



CHEVENING PARISH COUNCIL

Judith Hayton - Clerk

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Members of the Council are summoned and members of the Public are invited to attend an Ordinary Meeting of the Parish Council on **Monday 3rd December 2018** at **7.30pm** at the Recreation Ground Pavilion, Chevening Road, Chipstead, TN13 2SA, for the purpose of transacting the following business:

AGENDA

1. **Apologies and Absences** - to receive and accept apologies for absence
2. **Declarations of interest or lobbying** - Members are required to declare any interests or lobbying regarding items on this agenda that have not been notified previously
3. **Minutes of Previous Meeting** - to agree and sign the minutes of the meeting on 12-11-18
4. **Questions from the Public** – to receive questions from the public in attendance
5. **Open Spaces**
 - a) **Open Space Inspection**
 - b) **Playground Inspection**
6. **Financial Regulations and Statement of Internal Control** To review and resolve the 2018-9 Financial Regulations and Statement of Internal Control
7. **War Memorial** – Grant now received from War Memorials Trust but they withheld 10% for work being done without their prior agreement
8. **Council Emails** – To use @cheveningparishcouncil.gov.uk for all Parish Council emails for 1st January 2019
9. **Council Owned Buildings** – Resolve to have the two buildings owned by the Parish Council valued for insurance purposes
10. **Correspondence Received and General Issues**
 - a) **Request for funding** – Kent Community Domestic Abuse Perpetrators programme
11. **General Information and proposals for Future Agenda Items**
 - a) **Bus Shelter** – for information the installation of the Bus Shelter will commence on 10th December
12. **Finance**
 - a) **Income Received and Cheques Payable** – to approve the payments for November and review the Payments and Receipts for October
 - b) **Draft Budget for 2019-20** To review the First Draft of the Budget for 2019-20 Financial Year.
13. **Planning Applications**
 - a) Notices received – Including notification from KCC concerning Covers Farm, Westerham
 - b) Applications Granted or Refused – Circulated for information and Chairman to report
14. **Resignation of Councillor Ide.** Councillor Ide wishes to tender her resignation to the Council as she is moving out of the Parish

The following meeting of the Council will be held on
Monday 14th January 2019, 7.30pm, at the same venue

CHEVENING PARISH COUNCIL MEETINGS

Chevening Parish Council have a public forum (at the beginning of every Agenda) as we hugely value Chevening Parish Residents views and opinions.

In the public forum;

- Chevening Parish Residents can only make representations, ask relevant questions and give evidence at a meeting which they are a) entitled to attend and b) during the time allocated for public questions and statements.
- The period of time designated for public participation at a meeting in shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- Raising a question will not guarantee a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given or that the issue raised be considered properly and after time to research the topic, at the next meeting.
- A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- A person who speaks at a meeting shall direct his comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- Exceptionally, speaking from the floor (after the public forum time) with the discretion though the Chairman if they feel it is that important may be permitted.

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.

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting.