Charlotte Cole, Clerk

Tel: 01342 322123

[clerk@hever.org](mailto:clerk@hever.org)

**AGENDA**

**To: The Members of Hever Parish Council.** I hereby summon you to attend the ANNUAL meeting & ANNUAL ASSEMBLY of Hever Parish Council to be held by ZOOM on 6TH May2021 commencing at 7.30 pm for the transaction of business as set out below.

**Signed; Clerk Date 30.04.21 \*attachment**

Join Zoom Meeting

<https://zoom.us/j/93130193301?pwd=c0lPek5VWjRDVEhrcmMvSm41b3JXUT09>

If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration

of the agenda item. Once the item has been concluded, they will be re-admitted.

In order to protect participants from malware, the ‘chat’, file sharing and screen sharing function

will be disabled during the meeting. If necessary, the Clerk will display any documents required using the ‘share screen’ function.

Hever Parish Council choose to have a public forum (at the beginning of every Agenda) as the parish council hugely value

residents’ views and opinions.

As with face to face meetings, members of the public will be given the opportunity to speak during public participation

(maximum 15 minutes), but will not be permitted, unless invited to do so by the Chairman, to speak at other times. A person

who speaks at a meeting shall direct his comments to the Chairman of the meeting. Only one person is permitted to speak at

a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

Raising a question will not *guarantee* a response at the meeting nor start a debate on the question. The Chairman of the

meeting may direct that a written or oral response be given or that the issue raised be considered properly and after time to research the topic, at the next meeting.

Anyone wanting to speak should raise their hand using ‘raise hand’ / chat function in the options within the

participants’ section [or by waving if they’re using a camera so that the Chairman can see].

Meeting participants may wish to protect their personal environment by choosing a virtual background or alternatively

should consider what can be seen behind them while on camera.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting. The meeting will not be recorded and please do not do so as permission not given.

For your information, in law, the public have a right to attend meetings but they have no right to speak.  Schedule 12, LGA 1972

*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.***

1i. Election ofChairman for 2021/22**. Acceptance of office form to be completed.**

1ii. Election ofVice Chair for 2021/22

2. To receive apologies and declarations of interest in respect of business specified on the agenda (Chair).

3. \*To approve the accuracy of draft Minutes of the previous meeting

4. 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;**

**5.** To receive the resignation of the Clerk (Chair) and update on recruitment.

**6.** Chairman’s report

**7.** Request by Hever school to hold school fete on Parish Field 21st June 2021

**8.** SDC sewage recharge to some local residents (SS)

**9.** \***Financial update**. Receipts and payments since last update & accounts and statement reconciliation (Clerk). *Annual accounts and internal audit report to be considered for external audit at next meeting (there will need to be an additional brief meeting in June to sign off annual accounts once internal audit has completed report).*

**10.** To consider any grant applications received. Does the Council require

further information and / or wish to support the application (to what sum)?

\*Kent, Surrey & Sussex Air Ambulance grant request £ 300.

**11.** Theappointment of members of Committees;

* Planning
* Finance and Employment (currently JW, JH, AH, Clerk)
* appointment of members to serve on outside bodies / local groups e.g. HWCAAG (currently RBS, SL, DL).

**12.** \*HPC Annual policies – updated in advance of Annual Meeting. Could Members study the documents and policies (changes highlighted in documents) in advance of the meeting to ratify?

Complaints Policy

GDPR

Planning Committee Terms of Reference

Finance Regulations

Code of Conduct

Terms of Reference of Finance and Employment Committee

Standing Orders

Training Policy for the Clerk and Cllrs.

Risk Management

Asset register

Co – option of Cllrs. procedure

**13.** Affordable housing. Proposal by the working group to recommence the final

phase of public consultation until the end of June – to include “drop in” sessions in

Four Elms w/c 21.06.21 (subject to covid restrictions) and for further public

comments to be received by email to [clerk@hever.org](mailto:clerk@hever.org)

The full Council will consider the issues and comments received (qualitative

and quantitative) at the next meeting on 07.07.21

**14.** Highways Improvement plan for the parish (21/22)– meeting between AH, Clerk and Highways KCC

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

**16.** Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.

**17.** GDPR – to update any developments or actions required.

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

**19.** Consultations / Other Correspondence. Clerk.

Family Fun Days – pencilled in for Four Elms 9th August 10am – 2pm.

Train noise through Bough Beech.

Neverworld 2021 cancelled.

Items for updating on / for information;

**Gatwick update** (SL, RBS, DL) Clerk attended the CAGNE meeting on 08.04.21

2021 HPC meetings 7pm Planning 7.30pm Full Council meetings – awaiting central Govt. guidance on mode of meetings.

|  |  |  |
| --- | --- | --- |
| MONTH | DATE | DAY |
| JULY | 7 | WEDNESDAY |
| SEPTEMBER | 7 | TUESDAY |
| NOVEMBER | 9 | TUESDAY |

**HEVER PARISH COUNCIL PLANNING COMMITTEE** - AGENDA

*Please note*, Sevenoaks District Council (www.sevenoaks.gov.uk) is the planning authority. HPC is a consultee on some applications. Any member of the public can comment directly to SDC on a planning application. See; <http://hever.org/what-powers-does-hever-parish-council-have-in-planning-applications>

HPC Councillors have the responsibility as individual committee members to have studied application documents prior to the meeting to enable input and worthwhile discussion to form a consensus. Minutes will be recorded as decisions / comments submitted to SDC.

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1. KCC/SE/0056/2021 Installation of extraction system behind parapet wall to

front elevation to allow for conversion of staff room into new commercial kitchen

Hever C of E Primary School, Hever Road, Hever, Kent TN8 7NH

1. 20/03557/FUL Land North West Of High Buckhurst Cottage Mark Beech Kent

TN8 5NS The applicant has amended the plans to address the concerns raised by Kent County Council Highways Team in relation to the access and parking arrangements. Any comments you made on the original application will be considered when the decision is made. If you wish to make further comments, you should do so by 21 May 2021.

1. 21/01287/HOUSE Springbank Cowden Pound Road Mark Beech Kent TN8 5NR

Proposed single and double storey extension to the front of the property.

Add an enclosed oak frame porch. Change of use, garage into habitable space, changing single storey flat roof to pitched. Enlarge loft space adding 2 x cottage dormer windows to front. Parking materials changed.