

Lydden 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 Lydden Parish Council on Thursday, 9th May, at **7.30 p.m.**

Irene Bowie

Clerk to the Council

clerk@Lyddenparishcouncil.org.uk

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.**
 - 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.

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman permits them to do so. Members of the public may not take part in the Parish Council meeting itself but are permitted under this agenda item. A member of the public shall not speak for more than 3 minutes, should raise their hand when requesting to speak, and direct comments to the Chair. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking, A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Parish Council Clerk prior to 9.00 am on the Monday before the meeting.
- 5. Reports from external parties (if present).**

Kent County Councillor, Dover District Councillor, Police.
- 6. Minutes of the Parish Council Meeting**

To resolve that, the minutes of the Parish Council Meeting held on the 11th April 2024 are to be taken as read, confirmed as a correct record, and signed by the Chairman.

7. Planning:

- 7.1 To table planning applications received for consideration:
- 7.2 To Table and Validate Planning Applications dealt with since the last meeting.
- 7.3 To table decisions by Dover District Council (DDC) since the last meeting.
 - 7.3.1 24/00021 86 Canterbury Road Lydden CT15 7ET
Erection of a ground floor rear extension, front porch/canopy, first floor roof extension, alterations to windows/doors, raised rear patio with glass balustrade and driveway extension for additional parking (existing rear conservatory to be demolished)
Grant Planning Permission
 - 7.3.2 23/00272 Site Of Keppeldown Canterbury Road Lydden CT15 7EP
Erection of a dwelling
Refuse Planning Permission
- 7.4 To Table late planning matters.

8. To receive Reports

- 8.1 Chairman's Report
- 8.2 Clerks Report (on matters not included in other agenda items)
- 8.3 Councillors Report (on matters not included in other agenda items)
- 8.4 Allotments Report and Update
- 8.5 Village Hall Report and Update
- 8.6 D Day 80th Anniversary Events

9. Highways:

- 9.1 To consider the Highways Improvement Plan
- 9.2 To receive the parish portal report
- 9.3 To receive and consider any other highway matters

10. Finance:

- 10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 10.2 Late Payment Request/s to be discussed for approval and payment.
- 10.3 To receive and review the Insurance Renewal Quotation 2024/25
- 10.4 To review and agree on the Standing Orders and Direct Debit Payments for 2024/25
- 10.5 To table any late financial matters
- 10.6 To consider a Policy and Statement of Internal Control
- 10.7 To consider a Grants Policy
- 10.8 To appoint the Internal Auditor for 2024/25
- 10.9 To review the Fixed Asset register
- 10.10 To receive and review the draft Annual Accountability and Governance

11. Annual Policy Review:

- 11.1 Standing Orders
- 11.2 Financial Regulations
- 11.3 Data Protection Policy
- 11.4 Document Retention Policy
- 11.5 Freedom of Information and Model Publication Scheme
- 11.6 Code of Conduct
- 11.7 Email Policy
- 11.8 Scheme of Delegation
- 11.9 Memorial Bench Policy
- 11.10 Working Groups Protocol
- 11.11 Procedures & Policy for Authorisation of Payments

12. To Allocate Responsibilities and Working Groups

- 12.1 Highways and Speedwatch
- 12.2 Village Maintenance/Community Liaison
- 12.3 Parish Council Contribution to Lydden Newsletter
- 12.4 Christmas and Events Working Group

13. Correspondence:

14. Agenda Items for the next meeting:

15. 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.

Meeting Dates for 2024

Parish Council Meetings :

13th June, 11th July, 5th September, 3rd October, 7th November.

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary. Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012