Charlotte Cole, Clerk

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**To: The Members of Hever Parish Council**

I hereby summon you to attend the meeting of Hever Parish Council to be held at FOUR ELMS Village Hall.

on WEDNESDAY 21ST November 2018 commencing at **7.30pm** for the transaction of business as set out below.

Signed; Clerk Date 16.11.18 \*attachment / printed copy

*To assist in the speedy and efficient dispatch of business,* ***please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.***

1. To receive apologies and declarations of interest in respect of business specified on the agenda.

2. \*To approve the accuracy of Minutes of the previous meeting (18.09.18) (Chair).

3. Public Forum (10 minutes)

*The Council will receive statements and questions from the public (****this is the only opportunity for members of the public to make a contribution during the meeting****) and for members with pecuniary interests to speak on items on the Agenda.*

Items for discussion / decision;

4. \*Proposed HPC budget for 2019 – 2020 (CC, JH, AH, JW) - the Finance committee has considered the budget options. Proposal for 2019 – 2020 – does the full Council accept the proposals?

5. \*Affordable Housing – (SS / CT / CC). Summary of work to date and proposal to partner with English Rural Housing Association. Does the full Council accept the recommendations of the working party?

6. \*GDPR update (CC) – Does the Council and Cllrs. agree to accept and adopt the policies? Including Ap. 1 Data protection and privacy policy, Ap. 2 General privacy notice (for residents and members of the public), Ap. 3 Privacy notice (staff, Councillors), Ap. 4 Subject access policy and template response letters, Ap. 5 Data security breach process. For Cllrs. to note duties and responsibilities. Any queries, subject access requests or data breach concerns always to the Clerk.

\*ICO advice for elected and prospective councillors attached.

7. Gatwick update (DL, SL, RBS).

8. Councillors profile in The Link magazine (widely distributed Church magazine) – do the Cllrs. agree to photo and profile being published? (JW).

9. Re launch of www.hever.org and launch of The Link magazine online. (JW)

10. Four Elms Parish rooms *(not in Trust to, owned or managed by HPC)* – “Four Elms primary school to stop supporting and using the rooms in 2019 and no funds to maintain the site”. Does the Council have an opinion on this or if there is any impact for the local community? (JH)

11. To consider any grant applications received.

a) Further (to the £100 previously granted) £20 requested by JW towards publicity for WW1 commemorations.

b) Hever village hall – ? future plans. No grant application received in time however Committee may wish to attend to discuss future plans.

12. To determine matters arising from the previous minutes for updating / noting (Chair)

Items for updating on / for information;

13. \*Planning and licensing; applications responded to and outcomes - attached to agenda.

14. \*Financial update. (Clerk).

15. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda *(not for decision making or with financial implications)* (JW)

16. **Other correspondence for noting / Consultations**. This may include items from the Kent Association of Local Councils / National Association of Local Councils.

a) Note attendance at Summer free Family Fun Days; 22nd August Hever 43 children, Four Elms 1st September 71 children.

**b) Do you have any tasks or projects that a group of volunteers from a local company could assist you with?** I coordinate volunteering tasks for employers, who encourage their staff to volunteer and match them with local charities, as part of Stronger Kent Communities [Employer Supported Volunteering Service](http://www.thanetvolunteerbureau.co.uk/ESV). I have local companies who have willing and able staff looking to spend a day volunteering. In the past they have volunteered their time to paint schools & create gardens for hospices, but would be interested in considering anything and everything. I recently arranged a volunteering day for staff at AMEY.  They went along to Stone Parish Council and cleared rubbish from their allotments for 2 days.  If you have a task/project that you think could be completed in a day by 2-20 volunteers, then do please email me sally@strongerkentcommunities.org.uk **Sally Nefzaoui**, ESV Development Co-ordinator West Kent, Stronger Kent Communities

c) **Note meeting dates for 2019 (all 7.30pm);**

15th January Markbeech village hall

20th March Four Elms village hall

2nd May – **Parish and District elections** (nominations for the elections close in April 2019).

Tuesday 7th May **AGM** Hever village hall

Monday 23rd May **Annual Parish Assembly** 7.30pm Four Elms village hall

Tuesday 16th July Hever village hall

Tuesday 17th September Markbeech village hall

Tuesday 21st November Four Elms village hall

**\*FINANCIAL UPDATE SINCE LAST MEETING**

Note damage to FE bus shelter by unknown source. Irreparable damage. Insurers agreed to replace.

**HEVER PARISH COUNCIL PLANNING COMMITTEE**

AGENDA 7.15pm

SE/18/02711/HOUSE 1 Hillside Cottages, Four Elms road, Four Elms, Kent TN8 6NQ

Removal of existing car port. Erection of 2 storey side extension and first floor rear extension over existing ground floor. Deadline 05.12.18