

Alkham Parish Council

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 Alkham Parish Council on Monday 13th May following the Annual Parish Meeting, which commences at 7 p.m.** The meeting will be held in the Alkham Village Hall , Hogbrook Hill Lane, Alkham, Dover CT15 7QJ

Irene Bowie

Clerk to the Council

clerk@alkhamparishcouncil.org.uk

8th May 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. To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect a Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. Apologies and Declarations.**
 - 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 75(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.
- 4. 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, on agenda items only. The minute book will be closed.
- 5. Reports from external parties (if present).**

Kent County Councillor David Beaney, Dover District Councillor Martin Hibbert, PCSO Sarah McGuinness
- 6. Allocation of Responsibilities**
 - 6.1 Byways
 - 6.2 Drainage and Flood Warden
 - 6.3 KALC Area Representative
- 7. Minutes of the Parish Council Meeting**

To resolve that, the minutes of the Parish Council Meetings held on the 4th of March 2024 and the 29th of April 2024 are to be taken as read and confirmed as a correct record and signed by the Chairman.
- 8. Reports: (On matters not included in other agenda items)**
 - 8.1 Chairmans Report
 - 8.2 Byways
 - 8.4 Drainage and Flood Warden
 - 8.3 KALC Area Representative
 - 8.5 Parish Clerk
 - 8.6 Parish Councillors
- 9. Finance:**
 - 9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
 - 9.2 Late Payment Request/s to be discussed for approval and payment.
 - 9.3 To note receipts of Income

- 9.4 To receive the bank reconciliation
 - 9.5 To receive the funds from the Parish Council Quiz held on the 3rd of May 2024
 - 9.6 To consider Unity Bank
 - 9.7 To consider a Policy and Statement of Internal Control for 2024/25
 - 9.8 To review the APC Fixed Asset Register 31st March 2024 (new assets updated during the year)
 - 9.9 To receive and consider the Insurance renewal quotation.
- 10. Annual Review of Parish Council Policies and Procedures.**
- 10.1 Standing Orders
 - 10.2 Financial Regulations
 - 10.3 Model Publication Scheme
 - 10.4 GDPR Document Retention Policy
 - 10.5 Freedom of Information
 - 10.6 Code of Conduct
 - 10.7 Civility and Respect
 - 10.8 Complaints Handling Policy
 - 10.9 Volunteer Policy
 - 10.10 Habitual or Vexatious Complaints Policy
 - 10.11 Scheme of Delegation
 - 10.12 Social Media and Website Policy
 - 10.13 Co-Option Policy
 - 10.14 Equality and Diversity Policy
 - 10.15 Code of Conduct
 - 10.16 Dignity at Work /Bullying and Harassment Policy
 - 10.17 Grievance Procedure
 - 10.18 Disciplinary Procedure
 - 10.19 Grant Policy
 - 10.20 Risk Assessment Policy and Register
 - 10.21 Communications Policy
 - 10.22 Working Groups Protocol
- 11. Planning:**
- 11.1 To table planning applications received for consideration:
 - 11.1.1 24/00429 Land Adj To Great Everden Manor Lockering Lane Alkham CT15 7EH
Installation of drainage treatment plant
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SC3DD5FZMLF00>
 - 11.2 To Table Planning Applications dealt with since the last meeting.
 - 11.3 To table decisions by Dover District Council (DDC) since the last meeting.
 - 11.4 To table late planning matters:
- 12. Working Groups**
- To consider the following working groups:**
- 12.1 Highways Working Group
 - 12.1.1 To review and agree the Terms of Reference
 - 12.1.2 To agree members
 - 12.1.3 To receive reports and recommendations
 - 12.2 Communications and Involvement Working Group
 - 12.2.1 To review and agree the Terms of Reference
 - 12.2.2 To agree members
 - 12.2.3 To receive reports and recommendations
 - 12.3 Parish Plan Evolution and Delivery Working Group
 - 12.3.1 To review and agree the Terms of Reference
 - 12.3.2 To agree members
 - 12.3.3 To receive reports and recommendations
 - 12.4 Green Spaces and Environment Working Group
 - 12.4.1 To review and agree the Terms of Reference

12.4.2 To agree members

12.4.3 To receive reports and recommendations

13. To receive the Monthly Playground Inspection Report.

14. To receive the Tree Survey and agree on a schedule of work.

15. To consider the Dover Local Plan Main Modifications Consultation

16. Correspondence:

16.1 To table items of late correspondence :

16.2 Items circulated.

16.2.1 Latest alerts from Kent Trading Standards

16.2.2 Hello from Transport for the South East and our Your Voices survey now live!

16.2.3 Objections and how they relate to AONB Management Plan . DDC Councillor Hibbert

16.2.4 Dover District Neighbourhood Watch

16.2.5 DDC Register for our solar panel scheme

16.2.6 DOVER DISTRICT LOCAL PLAN – MAIN MODIFICATIONS CONSULTATION

16.2.7 Save Our Buses

16.2.8 KALC Area Committee AGM and Committee Meeting Minutes

17. 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.

16.1 To consider quotations for the Play Area

16.2 To consider quotations for Tree Works

16.3 Freedom of Information Requests- Update

18. Agenda Items for the next meeting:

Meeting Dates 2023: 24th June, 4th September, 6th November.