

Agenda

Members of Hever Parish Council are hereby summoned and members of the Public are invited to attend the **Annual Meeting** of the Parish Council that will be held in **Four Elms Village Hall on Tuesday 10th May 2022** commencing at **7.30 pm** for the transaction of business as set out below. The **Planning Meeting will commence at 7.00 pm.**

Signed: Rachael, Clerk & RFO

Date 3/5/22

***are attachments**

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

Please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.

There will be 15 minutes at the beginning of the meeting to hear questions or comments of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chairman.

- 1) a) Election of Chairman. Completion of Acceptance of Office form.
b) Election of Vice-Chairman. Completion of Acceptance of Office form.
- 2) a) Appointment of Finance and Employment (FEC) Committee
b) Appointment of Planning Committee
- 3) To receive apologies for absence and resolve to approve reasons given.
- 4) To receive declarations of interests - Members are reminded to declare any interest on any item on this agenda at this point, or at any point during the meeting, in accordance with Hever Parish Council's Code of Conduct.
- 5) Minutes of last meeting - to approve and sign minutes of the meeting held on the 9th March 2022.
- 6) *Planning: applications see Planning Meeting Agenda.
- 7) Finance
 - a) Approve the Annual Governance and Accountability Return (AGAR) Annual Governance statement (Section 1) by resolution.
 - b) *Consider the Accounting statements (Section 2), (Accounts and

Audit Regulations 2015) and findings on the review by the members meeting as a whole.

- c) Approve the Accounting statements by resolution. Ensuring the statements are signed and dated by the person presiding at the meeting at which that approval is given.
 - d) To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL)
 - e) To resolve to approve the £2,500 payment to the Pond Account (as discussed at November 21 meeting and budgeted for 2022).
 - f) To note that VAT reclaim of £1076.80 has been submitted
 - g) Banking – Now the current Clerk has access, to approve the removal of previous clerk, C Divall, from banking.
- 8) Review and adopt HPC Annual Policies:

Code of Conduct	GDPR Policy	Planning Committee Terms of Reference	Standing Orders
Finance Regulations	Terms of Reference of Finance & Employment Committee	Training Policy for the Clerk and Cllrs	Risk Management
Complaints Policy	Co-option of Cllrs. Procedure	Asset Register	

- 9) Committee reports
 - a) Pond
- 10) Vacancy of the office of Councillor
- 11) *Grant Applications – Air Ambulance Charity - Kent Surrey Sussex £300
- 12) To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
 - a) Banking Update
 - b) Insurance Policy renewal - Zurich
- 13) Items for information only and correspondence
 - a) Bulk refuse freighter – came on 26th March. Positive feedback given to SDC for great customer service and helpfulness of the freighter team on the day.
 - b) Parish Field - Request by Hever School to hold Jubilee Picnic - with maypole dancing and refreshments on Sunday 29 May and Summer Fete on Saturday 2 July on Parish Field.
 - c) Dog waste bin at Hever Field is in need of placement.
- 14) Items for noting or inclusion on future agenda at the discretion of the Chairman.

Date of next meeting Thursday 26th May 2022 - Parish Assembly 7.00 pm Hever Village Hall.

2022 HPC meetings

7pm Planning

7.30pm Full Council meetings

Meeting dates/times can be subject to change, please always check Hever.org website for next meeting date/Agenda.

- Tuesday 5/7/22 - Four Elms Village Hall
- Tuesday 13/9/22 - Hever Village Hall
- Thursday 10/11/22 – Markbeech Village Hall

HEVER PARISH COUNCIL PLANNING COMMITTEE – AGENDA

10th May 2022, Four Elms Village Hall, 7pm

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.

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.

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.

CURRENT PLANNING – To consider the applications and to resolve to agree recommendations.

A list of recent applications (received since the previous meeting) is provided separately. Any planning notifications received between Agenda issue and meeting day may be considered.

PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate. A list of notifications (received since the previous meeting) is provided separately on request or can be found on SDC website.

<p>22/00624/ FUL</p>	<p>Land Adj To New House Farm Rectory Lane Hever Kent TN8 7ER</p> <p>Changed to: Land Adj to New House Farm Bungalow, Newhouse Farm Lane, Hever, Edenbridge Kent TN8 7EQ</p>	<p>Development: Construction of a new stable block with associated landscaping, sand school and new access.</p> <p>Deadline for comments: 8th Apr 2022</p> <p>Outcome Clerk emailed SDC: This is to confirm that Hever Parish Council object to this application. The Council believe it could result in a degree of permanence that could be adapted for other use in the future and referred to Policy LT2.</p> <p>Amended letter received: Postal address of site corrected. –Site: Land Adjacent To New House Farm Bungalow, Newhouse Farm Lane, Hever,Edenbridge Kent TN8 7EQ Amended deadline 12/5/22</p>
<p>22/00987/ HOUSE</p>	<p>The Barn Newhouse Farm Lane Hever Kent TN8 7EQ</p>	<p>Development: Removal of rear windows and side door to be replaced with larger rear facing door and side window, 2no conservation roof windows.</p> <p>Deadline for comments: 11th May 2022</p>

22/00988/ LBCALT	The Barn Newhouse Farm Lane Hever Kent TN8 7EQ	Development: removal of rear windows and side door to be replaced with larger rear facing door and side window, 2no conservation roof windows Deadline for comments: 11th May 2022
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SINCE THE LAST MEETING THE PLANNING COMMITTEE HAS CONSIDERED THE FOLLOWING APPLICATIONS:

22/00514/ MMA	Little Warren House Hever Lane Hever Edenbridge Kent TN8 7ET	Development: Minor material amendment to 20/00608/MMA related to 19/02198/HOUSE to erect two-storey rear extension, single storey side extension with associated replacement windows, doors, external works and associated landscaping. Deadline: 22nd Mar 2022 - Outcome: HPC Supports application – Clerk emailed SDC 21/3/22 6/4/22 - Amended plan: Deleting the window headers on the southern elevation Deadline for comments on amendment - 29 April 2022
22/00515/ LBCALT	Little Warren House Hever Lane Hever Edenbridge Kent TN8 7ET	Development: Two-storey rear extension, single storey side extension with associated replacement windows, doors, external works and associated landscaping. Deadline: 22nd Mar 2022 - Outcome: HPC Supports application – Clerk emailed SDC 21/3/22 6/4/22 Amended plan: Deleting the window headers on the southern elevation Deadline for comments on amendment - 29 April 2022
SE/21/036 71/ADV	The Elms Nursery Bough Beech Road Four Elms KENT TN8 6ND	The signs provide advertisements for the mixed use of the Elms Nursery. Appeal Type Refusal of Advert Consent Requested Procedure Written Representation
22/00598/ FUL	Hillcourt Bough Beech Road Four Elms Edenbridge Kent TN8 6ND	Development: Replacement Agricultural Building Comments by: 1st Apr 2022. Outcome: HPC has no objection to this application – Clerk emailed SDC 31/3/22 Outcome from SDC: Planning Granted 27.4.22
22/00550/ FUL	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	Development: Change of use from agricultural use to two bedroom dwelling house. Deadline for comments: 6th Apr 2022 Outcome: Clerk emailed SDC: Hever Parish Council support this application of the proposed conversion of existing agricultural workshop. However, it is suggested that SDC impose a condition prior to any works commencing on site that a comprehensive construction management plan be approved given the various proposed building

		operations on site, the narrow nature of Prettymans Lane, and close proximity of the subject property to an unregulated railway crossing.
22/00225/ HOUSE	3 Brookfield Four Elms Edenbridge Kent TN8 6NJ	<p>Development: Formation of vehicle access</p> <p>Deadline for comments: 22nd Apr 2022</p> <p>Outcome: No objection. Clerk emailed SDC: Hever Parish Council have no objection to this application subject to gaining necessary approvals from KCC Highways.</p>
22/00882/ HOUSE	St Nicholas Cottage Hever Lane Hever Edenbridge Kent TN8 7ET	<p>Development: Demolition of existing bay window, construction of a new single storey rear extension with terrace over; associated internal and external alterations.</p> <p>Outcome: No objection. Clerk emailed SDC: I can confirm that Hever Parish Council have no objection to this application.</p>