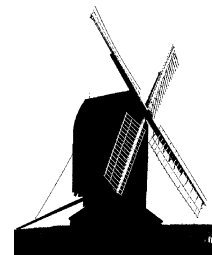


Rolvenden Parish Council



5 Artisan Road
Headcorn
Kent
TN27 9AZ

15 November 2024

Email: rolvendenclerk@gmail.com

To: Members of the Council.

You are hereby summonsed to attend a meeting of Rolvenden Parish Council to be held in Rolvenden Village Hall on Thursday 21 November 2024 at 7.30pm where it is proposed to transact the business below. The meeting will be open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Louise Goldsmith

Louise Goldsmith
Parish Clerk to Rolvenden Parish Council

AGENDA

1. **Administration:** Fire Exits, Fire Meeting Point, Mobile Phones.
2. **Intention to Record the Meeting:** To receive any requests to record the meeting.
3. **Present and apologies for absence:** To receive and accept apologies for absence (LGA 1972 S85(1)).
4. **Declarations of interest:**
 - . **Disclosable Interests:** Under the Localism Act 2011 to be made relating to items on the agenda.
 - . **Other Significant Interests:** Under the Code of Conduct adopted in May 2021 by the Parish Council, to be made relating to items on this agenda.
 - . **Other Interests:** not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.
5. **Minutes:**

To consider the minutes of the Parish Council meeting held on 11 October 2024 and if in order to authorise the Chair to sign as a true and accurate record.
6. **Borough Councillor's Report:**
7. **Chairman's report:**
8. **Clerk's report:**
9. **Open Session:**

No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. Councils cannot lawfully decide any business not specified on the agenda (LGA 1972, sch. 12 para 10 (2) (b))

 - To comment on Agenda items other than Planning Applications
 - To raise new issues with the Parish Council
 - To comment on Planning Applications
10. **Planning:**
 - a) To consider any planning applications received prior to the meeting.
 - PA/2024/1952: 20 Frensham Road, Rolvenden**
Listed Building Consent: To replace the existing external painted softwood doors and windows like for like.
 - PA/2024/1909: 2 Thornden Farm Cottages, The Old Workshop, Thornden Lane, Rolvenden**
Lawful Development Certificate: Existing use as a residential dwelling for a period in excess of 4 years

b) **To consider any approvals**

PA/2024/0009: 2 Fairview Cottages, Hastings Road, Rolvenden

Conversion of redundant poultry building to single residential dwelling with associated landscaping, amenity land and parking.

PA/2024/0156: Little Halden Farm, Barn at Tenterden Road, Rolvenden

Change of use of building and land within its curtilage to a dwelling house following part demolition of Atcost and hay barns.

OTH/2024/1700: The Water Tower, Hastings Road, Rolvenden: Various treeworks.

NOT/2024/1672: The Well House, Frensham Road, Rolvenden: Various treeworks.

c) **To consider any refusals:** None to consider.

d) **Withdrawn**

PA/2024/0495: Land adjacent to Alders Fruit Farm, Alder Lane, Rolvenden

Erection of an agricultural barn.

e) **Neighbourhood Plan**

To receive an update.

11. Website Domain and email addresses

To receive an update.

12. Parish Matters

a) **RoSPA Annual Inspection of Playgrounds:** To consider quotes for the remedial works

b) **Christmas Tree and Lights:** To discuss and approve a quote

c) **ARCK Village Hall Files Retrieval**

d) **Warm Hub:** To receive an update.

e) **Neighbourhood Watch/Kent Police**

To receive an update on recent incidents.

13. HIGHWAYS/PROW

a) **Highways Improvement Plan:** To receive feedback from the meeting held on the 11 November

b) **Reported Faults**

c) **New Faults**

d) **Consultation on proposed diversion of public footpath AT41**

14. Policies

a) To receive and approve a Grants Application Policy and Form

b) To receive and approve a revised Health and Safety Policy

c) To receive the Policy Schedule

d) To consider the appointment of a Data Processing Officer

15. Finances

a) Grounds Maintenance Contract 2025-2028: To approve the tender documents

b) Local Government Services Pay Agreement 2024-2025

c) Clerks Remuneration and end of Probationary Period

d) Proposal to use a payroll company

e) To receive the accounts

f) To receive the bank reconciliation as at 21 November 2024

g) To receive a list of payments for approval.

16. External Meetings

a) Thorburn Trustees Meeting

b) Rolvenden Village Hall

c) KALC Ashford Area Committee

17. Items for the next meeting

18. Correspondence/Consultations

Enabling remote attendance and proxy voting at local authority meetings

19. Any Confidential Items

20. Date of the Next Meeting: Thursday 12 December 2024 at 7.30pm.