

## ANNUAL MEETING 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 **Hever Village Hall on Wednesday 1<sup>st</sup> May 2024** commencing at **7.00 pm** for the transaction of business as set out below. The **Planning Meeting will commence at 8.15 pm.**

**Signed: Rachael, Clerk & RFO    Date: 22<sup>nd</sup> April 2024    \*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.

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

There will be a Public Forum of up to 15 minutes at point 3 of the meeting to hear questions or comments from the public present to draw the attention of the Parish Council to any matter, Thereafter comments may be made, or questions raised, at the discretion of the Chair.

- 1)    a) Election of Chairman. Completion of Acceptance of Office form.  
      b) Election of Vice-Chairman.
- 2)    To receive apologies for absence and resolve to approve reasons given.
- 3)    Public Forum.
- 4)    a) Appointment of Finance and Employment (FEC) Committee  
      b) Appointment of Planning Committee
- 5)    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.
- 6)    Minutes of last meeting - to approve and sign minutes of the meeting held on the 5<sup>th</sup> March 2024.
- 7)    \*Planning: see Planning Meeting Agenda.
- 8)    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. Statements to be signed and dated by the person presiding at the meeting.
- d) \*To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL)
- e) To note that VAT reclaim of £1,224.16 has been made and received for 22-23.
- f) To note CIL Monies have been received in April 24 of £2,678.16 totalling £8,079.75 in CIL monies held.
- g) To resolve to approve the continued use of internet banking including payment by transfer, BACS and CHAPS.

9) \*Review and adopt HPC Annual Policies:

Asset Register	Planning Committee Terms of Reference
Code of Conduct	Standing Orders

Note the Financial Regulations and Risk Management Policy will be reviewed by the end of the year.

- 10) Vacancy of the office of Councillor
- 11) Grant Applications – None received for consideration.
- 12) To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
  - a) Insurance Policy renewal – Zurich
- 13) Items for information only and correspondence
  - a) Bulk Refuse Freighter – Saturday 22<sup>nd</sup> June
- 14) Roads
  - a) Highways Team Update
- 15) D-Day Celebration events 6<sup>th</sup> June
- 16) Parish Assembly
- 17) Items for noting or inclusion on future agenda at the discretion of the Chairman.

Date of next meeting – Parish Assembly Monday 20<sup>th</sup> May 2024 in Four Elms Village Hall – 7.00 pm.

Hever Parish Council Meeting – Monday 8<sup>th</sup> July in Four Elms Village Hall - Planning Meeting at 7.00 pm and full Council at 7.30 pm.

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

**HEVER PARISH COUNCIL PLANNING COMMITTEE – AGENDA**

**1<sup>st</sup> May 2024, Hever Village Hall, 8.15 pm**

*Please note:* Sevenoaks District Council ([www.sevenoaks.gov.uk](http://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 asked to leave the room for the duration of the agenda item and then invited back in again.

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.

**To be discussed and view agreed at the meeting:**

SDC Ref.	Address	Summary of application
24/00892/AGRNOT	Land East Of Owls Court Five Fields Lane Four Elms	A 80' x 35' steel portal framed farm barn
23/03709/HOUSE	Warren Cottage Hever Lane Hever Kent TN8 7ET	Erection of carport with plant room and parking alteration, Proposed swimming pool. Proposed Ground Source Heat Pump and Air Source Heat Pump installations. Replacement driveway gates. Demolition of stable outbuilding and Green house and associated landscaping.

<p><del>23/02105/FUL</del> -  <b>Amended</b>  <b>24/00221/DETAIL</b></p>	<p>Medhurst Row  Farm Prettymans  Lane Edenbridge  Kent TN8 6LX</p>	<p>Change of use from agricultural use to two bedroom dwelling house. I previously wrote to you about the application received by the Council for this site. The application has now been amended, and a summary of the main changes is set out below;  <b>The applicant has provided a remedial method statement.</b>  <b>Further letter sent to confirm this relates to 24/00221/DETAIL and no consultation required</b></p>
<p>24/00758/FUL</p>	<p>Land South West  Of New House  Farm Bungalow  Newhouse Farm  Lane Hever Kent  TN8 7EQ</p>	<p>Construction of a new stable block with associated landscaping, and new access</p>