

**ASH-CUM-RIDLEY PARISH COUNCIL**

The Parish Office, Ash Green Sports Centre, Ash Road, New Ash Green, Kent, DA3 8JZ  
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14 May 2020

Dear Councillor

You are hereby summoned to attend the next meeting of the Ash-cum-Ridley Parish Council which will be held virtually, via Zoom at **7.45pm on Thursday 21 May 2020**.

**Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions**

Yours faithfully

Alison de Jager  
Parish Clerk

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**AGENDA**

**1. ELECTION OF CHAIRMAN TO THE COUNCIL**

***The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 effective 4 April 2020.***

***Regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021 although councils may elect a chairman at earlier meeting should they wish to.***

**2. APOLOGIES FOR ABSENCE**

**3. ELECTION OF VICE-CHAIRMAN**

**4. DECLARATIONS OF INTEREST**

- a. Declarations of Interest – Notification of Disclosable Pecuniary Interests and of Interest Other Than Pecuniary declarations of interest which have not already been entered in the Members' register of interests.
- b. Changes to Register of Interest – a reminder that any alterations or new interests must be registered with the Monitoring Officer within 28 days.

**5. DISPENSATIONS**

To consider any requests received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matters to be considered at this meeting where a Member has an interest in Appendices A or B of the Council's adopted Code of Conduct.

**6. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 16 April 2020 (Attached).

**7. CASUAL VACANCY**

To note that following the resignation of Cllr I Mann, a notice of has been posted on the Parish Council Noticeboard. Should an election be called, it will be held on 06 May 2021.

**8. APPOINTMENT OF COMMITTEES, WORKING GROUPS AND REPRESENTATIVES ON OUTSIDE BODIES:**

- a. To establish Committees for the year 2020/21 and to agree their Terms of Reference and delegated powers. Schedule reflecting the committees attached. **(APPENDIX A LIME)**
- b. To appoint the membership of the Committees. A schedule of the current membership is attached. **(APPENDIX B LILAC)**
- c. To approve appointment of representatives to outside bodies and joint management committees. Schedule reflecting appointments for 2019/20 is attached. **(APPENDIX C BLUE)**

**9. COMPLAINTS PROCEDURE****(APPENDIX D GREY)**

- a. To confirm the Council's Complaints Procedure

**10. PUBLICATION SCHEME, FREEDOM OF INFORMATION ACT 200 AND DATA PROTECTION ACT 2018.**

- a. To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018. **(APPENDIX E YELLOW)**

**11. CALENDAR OF MEETINGS**

- a. To note the dates and place of Parish Council and Planning Committee meetings during the ensuing municipal year. Virtual meetings will continue until the COVID-19 social distancing regulations are relaxed. **(APPENDIX F NAVY)**
- b. To agree a date for the Annual Parish Meeting 2021. Annual Parish Meetings must be held between 01 March and 01 June (inclusive). Proceedings must not commence before 6pm.

**12. ANNUAL PARISH MEETING**

- c. To note that the Annual Parish Meeting was cancelled: **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Regulation 6(c)** removes the requirement for a parish council to hold an annual meeting in May 2020

**13. COVID-19****14. PLANNING****(APPENDIX G GOLD)**

- a. Applications attached
- b. Decisions attached
- c. Appeals None at time of Agenda
- d. Enforcements None at time of Agenda
- e. To note the minutes of the Planning Committee meeting held on 07 May 2020.

**15. FINANCE**

- a. To note the current financial position and accompanying reports.
- b. To authorise the cheques signed since the last meeting.
- c. To note that the minutes of the meeting of the Finance Committee held on 19 May 2020 will be distributed with the June Agenda.
- d. To note that the Internal Audit scheduled for 29 April 2020 was not carried out due to the COVID-19 travel restrictions.
- e. To consider and agree the Statement on Internal Control for the year ending 31 March 2020 to enable members of the Parish Council to complete Section 1 of the Annual Governance Statement, Statement of Assurance of the Annual Governance and Accountability Return.
- f. To note that the completed of the Annual Governance and Accountability Return (AGAR) cannot be completed until the Internal Auditor has completed his audit and signed the relevant portion of the AGAR. **Statutory Instrument 2020/404 of The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020** amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be approved by 31 August 2020 at the latest and published from 30 September 2020 to 30 November 2020. We are still required to set a period for the exercise of public rights, starting on or before the first working day of September 2020.
- g. To authorise the Chairman's Allowance for the year 2020/21 in accordance with the **Local Government Act 1972, Section 15(5)**. (£250.00 for 2019/20)
- h. Assets – to confirm the assets of the Parish Council as per the attached.
- i. Insurance

**16. SPORTS CENTRE**

- a. To note that the Sports Centre remains closed due to the COVID-19 pandemic in line with government requirements.

**17. NORTHFIELD**

- a. To note that cutting of the firebreak, horse riding route, swathes and footpaths has been carried out.
- b. To note that the Horse Riding Route has re-opened with 12 members.

**18. BURIAL GROUND**

- a. To note that construction of the memorial wall has started.

**SUSPENSION OF MEETING TO ALLOW FOR THE COUNTY AND DISTRICT  
COUNCILLORS' REPORTS**

**19. HIGHWAYS****20. FOOTPATHS**

**21. TRANSPORT**

**22. HEALTH**

**23. ASH, HODSOLL STREET AND RIDLEY**

- a. Ash –
- b. Hodsoll Street
- c. Ridley –

**24. THE BULLETIN, PARISH WEBSITE**

**25. THURSDAY LUNCH PROVISION**

- a. We are providing 16 takeaway meals for members of the lunch club on a weekly basis. The Cook continues to cook from the Youth Centre and the meals are delivered by the Clerk, Assistant Clerk and the Cook's husband.

**26. KENT ASSOCIATION OF LOCAL COUNCILS**

**27. REPORTS, CIRCULARS AND CORRESPONDENCE. (All publications available from the Clerk)**

- a. Sevenoaks District Council Weekly Planning Lists
- b. Sevenoaks District Council Press releases to date
- c. The Clerk Magazine – May 2020
- d. Clerks & Councils Direct – May 2020

**RISK ASSESSMENTS:** *Copies of the risk assessment visual check sheets for the Burial Ground and Hodsoll Street Playing field are available from the Parish Office.*