



DETLING PARISH COUNCIL

Locum Clerk, Mrs. K. Bell, c/o 27 Dumbrell Drive, Paddock Wood, TN12 6FR

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23 February 2022

To all Members of Detling Parish Council

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council which will be held at Detling Village Hall on Tuesday 01 March 2022 at 7.00 p.m. The purpose of the meeting is to consider and pass such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting, please advise the Locum Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

Yours faithfully

Karen Bell

Karen Bell
Locum Proper Officer, Parish Clerk & RFO

Public Forum (19.00)

Prior to the start of the formal council meeting, the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting)

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

Time Guide

1. **APOLOGIES FOR ABSENCE (19.15):** To consider and approve apologies for absence.
2. **DECLARATIONS OF INTERESTS AND / OR LOBBYING AND INTENTION TO RECORD (19.17)**
 - *Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and Members are personally responsible for declaring an interest.*
 - *Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*
 - *Members are requested to disclose any lobbying they may have received for items on the agenda*
 - *Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business*
3. **COUNTY AND BOROUGH COUNCILLORS and POLICING (19.22):** To receive reports from County and Borough Councillors and Police representatives

4. **MINUTES (19.32)**
- 4.1 To receive and approve the minutes of the meetings held on 26 January 2022 and 17 February 2022 (Attached)
- 4.2 To receive an update on any matters arising not included in the agenda
5. **CHAIRMANS REPORT (19.35)**
6. **CLERKS REPORT (19.37)**
- 6.1 Locum Clerks Report
- 6.2 Members Handbook: For Information (Attached)
7. **COMMITTEE AND WORKING GROUPS (19.40)**
- 7.1 Finance Working Group Report
- 7.2 Highways Working Group
- 7.3 Open Spaces Working Group Report
- 7.4 Communications Working Group
- 7.4.1 To consider changing remit of Working Group to include Events
- 7.4.2 Report from Working Group
- 7.4.3 Jubilee Celebrations: To receive information
8. **PLANNING MATTERS (19.55)**
- 8.1 Planning Applications: The following planning applications have been received
- | | | |
|-------------------------|-----------|--|
| 21/505963/FULL | Proposal: | Demolition of 7no. outbuildings; erection of 1no. detached dwelling, 3no. replacement buildings to support existing rural enterprise, comprising of 1no. polytunnel with associated hard and soft landscaping, erection of a farm shop/cafe with attached machinery store, and erection of 1no. timber building. Part retrospective for the change of use of land for the keeping of livestock, retention of existing timber storage and processing yard, retention, and provision of plant nursery. |
| | Address: | Roseacre, Scragged Oak Road, Detling |
| 22/500414/FULL | Proposal: | Demolition of existing conservatory and erection of a two-storey rear extension and replacement front porch. |
| | Address: | South View Lodge, Pilgrims Way, Detling |
| 22/500569/DEMREQ | Proposal: | Prior Notification for the proposed demolition of 2no. garden outbuildings. |
| | Address: | Medway House, Pilgrims Way, Detling |
- 8.2 Maidstone Gypsy, Traveller and Travelling Showpeople Development Plan – Call for Sites: To receive information
- 8.3 Notice of Coming into Force of Public Path Diversion Order – Public Footpath KH 61 – Pollyfields Farm (Barn), Scragged Oak Road, Detling, Maidstone, Kent, ME13 3HL: To receive information
- 8.4 Consultation – An opportunity to end the use of green lanes by recreational motor vehicles in Kent Downs Area of Outstanding Natural Beauty: To receive information
9. **CIC SHOP LEASE (Deferred from January 2022) (20.10):** To consider

10. **PC MAINTENACE REPORT (20.26):** To receive information
11. **FINANCE (20.28)**
- 11.1 Bank Reconciliation at 31 December 2021, 31 January 2022 and 28 February 2022: To receive information (To follow)
- 11.2 Financial Transactions for Approval (To follow)
- 11.3 Unity Trust Bank
- 11.3.1 To formally resolve to set up a Unity Trust Account
- 11.3.2 To formally approve account signatories
- 11.3.3 To consider acquiring a Parish Council debit card
- 11.4 Office Equipment: To consider and approve the purchase of office equipment
- 11.5 Accounting software: To consider and approve the purchase of Scribe accounting
12. **2022 ANNUAL MEETING OF THE PARISH (20.38):** To confirm date and arrangements
13. **CORRESPONDENCE (20.50)**
- 13.1 List of items received during the period 26 January 2022 to 22 February 2022 (attached)
- 13.2 Correspondence from Residents: To receive information regarding the following
- 13.2.1 Broken Fence, Hockers Lane between M20 and railway – Forwarded to KCC under reference 621017
- 13.2.2 Request for Waste Bin at Pilgrims Way (East) – Forwarded to MBC under reference DIG401245745
- 13.2.3 Request for site visit re Tudor Wall: Locum Clerk responded
- 13.2.4 Freedom of Information Requests
- 13.2.4.1 Copy of HIP & Highways TOR's: Locum Clerk responded
- 13.2.4.2 Details of Monks Meadow Expenditure 2016 – 2022: Locum Clerk responded
14. **MATTERS FOR INCLUSION ON THE NEXT AGENDA (20.51)**
15. **MATTERS FOR CONSIDERATION IN PRIVATE (20.56)**
- Exclusion of press and public:** *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.*
- 15.1 **Staffing Matters: To receive information**
16. **DATE AND TIME OF NEXT MEETING (21.00):** To confirm as Tuesday 03 May 2022 at 7.00 pm in Detling Village Hall

NOTES:

- a) **The meeting is open to the press & public.**
- b) **DPC allows a period of time at Full Council Meetings when residents can put questions to the council. At other times, the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature**
- c) **Mobile phones should be switched to silent during the meeting.**

CORRESPONDENCE

The following items were received during the period 26 January 2022 to 22 February 2022

a. KALC

- (i) Events
 - Dynamic Councillor (09.02.22)
 - Chairmanship Networking (26.02.22)
 - Kent Care Summit (02.03.22)
 - What's On – February / March 2022
 - Annual Planning Conference (10.03.22)
 - Health & Well Being Conference (22.03.22)
- (ii) KALC News (February 2022)
- (iii) NALC Chief Executive Bulletins including Government proposal not to extend council tax referendum principles to local parish and town councils, legal topic note 13 on policing and S137 limit for 2022/2023 (£8.82)
- (iv) Policy Briefing (Ofcom Postal Regulations)
- (v) NALC Event – Communication Pack in respect of online policing event “Working together to make Communities Safer” (22.03.22)
- (vi) Contain Outbreak Management Fund: Notification of Extended Deadline to 18.02.22
- (vii) LG Bulletins

b. **Miscellaneous:** Plantscape, Creative Play, Playforce, Kompan Playgrounds, Creative Playdale, RBLI (Tree Planting Plaques), Walking England (Article for Newsletter)

c. **SLCC** Newsletters

d. **NALC:** Newsletters and Events

e. **KCC:** HM The Queen Jubilee: Street Parties application form