

Local Government Act 1972



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

NOTICE IS HEREBY GIVEN THAT:

The **Annual Statutory Meeting of the Parish Council** will be held on
Tuesday 6th May 2025 at 7.30pm at Langton Green Pavilion, Langton Green
for the purpose of transacting the following business.

A G E N D A

No decisions will be taken by the Parish Council on any item not on this Agenda

1. **Election of Chair** - signing of declaration of acceptance of office
 2. **Election of Vice-Chair** - signing of declaration of acceptance of office
 3. **To enquire if anyone present intends to film, photograph and/or record the meeting**
 4. **To accept and approve apologies and reasons for absence**
 5. **Disclosure of Interests**
To receive disclosure of members' pecuniary or other significant interests, in respect of items on this Agenda in accordance with the Kent Members' Code of Conduct as agreed and accepted by the Parish Council on 6th August 2012.
Members must explain the nature of the interest at the commencement of the agenda item, or when the interest becomes apparent.
 6. **Declarations of Lobbying**
 7. **Minutes of the Full Council meeting held on 7th April 2025** – To resolve that the minutes, previously forwarded to Members, be confirmed as a correct record and signed by the Chair.
 8. **Public Open Session** – The Meeting will be adjourned to give members of the public an opportunity to raise with the Council any items of concern or interest.
Members of the public are NOT permitted to participate in the meeting after this agenda item without prior invitation from the Chair. Anyone is welcome to stay for the entire meeting and observe but cannot take part.
 9. **Borough and County Councillors' Reports**
 10. **Clerk's Report**
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11. General Matters – Actionable tasks which do not fall to a committee.

12. Appointment of committees including KALC representative

- To confirm the new committee structure and membership as recommended by the Governance Committee
- To confirm the KALC representative.

13. Annual Return

- a) To consider the 2024/25 Internal Audit Report.
- b) To consider the review of the Risk Assessments.
- c) To consider the approval of the Annual Governance Statement (Section 1 of the AGAR) and that the Annual Return be signed.
- d) To consider the approval of the Accounting Statements (Section 2 of the AGAR) and authorise the Chairman to sign on behalf of the parish council.
- e) To advise the public inspection period of the Annual Return.

14. The General Power of Competence – To consider whether the council should re-adopt the General Power of Competence (LA2011 S1(1)) for the next term of office.

15. Committees and Working Groups (WG) and other Reports: to include any meetings held since the last Full Council meeting, the draft minutes having previously been forwarded to all Members

- a) **Governance Committee** – Report by Cllr Lyle.
 - To consider the recommendations of the Governance Committee to:
 - approve the Statement of Internal Control.
 - re-appoint the Internal Auditor (IA).
 - appoint the Clerk as Data Protection Officer (DPO).
 - confirm the Fixed Asset Register is correct.
 - approve a 4% pay award for all staff, to be backdated from 1st April 2025:
 - Groundsman – increase in hourly rate from £15.93ph to £16.57ph.
 - Assistant Clerk (CB) – increase in hourly rate from £16.25ph to £16.90ph.
 - Assistant Clerk (KH) – increase in hourly rate from £17.80ph to £18.51ph.
 - Clerk – increase in hourly rate from £23.55ph to £24.49ph.
 - approve the following policies: Health and Safety; Transparency Code; Complaints; Documents, Records and Correspondence; Equality and Diversity / Disability Discrimination; Freedom of Information; and Lone Worker.
 - approve the Internal Audit Terms of Reference.
- b) **Highways Committee** – Report by Cllr Norton.
- c) **Amenities Committee** – Report by Cllr Mrs Lyle.
 - To consider a request made by Little Birches Nursery for a higher replacement fence.
 - To review the Full Council decision of 4th September 2023 regarding its liabilities under the lease of Langton Green Village Hall.
- d) **Environment WG (EWG)** – Report by Cllr Turner.
 - To consider the approval of the Environment Policy.
- e) **KALC** – Report by the Chair.
- f) **Air Traffic Issues** – To consider any action to be taken.

16. Finance Committee – Report by Cllr Rowe

Report by the Chair including any Committee Meetings held since the last Full Council meeting, the Minutes having previously been forwarded to all Members.

- a) Report on interim payments made since the last meeting.
- b) To note decisions made under delegated authority.

- c) To consider the approval of the virement of funds into the following EMRs as agreed at Full Council on 6th January 2025:

Pavilion Legal Fees	£2,500
Parish Office Building Works	£750
CCTV	£1,625
LGRG Play Area	£5,000
LGRG Car Park	£1,000
Life Saving Appliances	£7,500

17. Accounts for Payment – To authorise the payment of invoices as listed.

18. Update on Vacancies on the Council – To receive an update.

19. Annual Parish Meeting 2025 – To receive an update.

20. Speldhurst Chapel – To receive an update.

21. Planning Committee – Report by Cllr Cleaver

Report by the Chair including any Committee Meetings held since the last Full Council meeting, the Minutes having previously been forwarded to all Members.

22. Langton Green Recreation Ground (LGRG) – To receive an update on the Pavilion.

- To receive an update on the Community Hub.
- To receive an update on shared matters with LGCSA.
- To consider the renewal of the Community Hub Hire Agreement.
- To consider the increase in charges for the hire of the Pavilion.
- To consider the cleaning costs of the Pavilion.
- To consider the terms of reference for the Pavilion Working Group.

23. Chair's Report

24. Diary Dates

25. Items for Information

Katie Neve
Parish Council Clerk
29th April 2025