



ULCOMBE PARISH COUNCIL

Parish Office: C/o 16 Chaplin Drive, Headcorn TN27 9TN
Telephone: 07944 668802 Email: clerk@ulcombeparishcouncil.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 Ulcombe will be held at Ulcombe Village Hall on Thursday, 8 May 2025 at 7.15pm.

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.

(Parish Clerk)

2 May 2025

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 to sign 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 of village concern. The duration of speaking time will be at the Chairman's discretion.
5. To resolve that the minutes of the Council Meeting held on 3 April 2025 be taken as read, confirmed as a correct record and signed by the Chairman.
6. County Councillor and Borough Councillor Reports.
7. To receive an update about progress of resolutions from the last meeting. (Information Only)
8. **Planning**
(a) To consider any planning applications received for consideration up to the meeting date including:-

APPLICATION REF: 25/501354/FULL PROPOSAL: Demolition of existing greenhouses, addition of external insulation and render and changing of remaining double glazed windows to triple glazed windows to main dwelling and erection of a garden storage building, garden office building and bin store. ADDRESS: 10 Headcorn Road Ulcombe Kent ME17 1EB

- (b) To note any planning appeals received.
- (c) To note planning decisions received from the Borough Council on recent applications.

9. (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

10. 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

11. To agree Schedule of Meeting Dates for the Full Council up to April 2026.

12. (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.

13. 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 2025/2026 as £11.10 per elector.

14. Correspondence

- (a) To receive an email from a resident regarding travel disruption along the Eastwood Road.
- (b) To receive notification of Maidstone's Civic Parade and Service on 17 May 2025.
- (c) To receive notification of KALC Extraordinary Meeting on 19 June 2025.

15. Parish Infrastructure Plan

- (a) To agree the production of the survey for distribution to residents.



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16. **Kent Highways** – Highways Improvement Plan Update

17. **Play Area/Recreation Ground**

(a) To receive a play area inspection report.

18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

19. Document retention update.