



Rachael Turner, Clerk and RFO
Hever Parish Council
PO Box 310
Hartfield TN6 9FZ
Tel: 07784912645
clerk@hever.org

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 **Markbeech Village Hall on Wednesday 6th May 2026** commencing at **7.00 pm** for the transaction of business as set out below. The **Planning Meeting will follow at 8.00 pm.**

Signed: Rachael, Clerk & RFO Dated 29th April 2026 *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.

There will be up to 15 minutes at point 3 of the Agenda to hear questions or comments of 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.

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

- 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) To hear report from County Councillor Mayall
- 7) To hear report from District Councillor Barnett
- 8) Minutes of last meeting - to approve and sign minutes of the meeting held on the 24th March 2026.
- 9) *Planning: see Planning Meeting Agenda.
- 10) Finance
 - a) Receive report from internal auditor
 - b) *Approve the Annual Governance and Accountability Return (AGAR) Annual Governance statement (Section 1) by resolution.
 - c) *Consider the Accounting statements (Section 2), (Accounts and

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

- d) Approve the Accounting statements by resolution. Statements to be signed and dated by the person presiding at the meeting.
 - e) To note dates of Exercise of Public Rights as 3/6/26 to 14/7/26
 - f) *To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL)
 - g) To note that VAT reclaim of £1818.20 has been made and received for 25-26.
 - h) To resolve to approve the continued use of internet banking including payment by transfer, BACS and CHAPS and the annual payments list.
- 11) *Review and adopt HPC Annual Policies:

Asset Register	Planning Committee Terms of Reference
Code of Conduct	

- 12) Highways – Bough Beech speed limit
- 13) Gatwick
- 14) Four Elms Pond update and proposal
- 15) *[Eden Valley Museum – consider corporate membership](#)
- 16) Grant Applications:
 - a) *Hever Village Hall request for funding for electrical safety works and new safety equipment.
- 17) Councillor Vacancy
- 18) Caretaker works – to receive an update from the Clerk
- 19) Environment
 - a) Saturday Bulk Refuse Freighter
 - b) Litter pick review
- 20) Public Footpaths update
- 21) *Four Elms Playground – to review options for new equipment
- 22) To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
 - a) Website and email update
 - b) Verge cuts to note increase in costs due to increase in fuel costs
- 23) Items for information only and correspondence
 - a) Parish Assembly – Monday 18th May
 - b) July meeting date – Tuesday 21st July
- 24) Items for noting or inclusion on future agenda at the discretion of the Chairman.

Formatted: Font: (Default) Calibri, Font colour: Auto

Date of next meeting –Monday 18 May (Parish Assembly) – Four Elms Village Hall 7.00 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

–Wednesday 6th May Markbeech Village Hall, 8pm

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 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 highly 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

Other: Planning Enforcement:

Land West of Hever Road/ Hever Stud

Appeals:

Views Submitted since last meeting:

SDC Ref.	Address	Summary of application	
----------	---------	------------------------	--

Decisions received from SDC since last meeting:

Ref	Address	Details of application & Decision

Payments List