

HIGHAM PARISH COUNCIL

Clerk
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20th May 2018

Dear Councillor,

The Annual Parish Council Meeting will be held at the Memorial Hall, School Lane, on Monday, 21st May 2018 at 7.30 p.m., and will be followed by a Parish Council Meeting. The Members of the Planning Committee will meet at 7.00 p.m. and the correspondence folder and planning decision folder will be available for perusal by all Members from this time.

The Chairman reminds Members that items may be omitted from this agenda if there is nothing to report, or time does not permit their inclusion. Please advise the Clerk in advance of the Meeting if you have something of importance you wish to report to the Parish Council.

Yours faithfully,

Linda M. Carnall

Clerk to the Parish Council.

ANNUAL PARISH COUNCIL MEETING.

AGENDA.

1. To elect a Chairman.
2. To receive the signed declaration of acceptance of office form from the Chairman.
3. To elect a Vice Chairman.
4. To elect the following:-
 - a. Chairman and Vice Chairman of the Community Development Committee
 - b. Chairman and Vice Chairman of the Infrastructure Committee.
 - c. Chairman and Vice Chairman of the Executive Management Committee

MEMBERS ARE REMINDED THAT THEY MAY ATTEND AS MANY OF THE ABOVE COMMITTEE MEETINGS AS THEY WISH.

5. To appoint the following representatives:-
 - a. 2 representatives for the K.A.L.C.
 - b. 1 representative for the Memorial Hall Management Committee.
 - c. 2 representatives for the Local Transport Advisory Committee (also the Village Transport Representatives).
 - d. 1 representative for Merston Court Day Centre.
 - e. 2 representatives for G.R.O.W.C.
 - f. Governing Body of Higham Primary School (CLLR. PEARTON).
 - g. 2 representatives for the Police Advisory Committee.
 - h. 2 representatives for the Chalk Liaison Group (now including Lower Thames Crossing).
 - i. 2 representatives for Rural Housing.
 - j. 3 representatives for Village Roads, Pavements and Lighting.
 - k. 11 representatives for Higham Gardens for Pleasure Competition.
 6. Vote of thanks to Liz Jeffery for continuing to act as Village Press Correspondent and Parish Council Press Officer.
 7. Vote of thanks to Cllr. Papadopulos and Cllr. Carroll for serving refreshments at Parish Council Meetings.
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PARISH COUNCIL MEETING.

AGENDA.

1. To adopt standing orders in their present form, including amendments for the Annual Parish Assembly, financial regulations and delegated powers for the Planning Committee.
2. To receive apologies for absence.
3. To update the Register of Members Interests.
4. To receive inspection reports for Parish property and amenities.
5. To confirm and sign the Minutes of the Parish Council Meeting, held on Monday, 16th April 2018.
6. Matters arising from the Minutes.
7. Parishioners' Matters.
8. Expression of interest as Parish Council Advisor (EMAIL ENCLOSED AND REVISED TOR)
9. To receive an update on the preparations for the introduction of GDPR (REPORT ENCLOSED).
10. To finalise arrangements for the 2018 Higham Gardens for Pleasure Competition.
11. To arrange dates for Parish Council Meetings in 2019.
12. Councillors' Matters: County / Borough / Parish.

REFRESHMENT BREAK

13. Reports:
 - a. To note the following planning applications:-
Appln. no. 20180446, Appln. no. 20180420, Appln. no. 20180437,
Appln. no. 20180481, Appln. no. 20180380.
 - b. Community Development Committee.
 - c. Infrastructure Committee (REPORT ENCLOSED)
 - d. Executive Management Committee.
 - e. Kent Community Warden.
 - f. Kent Police.

14. Finance:

To endorse and approve the following payments:-

Clerks salary (March net)	1085.54
HMRC (PAYE/NI March)	208.20
KCC (LGPS March)	411.23
Clerks salary (April net)	1110.22
HMRC (PAYE/NI April)	208.18
KCC (LGPS April)	419.43
Clerk (exps. use of room as office 1/1/18 to 31/3/18)	227.50
Clerk (annual storage rental)	100.00
British Telecommunications plc (broadband)	170.97
EDF Energy (Pavilion electricity)	62.92
Elizabeth Hart (delivery Local Plan Review flier)	250.00
KALC (subscription 2018)	1248.24
A Stones Throw Design (Love Higham leaflet)	210.00
SSE (electricity for public toilets)	31.91
Elizabeth Jeffery (clerking expenses for Annual Parish Assembly)	50.00
Higham Age Concern (Sect. 137/139 grant)	400.00
MJ Read and Co (preparation of annual accounts/annual return 2018)	624.00
BHIB (insurance renewal premium 2018)	1600.90
Singlewell Stationery and Print Ltd. (2018 newsletter)	1071.00
Singlewell Stationery and Print Ltd. (Village Plan)	564.56
Sue Sparks (Local Plan Review notices)	6.00
Sue Sparks (Local Plan Review signs)	3.90
St. Johns College (quarter year rent for RG due 25/6/18)	750.00

15. To consider the Accounting Statements and Annual Return for Local Councils in England and Wales for the Year Ended 31st March 2018 as a whole
16. To Approve the Annual Governance Statement (Section 1).
17. To Approve the whole Accounting Statements (Section 2).
18. Chairman to sign the Accounting Statements.
19. Correspondence.
20. To note the dates of the next Parish Council Meetings:-
Monday, 2nd July 2018 at 7.30 p.m.
Monday, 10th September 2018 at 7.30 p.m.
21. Any Other Business.

DATES FOR PARISH COUNCIL MEETINGS IN 2018

Mondays: 2nd July, 10th September, 15th October, 20th November (BUDGET?) and 26th November (Christmas Meeting with the Mayor of Gravesham).