

# APPLEDORE PARISH COUNCIL



## 15<sup>th</sup> May 2019 Notice of Meeting of the Parish Council

You are hereby given notice that a Meeting of the Parish Council will be held on  
**Wednesday 15<sup>th</sup> May 2019 at the Village Hall, commencing 19:30hrs.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Dated 10<sup>th</sup> May 2019

Mary Philo

Clerk to Appledore Parish Council

### Agenda

1. To establish a quorum and **to elect the chairman of the council and to receive the Chairman's declaration of acceptance of office (Local Government Act 1972, 15(1) & (2))**

All other councillors to then sign acceptance of office as member

**2. To elect the Vice Chairman**

**3. Formalities**

I) Apologies and Reasons for Absence.

LGA Act 1972 sch12, 12

II) Declarations of Interest:

Code of Conduct

a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.

b) Requests for dispensations

**4. Approval of Draft minutes**

**To agree the minutes of the meeting held on 1st April 2019 (already circulated to councillors) as a true record.** (Available on <http://www.appledorekent.co.uk>)

LGA Act 1972 sch12, 19.1

**At this point the meeting will be adjourned for the public session.**

This session is for the public to express a view or ask questions on relevant matters on the agenda. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

District and County Councillors may also report during the adjournment.

## **The meeting to reconvene.**

### **4. Appointment of members to outside organisations. (Election of member to the Recreation Ground Management Committee takes place in February to comply with its' governance rules)**

I) To elect a representative for Appledore Recreation Ground Management Committee (Elected members will report to the council following attendance of meetings)

II) **To elect two representatives to attend the Kent Association of Local Councils Annual Meeting.** (Elected members will report to the council following attendance of meetings)

II) To elect two representatives for the Village Hall Management Committee. (Elected members will report to council, as appropriate, following attendance of meetings).

III) **To elect a representative for Friends of Appledore Train Station.**

IV) Other forums, organisations and groups to be decided upon notification of meetings

### **5. Allocation of council members' responsibilities as leading councillors who oversee that area of council work. (Major decisions to be put to the full council for voting).**

Highways	Charles Wilkinson and Helen Hennig
Planning	
Website	Chris Vane
HR/Training/Communications	
Development of Council Field, Hall Refurbishment and Linear Park	James Perkins, Chris Vane and Derek winter
Community Transport	
Parish Plan - Update to be considered following the completion of all building and associated works involved with the council field	
Resilience Plan - Clerk to have a watching brief (Crown Estate Car Park – Charles Wilkinson as an individual)	

### **6. Finances**

I) End of year financial report. (Responsible Financial Officer) (Available on <http://www.appledorekent.co.uk>)

II) Bank balance as at the 30<sup>th</sup> April taking into consideration unrepresented cheques £ 49,149.76

III) Income Received:

£13,000.00	50% Precept
£ 525.00	50% Council Support Tax Grant
£ 426.00	50% Concurrent Function Grant
£57.25	Public donations from the toilets
£ 3.65	Bank Interest

IV) Cheques raised since the last meeting:

£89.94	H Paris: refund for admin cost (vat £3.09)
£26.00	C Vane: Refund for leaflet (no vat)
£926.63	April salaries

#### **V) Agreement of cheques to be drawn:**

£5,146.25	Public works Loan Board: hall grant
£ 28.07	KCS: loo roll and box of paper for administration (vat refund £4.68)
£ 275.00	Mike Cuerden: internal audit (no vat)
£ 66.84	M Philo Admin Costs: room £30, car £23.40, stationary £12.16, stamps £ 1.28 (vat

£2.02)

Salaries to be paid at the end of the month following receipt of time sheets

VI) To review the council financial and management risk assessment and internal auditor report 2018/2019, and also, **to agree the 'Statement on Internal Control for the Year Ending 31<sup>st</sup> March 2019'**. Chair to sign.

VII) Having considered the systems of internal control, **to agree the Annual Governance Statement** (Section 1 of the Annual Return). Chair to sign.

VIII) Having considered the Accounting Statements (Section 2 of the Annual Return), **to agree the Annual Accounts Return**. Chair to sign.

## **7. Chairman's Annual Report**

### **8. Planning**

(details on all planning applications can be found on Ashford Borough Website)

Town and Country Planning Acts 1990 sch1/2010

I) Ashford Borough Decisions Advised:

a) 18/00780/AS 35 The Street: Replacement of ground floor front window and door – Disposed of undecided

b) 18/01802/AS The Gate House Appledore Station: Installation of tow red light safety cameras at Appledore Level Crossing together with ancillary signage – Granted

c) 19/00275/AS Change of Use Agricultural building South of Moor Lane – Prior approval not required

II) New applications for A.P.C. to consider and vote on:

a) **19/00542/AS Court Barn Court Lodge Road: Reconfiguration of driveway including new material and new 5 bar gate including amended description.**

b) **19/00529/AS Akers Cottage 72 The Street: Demolition of existing bungalow and erection of replacement dwelling**

c) **19/00621/AS The Tithe Barn, The Street: Conversion of garage/store to tourist accommodation**

### **9. Residential Development, Hall Refurbishment and Linear Park Update**

#### **10. Highways and Byways**

I) Report on public consultation on the 27<sup>th</sup> April 2019

II) **To agree speed reduction, extension of speed limits and resulting works Cost £16,816 to include the cost of the Traffic Regulation Order £ 2,500**

III) **To agree to install village gateways - Cost £1,949.43**

To discuss the use of high friction surfacing at gateways – cost £27,427.48

IV) **To agree to rationalise directional signage Cost £12,911.18**

V) **To further agree to traffic management costs relating to the above – Cost £3,717.06 All of the above costs include a 10% contingency and 15% for design fees and are subject to finalisation and agreement at the detailed design stage**

#### **11. Friends of Appledore Station**

#### **12. Village Hall Report**

**13. To agree that the monthly meetings will continue as being the first Monday of the Month. Annual Parish Meeting date to be set in December.**

**14. Information for Councillors (Not for decision at this meeting)**

Shop Window

Footpaths

Laser electricity contract for the public loos.

**15. Date of Next Meeting**

3<sup>rd</sup> June 2019 19.30hrs in the village hall.