

Luddesdown Parish Council

Email: clerk@luddesdown-pc.gov.uk Website: www.luddesdown-pc.gov.uk



To all members of Luddesdown Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Luddesdown Parish Council** on **Monday 7th August 2023** at **7:30pm** to be held at **Luddesdown Village Hall, DA13 0XE**. Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 1st August 2023

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **To approve minutes of the previous Full Council meeting:** 16.05.23 (*)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police and Community Warden**
5. **Clerk's Report:** To receive a report of items for information from the Clerk
6. **Finance & Governance**
 - 6.1 **Schedule of Payments:** To approve the schedule of payments up to 31.07.23, in accordance with Financial Regulation 5.2 (*) (to follow)
 - 6.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31.07.23 (*) (to follow)
 - 6.3 **Bank Statement:** To receive the bank statement as of 31.07.23 (*)
7. **Planning**
 - 7.1 **Planning Applications:** To agree responses to any applications received. Late applications may be considered

20230656 – Old Rectory, Luddesdown Road, Luddesdown, Kent, DA13 0XE

Erection of a single-storey ground floor extension with a sunken terrace to the side of the dwelling house; installation of new timber sash windows to replace all existing windows; and erection of a carport at the front of the dwellinghouse.

20230551 – 3 Reynolds Cottages, Henley Street, Luddesdown, Kent, DA13 0XB

Erection of a single storey rear extension and utilising the current garage footprint to extend upwards to create more bedrooms from a three bedroom home to a five bedroom home.

- 7.2 Planning Enforcement:** To receive an update on enforcement cases within the parish
- 7.3 Planning Decisions:** To note the planning decision lists issued by GBC for June and July 2023 (*)
- 8. Council Administration**
- 8.1 Clerk's Laptop:** To consider purchasing a Dell Inspiron 15 laptop at a cost of £429.00 + VAT
- 8.2 Training and Development:** To identify any training and development needs and agree which courses that Councillors wish to attend
- 8.3 Email System:** To consider switching provider from UK2.Net to Microsoft 365 for email hosting, at a cost of £417.60 per annum
- 8.4 Luddesdown PCC – Grant Request:** To consider the grant request in light of the advice received from NALC Legal (*)
- 8.5 Meeting Schedule:** To review the dates of forthcoming Council meetings (*)
- 8.6 Frequency of Meetings:** To review the frequency of Parish Council meetings
- 8.7 Councillor and Clerk ID:** To consider delegating to the Clerk up to £50 to purchase councillor and clerk lanyards
- 9. Community Engagement**
- 9.1 Draft Strategy:** To consider the draft community engagement strategy and agree any actions arising from this (*)
- 9.2 Luddesdown Society:** To receive a verbal report from Cllr Price on the AGM of Luddesdown Society that she attended
- 9.3 Luddesdown Village Hall Committee:** To receive a verbal report from Cllr Price and the Clerk on the meeting they held with the Village Hall Committee
- 10. Highways & Environment**
- 10.1 Highways Improvement Plan:** To consider submitting the draft Highways Improvement Plan to KCC Highways (*)
- 10.2 Drainage Ponds:** To receive an update from the Clerk on actions taken by KCC Highways following our reports to them
- 10.3 Litter Picks:** To consider arranging a community litter pick
- 11. Consultations**
- 11.1 Community Warden Consultation:** To consider how the Council wishes respond to the consultation (*)
- 11.2 Family Hub Consultation:** To consider how the Council wishes to respond to the consultation (*)
- 12. Items for Information:** To receive verbal reports from all councillors, for information only
- 13. Progress Tracker:** To note the progress tracker of council decisions (*)
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- CLOSED SESSION**
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press are asked to leave the meeting.
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- 14. Personnel**
- 14.1 Clerk's Salary:** To consider adjusting the Clerk's salary scale point, in light of the successful completion of the CiLCA qualification

14.2 Staffing Hours: To consider increasing total staffing hours from 5 to 10 hours per week, and to consider delegating the recruitment process to the Clerk