

# 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 a meeting **Thursday 13<sup>th</sup> June of Lydden Parish Council on 2024 at 7.30 pm. The meeting will be held in the Lydden Village Hall, Canterbury Road, Dover CT15 7EX**

*Irene Bowie*

**Clerk to the Council**

[clerk@lydden-pc.gov.uk](mailto:clerk@lydden-pc.gov.uk)

7<sup>th</sup> June 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. Apologies.

- 1.1 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.
- 1.2 Declaration of Changes to the Register of Interests.
- 1.3 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.
- 1.4 Requests for Dispensations.
- 1.5 Declarations of Lobbying.

### 2. 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.***

### 3. Reports from external parties (if present).

Kent County Councillor, Dover District Councillor, Police.

### 4. Minutes of the Parish Council Meeting

To resolve that the minutes of the Parish Council Meeting held on the 9<sup>th</sup> May 2024 to be taken as read, confirmed as a correct record, and signed by the Chairman.

### 5. Planning:

- 5.1 To table planning applications received for consideration: None received.
- 5.2 To Table and Validate Planning Applications dealt with since the last meeting. There are none.
- 5.3 To table decisions by Dover District Council (DDC) since the last meeting.

24/00394 Canterbury Road Lydden CT15 7ER  
Erection of two storey side extension (existing garage to be demolished)  
DDC - Grant Planning Permission  
<https://publicaccess.dover.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SBO6SEFZM9700>

5.4 To Table late planning matters.

**6. To receive Reports**

- 6.1 Chairman's Report
- 6.2 Clerks Report (on matters not included in other agenda items)
- 6.3 Councillors Report (on matters not included in other agenda items)
- 6.4 Allotments Report and Update
- 6.5 Village Hall Report and Update
  - 6.5.1 Unauthorised use of the Village Hall Car Park
- 6.6 D Day 80<sup>th</sup> Anniversary Event

**7. Highways:**

- 7.1 To consider the Highways Improvement Plan
- 7.2 To receive the parish portal report
- 7.3 To receive and consider any other highway matters

**8. Finance:**

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 8.2 Late Payment Request/s to be discussed for approval and payment.
- 8.3 To consider any request for grants or donations
- 8.4 To table any late financial matters
- 8.5 To receive and consider the updated Financial Regulations 2024
- 8.6 To consider a Policy and Statement of Internal Control
- 8.7 To consider a Grants Policy
- 8.8 To receive and approve the Fixed Asset register

**9. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024**

- 9.1 Accounts for Approval
  - 9.1.1 To receive the 2023/24 Accounts
  - 9.1.2 To review the 2023/24 spend vs budget
  - 9.1.3 To receive the Financial Report for 2023/24
- 9.2 To receive and note the Annual Internal Audit Report
- 9.3 To receive and approve the Annual Governance Statement (Section 1)
- 9.4 To receive and approve the AGAR Accounting Statements (Section 2)
- 9.5 To receive and approve the AGAR for 2023/24
- 9.6 To approve the Certificate of Exemption

**10. Correspondence:**

- 10.1 To table items of late correspondence :
- 10.2 Items circulated.
  - 10.2.1 The Good Councillors Guide 2024
  - 10.2.2 The e-watch Newsletters
  - 10.2.3 Grant Opportunities
  - 10.2.4 KALC Training Bulletin
  - 10.2.5 KALC News June 2024
  - 10.2.6 Restrictions on Publicity During the Pre-Election Period - General Election 4 July 2024
  - 10.2.7 The Local Nature Recovery Strategy for Kent and Medway - We need to hear from Parish and Town Councils.

**11. Agenda Items for the next meeting:**

**12. 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.

12.1 Staffing Matters

**Meeting Dates for 2024**

**Parish Council Meetings :**

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*