

## SELLING PARISH COUNCIL

### NOTICE OF THE PARISH COUNCIL MEETING WHICH WILL BE HELD AT SELLING VILLAGE HALL ON 19 SEPTEMBER 2019 AT 19:00

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

#### AGENDA

- 1. Welcome and apologies for absence**  
To receive and approve apologies and reasons for absence
- 2. Declarations of interests and dispensations**  
To hear declarations of interest relating to items in this agenda
- 3. Confirmation of the Minutes**  
To approve the minutes of the ordinary council meeting held on 15 August 2019
- 4. Updates**  
Matters of interest arising (for information only):
  - \* Councillor vacancies - two councillor vacancies to be filled
  - \* Rural Housing (Monica Close)
  - \* Selling Bee Friendly Project grant
  - \* Parish Council noticeboard
  - \* Lighting, safety audit/costs
  - \* Guidance on Drones from KALC
  - \* Advice/ruling from KALC about requirements for back-up equipment
- 5. Open Forum**  
To ask the public if they wish to speak on any agenda item
- 6. Parish Council Website** - progress report on SPC.gov.uk new website
- 7. Highways Public Meeting** – to review Cllr Saunders proposed notice and invitee list
- 8. Village Surveys (Play Area, Lighting, Resilience)** - to format questions and agree action to be taken regarding the village surveys including printed/online forms/logistics.
- 9. Policies/Terms of Reference** - to agree a possible date of 14<sup>th</sup> November, subject to availability of hall, for an extraordinary meeting to agree a full list of Policies for the year ahead to be published on the council website.  
To include:- Standing Orders, Financial Regulations, FOI, New Model Publication Scheme, Data Protection, Complaints Procedure, Risk Assessment, Media Policy, Grant Application Form, Privacy Policies, Community & Engagement, Grant Application procedure, Correspondence policy, plus Terms of Reference for maintaining, uploading and monitoring the SPC website and SPC Facebook page, and the rules for users of the Facebook page.

- 10. Defibrillator Training** – to agree a contribution towards costs
- 11. Selling School Fete** – to agree level of support
- 12. Kent and Medway Energy and Low Emissions Strategy Survey** – to review responses given by Cllr Bowles to submit on behalf of Parish Selling Council.
- 13. Financial matters**
  - a) Consideration and approval of the Annual Return for the year ended 31<sup>st</sup> March 2019
    - i) Section 1 Annual Governance Statement 2018-19
    - ii) Section 2 Accounting Statements 2017-18, in annual return
    - iii) Statement of Internal Control
    - iv) Acknowledge receipt of internal audit report
  - b) To approve the bank reconciliation
  - c) To make the following payments:-
    - i) KALC invoice for the Clerk's Conference £72.00
    - ii) Membership of SLCC for the Clerk £114.00
    - iii) Cllr Saunders claim for acting RFO expenses TBA
    - iv) Annual Accounts/Internal Audit TBA
  - d) To approve the following payments:-
    - i) Mrs Bex Ratchford, for preparing the audit and attending the audit meeting £204.74
    - ii) Mrs Bex Ratchford, to approve payment of £15ph to attend the September meeting
    - iii) Reimbursement to the Clerk for the cost of training course 'Taking Minutes and Agendas' (£72.00 including VAT)
    - iv) The Clerks salary and expenses for the month of August £290.90
    - v) ICT Invoice for completion of the website, email addresses and registration of domain name £645.60
    - vi) Streetlights annual payment TBA
- 14. Planning Applications**
  - a) 19/504330/FULL Luton Cottages, The Street, Selling Faversham Kent ME13 9RQ
- 15. Councillor Reports** (for information only) Selling School, Perry Wood, PROW, KALC SAC/outside bodies, Church Buildings Trust, Consultation Documents and Mid-Kent Downs Village Hall report.  
To invite reports from the Ward/County councillors, if in attendance.
- 16. Correspondence** - to discuss any circulated matters
- 17. Items to be placed on the next Agenda** - TBA
- 18. To confirm the date of the next meeting** is 17 October 2019

Supporting docs:

Cllr Bowles responses for Kent and Medway Energy and Low Emissions Strategy Survey

Cllr Saunders draft for notice for the Highways Public Meeting and suggested list of invitees

Wendy Gregory – 06.09.2019