8 Pre-Application Working Group
 - 11.9 Staffing Committee
 - 11.10 Cluster Meetings
 - 11.11 Recreation Ground Committee
 - 11.12 Community Flooding Resilience Group representatives
- 12. Highways:**
 - 12.1 Highways Improvement Plan
 - 12.2 To receive the parish portal report:
 - 12.3 To consider any other Highways matters
 - 12.3.1 No 59 Bus Service – Update
- 13. Planning:**
 - 13.1 To consider the following applications:
 - 13.1.1 Tambor House Pye Corner Ulcombe Kent ME17 1EE
23/501738/NMAMD Non-material amendment to application 22/503082/FULL:
Amendments to fenestration; removal of proposed extension at the rear of the property; relocation of temporary building onto tennis court; addition of biodiversity enhancement scheme as per condition 2 of approved planning approval 22/503082/FULL.
<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RSXUTVTYHJC00>
 - 13.1.2 23/501758/FULL Paladin House Lenham Road Kingswood Kent ME17 1LU
Erection of a single storey rear extension.
<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RSYGBLTY1DIO0>

- 13.2 To table planning applications dealt with since last meeting :
- 13.2.1 23/501426/FULL The Willows Headcorn Road Ulcombe Kent ME17 1HD
Demolition of existing conservatory and erection of single storey rear extension including rooflight. (Re-submission of planning application 22/505101/FULL).
- 13.2.2 23/501441/FULL Hillcroft Ulcombe Hill Ulcombe Maidstone Kent ME17 1DJ
Erection of a 2 bay car barn with garden and log store with access and parking (resubmission 22/502311/FULL).
UPC No objection.
- 13.3 To table decisions by Maidstone Borough Council (DDC) since the last meeting.
- 13.3.1 23/500500/FULL Shiloh Lenham Road Harrietsham Kent ME17 1NA
Replacement of existing conservatory with a single storey side extension, including removal of existing porch and relocation of main entrance.
Application Permitted
- 13.3.2 23/500218/FULL Neverend Farm Pye Corner Ulcombe Kent ME17 1EF
Proposal Use of land for siting and residential use of mobile home (Retrospective application)
Application Refused
- 13.3.3 23/500141/FULL Jubilee Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA
Re-roofing of the entire property, installation of 2no. conservation rooflights and changes to fenestration.
Application Permitted
- 13.3.4 23/500142/LBC Jubilee Hall Stickfast Lane Ulcombe Maidstone Kent ME17 1HA
Listed Building Consent for the external including re-roofing of the entire property, installation of 2no. conservation rooflights, enlarging door opening and installation of new french doors. Internal alterations including removal of door, partial wall demolition and replace bi-fold doors.
Application Permitted
- 10.3.5 22/504521/FULL Land Adjacent To 1 Neverend Farm Barns Pye Corner Ulcombe Kent ME17 1EF
Use of land for the stationing of holiday log cabins (13 twin unit caravans) and associated bases, roads, lighting and drainage details, plus use of existing vehicular access on to Pye Corner.
Application Refused
- 13.3.6 22/502738/FULL Upper Little Boy Court Boy Court Lane Headcorn Ashford Kent TN27 9LA
Erection of a two storey side and rear extension with detached garage (Resubmission-21/504328/FULL).
Application Permitted
- 13.3.7 22/505273/LDCEX Brigadoon The Street Ulcombe Kent ME17 1DX
Lawful Development Certificate for the existing continued use of land as residential garden in connection with Brigadoon.
Application Permitted
- 13.3.8 22/501319/SUB Land Rear Of Neverend Farm Pye Corner Ulcombe Kent ME17 1EF
Submission of Details to Discharge Condition 7 (Site Development Scheme) of appeal decision APP/U2235/C/19/3243809 regarding planning application 19/503101/FULL
Application Permitted
- 13.4 To consider any late planning matters.
- 13.5 To receive and consider a request of easement from Esquire Developments for foul drainage

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across parish council land.

- 13.6 MBC Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a Deadline – 5.00pm, Monday, 17th April

14. Recreation Play Area/Car Park:

- 14.1 To consider inspections for Play Area.
14.2 To consider matters pertaining to the Village Hall.
14.2 To receive and consider any other matter pertaining to the recreation ground/car park.

15. Annual Review of Parish Council Policies and Procedures.

16. Correspondence:

- 16.1.1 To Table Items of Late Correspondence:
16.2.2 To Table items circulated:
16.2.1 Kent Plan Tree - Call for Sites (Expression of Interest)
16.2.2 Rural England Prosperity Fund -Now Open (Deadline 21st May 2023)
16.2.3 Maidstone's Civic Parade and Service - 20 May 2023
16.2.4 Parish Council Community Cost of Living Grant Scheme Closing Date 31st May 2023

17. To receive an update on the Village Coronation Celebrations.

18. Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.

To receive and consider information in respect of the following:

- 18.1** Staffing Matters

19. Agenda Items for the meeting 2023

Dates of future meetings.

**18th May Annual Parish Meeting, 6th July ,
7th September 2023, 2nd November 2023**