

SELLING PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL, THAT WILL BE HELD ON THURSDAY 19 May 2022 at 19:00 at Selling Village Hall. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda.

Members of the public and press are invited to attend the meeting. *Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution.*

AGENDA

- 05.22.01 Election of the Chairman and Vice-Chairman**
To elect the Chairman and the Vice-Chairman and for the Chairman to sign the Declaration of Acceptance of Office.
- 05.22.02 Welcome and apologies for absence**
To receive and approve apologies and reasons for absence.
- 05.22.03 Declarations of Interests and Dispensations**
To hear declarations of interest relating to items in this agenda.
- 05.22.04 Items to be taken in private session**
To determine which items, if any, of the agenda should be taken with the public excluded. *Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.*
- 05.22.05 Confirmation of the Minutes of the Ordinary Parish Council Meeting**
To approve the Minutes of the Ordinary Parish Council meeting held on 21st April, 2022.
- 05.22.06 Clerk's Report**
To receive a report from the Clerk outlining actions taken following the last meeting.
- 05.22.07 Open Forum**
To invite reports from the Ward/County Councillors, if in attendance. To ask the public if they wish to speak on any matter. *Members of the public will be given up to 10 minutes to talk to the councillors, the item may be added to the agenda for the next meeting if members of the council agree subject to Standing Order 3(e).*
- 05.22.08 Financial matters**
- a) Bank Account Balances and Reconciliation**
- i) To approve and sign the bank account balances and reconciliations for April, 2022.
 - ii) To approve the annual bank account balances and reconciliation.
- b) Accounts for Payment**
- i) Clerk's salary and expenses for April, 22 £59.49
 - ii) DM Payroll Services £120.00
 - iii) Streetlights £51.00

- iv) Payment of insurance premium
- v) Payment for the clock and plaque for the Village Hall

c) Certificate of Exemption

To resolve to confirm the statements and sign the revised 'Certificate of Exemption' to be submitted to the external auditor, as advised by PFK Littlejohn as best practice.

d) Annual Internal Audit Report AGAR 2021/22

To receive the Annual Internal Audit, approved by David Buckett 27-04-22

e) Annual Governance Statement AGAR 2021/22

To resolve that Selling Parish Council has a sound system of internal control

f) Accounting Statement AGAR 2021/22

To resolve to approve the accounting statement

g) Assets Register 2022-23

To receive the Register of Assets for 2022-23.

h) Notice of Public Rights and Publication of Annual Governance & Accountability Return

To resolve to publish the AGAR and Notice of Public Rights and submit the audit documents to PFK Littlejohn.

05.22.09

Planning Applications

To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will be considered.*

22/501838/FULL 1 Shepherds Hill Cottages, demolition of existing flat-roof extension and erection of new pitched and concealed green flat roof single storey rear extension, including concealed with roof light.

05.22.10

Parish Council Members Responsibilities and Representation on Outside Bodies

To resolve which councillor will have responsibility or will represent the Parish Council on the following: Speedwatch, Highways, Law and Order, *Perry Wood, PROW, Mid-Kent Downs, Village Hall Committee, Kent Association of Local Councils, Selling Church Buildings Trust, Selling School*

05.22.11

Dates and times of future meetings

To resolve the dates and times for future Ordinary Parish Council meetings.

05.22.12

Local Council's Liaison Forum

To receive an update from Cllr Bowles.

05.22.13

Matters concerning Highways and or the Highways Improvement Plan

- i) To receive an update on flooded roads.
- ii) To receive an update on the Traffic Regulation Order
- iii) To receive an update on the Community Speedwatch Scheme
- iv) To receive an update on the advertising vehicles on the bridge over the M2
- v) To receive an update on the request for the parish council to be consulted on road closures in Selling.
- vi) Pot holes on the verges and not on highways
- vii) To resolve what actions if any to be taken following the results of the public consultation.

05.22.14 **Matters raised for information purposes only from portfolio holders and adopted-schemes.** Any matters raised to be advised by a written report circulated prior to the meeting or as a verbal report.

- i) **Highways**
- ii) **Law and Order**
- iii) **Perry Wood**
- iv) **Public Rights of Way**
- v) **Mid-Kent Downs**
- vi) **Village Hall Committee**
- vii) **KALC/SAC**
- viii) **Church Building Trust**
- ix) **Selling School**

05.22.15 **Correspondence**
To discuss any circulated matters.

05.22.16 **Items to be placed on the next Agenda**
Any items to be emailed to: clerk@sellingparishcouncil.gov.uk no later than Tuesday, 7th June, 2022.

05.22.17 **The date of the next Ordinary Parish Council meeting to be advised.**

Supporting docs:

Draft Minutes of the April 2022 meeting
Draft Minutes of the Annual Parish Meeting
Bank reconciliation for April, 2022
Annual bank reconciliation 2021-22
Clerk's salary and expenses for April 22
Invoice Streetlights
Invoice for DM Payroll Services
Invoice for Insurance
Certificate of Exemption
AGAR forms
Invoice for the clock and plaque

Wendy Gregory – 13.05.22