

**ASH-CUM-RIDLEY PARISH COUNCIL**

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

Telephone: 01474 702760

Email: [enquiries@ashcumridley-pc.gov.uk](mailto:enquiries@ashcumridley-pc.gov.uk)

09 May 2025

Dear Councillor

You are hereby summoned to attend the next meeting of the Ash-cum-Ridley parish Council which will be held at **7.45pm on Thursday 15 May 2025 at New Ash Green Village Association Meeting Room, Centre Road, DA3 8HH.**

Yours faithfully

*A de Jager*

Alison de Jager

Parish Clerk

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

To elect a chairman of the Council for the municipal year 2025/26 and to receive their declaration of acceptance of office.

**2. APOLOGIES FOR ABSENCE****3. ELECTION OF VICE-CHAIRMAN**

To elect two Vice-chairman of the Council for the municipal year 2025/26 and to receive their declarations of acceptance of office.

**4. DECLARATIONS OF MEMBERS INTERESTS AND DISPENSATIONS****5. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 17 April 2025 (Attached).**6. ANNUAL PARISH MEETING**

To note the notes of the Annual Parish Meeting held on 09 April 2025 (attached).

**SUSPENSION OF MEETING**

- **TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS' AND VILLAGE ASSOCIATION REPRESENTATIVE.**
- **PUBLIC SESSION**

**7. CLERK'S REPORT****(APPENDIX A GREEN)**

To note the report of items for information from the Clerk.

**8. COUNCIL ADMINISTRATION****(APPENDIX B ORANGE)**

**8.1 Committees for the year 2025/26** – to establish Committees and Working Groups for the 2025/26 year and to agree their Terms of Reference and delegated powers. Schedule reflecting the above attached.

**8.2 Committee Membership** – to appoint the membership of the Committees, current membership attached.

- 8.3 **Representatives on outside bodies** – to approve the appointment of representatives to outside bodies and joint management committees, current appointments attached.
- 8.4 **Publication scheme, freedom of information and data protection** – 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.
- 8.5 **Calander of Meetings** – to approve the suggested dates, times and locations for the full Parish Council meetings as per **LGA1972 Schedule 12, paragraph 8(1)**. To note the dates of the Planning Applications Working Group meetings.
- 8.6 **Annual Parish Meeting** – to note the date for the Annual Parish Meeting 2026 has been set for Wednesday 22 April at New Ash Green Youth Centre. The meeting must be held between 01 March and 01 June, inclusive.
- 8.7 **Additional Edition of the Bulletin** – to give consideration to the publication of an additional edition of the Bulletin dedicated to an update from No New Ash Green Solar Group and to include a question and answer section with the Chairman of the Parish Council.

## 9. FINANCE AND GOVERNANCE

## (APPENDIX C PINK)

- 9.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk on the Council's current financial position and note the reports attached.
- 9.2 **Approval of Payments:** To approve the payments made since the last meeting, up to 06 May 2025.
- 9.3 **Standing Orders** – to confirm the Council's Standing Orders reviewed on 16 May 2024.
- 9.4 **Financial Regulations** – to confirm the Council's Financial Regulations, adopted on 19 September 2024.
- 9.5 **Risk Management Review** – to carry out a review of the Parish Council Risk Management, attached.
- 9.6 **Signatories** – to approve the signatories to the Council's bank accounts. Current signatories are; the Clerk, Cllrs S Fishenden, M Aspinall, C Clark, J Clucas, A Jauch, M Manley. The Clerk and two of the above are required for all payments. The Clerk and Deputy Clerk/Finance Officer have limited access to view the Council's bank accounts and make transfers between Parish Council/Sports Centre accounts.
- 9.7 **Complaints Procedure** – To confirm the Council's complaints procedure reviewed on 16 May 2024.
- 9.8 **Assets** – to confirm the assets of the Parish Council, attached.
- 9.9 **Chairman's Allowance** – to authorise the Chairman's Allowance for the year 2025/26 in accordance with the **Local Government Act 1972, section 15(5)**. (£500.00 for 2024/25).
- 9.10 **Insurance** – to note that the insurance for the Parish Council and Sports Centre is in year three of a three year long term agreement.
- 9.11 **Grants** – to approve the payment of the grant authorised by the Parish Council in the 2025/26 budget to Ash Green Sports Centre – up to £15,000.00 as required.
- 9.12 **Direct Debits** – to authorise the payment of the attached accounts by direct debit for the year 2025/26.
- 9.13 **Bank Charges** – to authorise the deduction of monthly charges by Lloyds Bank in the amount of £4.25 for the Parish Council and Sports Centre.
- 9.14 **Business Charge Card** –
- to authorise the use by the Clerk and Deputy Clerk of the Parish Council charge cards for the purchase of items on-line for the Parish Council and Ash Green Sports Centre with a limit of £500.00 each in any one month for 2025/26.
  - To authorise the payment of the following by Business Charge Card for the 2025/26 year.
  - Microsoft Office 365 for the officers and councillors up to £131.16 per month.
  - Canva – graphic design tool in the amount of £99.99 per annum.

- Charge card fee - £32.00 per card per annum, total £64.00.

9.15 **Summer Scheme** – to give consideration to agreeing a budget for the Summer Scheme 2025. (up to £2,000.00 in 2024/25)

## 10. PLANNING

(APPENDIX E GOLD)

10.1 To note the notes of the Planning Applications Working Group meeting of 07 May 2025.

## 11. ASH GREEN SPORTS CENTRE

(APPENDIX F BLUE)

11.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk/Finance Officer on the Sports Centre's current financial position and note the reports attached.

11.2 **Approval of Payments** – To approve the payments made since the last meeting to 06 May 2025.

11.3 **Sports Centre Management Committee** – To note that the next meeting of the Sports Centre Management Committee will be held on 03 June 2025.

## 12. NORTHFIELD

(APPENDIX G LIME)

12.1 To note the minutes of the meeting of the Northfield Management Committee held on 06 May 2025.

## 13. COMMUNITY AND ENVIRONMENT

(APPENDIX I LILAC)

13.1 **Community Warden** – to give consideration to the attached legal advice regarding the contract with Kent County Council.

13.2 **Focus Group** - to note the notes of the meeting of 06 May 2025.

13.3 **Self-defence Classes** – to give consideration to the provision of a six week course for women and girls as per the attached report.

13.4 **Meet the Representatives Event** – to confirm hosting this annual event on Friday 4 July 2025 from 3.30pm – 5pm in New Ash Green Shopping Centre.

## 14. ITEMS FOR INFORMATION:

14.1 To receive verbal reports from all Councillors, for information only.

## 15. PROGRESS TRACKER

(APPENDIX I LIGHT BLUE)

15.1 To note the progress tracker of Council decisions.