



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 a meeting of Ulcombe Parish Council on Monday 29th April 2024 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

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22nd April 2024

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. Apologies, Declarations of Interest and Dispensations:**
 - 1.1 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.
 - 1.2 Declaration of Changes to the Register of Interests.
 - 1.3 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.
 - 1.4 Requests for Dispensations.
 - 1.5 Declarations of Lobbying.
- 2. 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 on agenda items only at the discretion of the Chairman.
- 3. Minutes of the Parish Council Meeting:**

To resolve that, the minutes of the Parish Council Meetings held on March 7th, 2024, are to be taken as read, confirmed as a correct record, and signed by the Chairman.
- 4. Finance:**
 - 4.1 To note receipts of Income
 - 4.2 To authorise payments on the schedule (to be provided at the meeting):
 - 4.3 To add additional signatories to the banking mandate
- 5. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024**
 - 5.1 Accounts for Approval
 - 5.2 To receive and note the Annual Internal Audit Report
 - 5.3 To receive and approve the Annual Governance Statement (Section 1)
 - 5.4 To receive and approve the AGAR Accounting Statements (Section 2)
 - 5.5 To receive and approve the AGAR for 2023/24
- 6. To consider the Village Hall Lease.**
- 7. To note the resignation of the Clerk/RFO**

Irene Bowie Clerk to Ulcombe Parish Council

- 8. Appointment of new Clerk/RFO:**
 - 8.1 To form a Recruitment Panel
 - 8.2 To delegate to the Recruitment Panel authority to advertise the vacancy, shortlist and interview candidates, and recommend candidates to the Full Council
- 9. Planning:** To consider the following applications:
 - 9.1 **24/501296/FULL Hillcroft Ulcombe Hill Ulcombe Kent ME17 1DJ**
Erection of two storey rear extension, single storey side extension and first floor side extension.
 - 9.2 **23/505751/FULL Chegworth Mill Farm Chegworth Road Harrietsham Kent ME17 1DD**
Change of use of arable field to an 8no. pitch glamping site comprising 3no. yurts, 4no. safari tents and 1no. shepherds hut, including erection of a farm shop with associated storage, staff welfare facilities, and provision of WC/shower facilities for glamping tourists, with associated solar panels, parking, access and infrastructure.
- 10. 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.

 - 10.1 To consider the appointment of a Locum Clerk**
 - 10.1.1 To agree hours, hourly rate and length of contract**
 - 10.1.2 To discuss candidates**
 - 10.1.3 To approve a named Locum clerk to commence from 7th May 2024**