



BRENCHELEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

8th May 2024

I hereby give you notice that the Annual Meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on Monday 13th May 2024 at Matfield Pavilion.

All Members of the Council are summoned to attend the meeting to consider and make resolutions upon the business shown. Supporting papers may be obtained from the Clerk on request.

A handwritten signature in black ink, appearing to be "Chantal Brooks".

Chantal Brooks
Clerk to the Parish Council

AGENDA

- 1. Election of a Chairman of the Parish Council and Declaration of Acceptance of Office**
- 2. Election of a Vice Chairman of the Parish Council and Declaration of Acceptance of Office**
- 3. Declarations of Acceptance of Office of all Elected Councillors**
- 4. To accept apologies for absence**
- 5. To approve the Minutes of the last meeting**
- 6. Declarations of Interest**
 - 1. Training and information provided by the Clerk**
 - 2. To record declarations of interest in any item on the Agenda**
- 7. Borough and County Councillors**
- 8. Chair's Announcements**
- 9. Co-option of a new Member of the Parish Council – to note procedure and consider**
- 10. Grant Reports – to receive**
 - 1. Paddock Wood Community Advice Centre**
 - 2. Brenchley Archives**
- 11. Parish Council Policies**
 - 1. Confirmation of Core Policies – to note**
 - 2. Complaints Policy – to consider revision**
 - 3. Vexatious Complainants Policy – to consider**
 - 4. Personnel Committee Terms of Reference – to consider**

5. Grievance and Disciplinary Policies – to consider updates

12. Committees, Responsibilities and Working Groups – to appoint

13. Council Meeting Dates – to note

14. Audit and Accounts 2023-24 – to approve and sign

1. Annual Governance Statement 2023-24

2. Accounting Statements 2023-24

3. Year End 31.3.24 Internal Audit Report – to receive and note

15. D-Day

16. Planning

1. Planning Applications

24/01016/SUB Land Adjacent To Thorn Barn Maidstone Road Matfield, Kent TN12 7JH	Submission of Details in relation to Condition 4 - Biodiversity Enhancement; Condition 5 - Landscape Scheme; Condition 15 - Renewable Energy of 23/01314/FULL
24/01034/FULL Longbay, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EQ	Installation of a 20kw domestic Air Source Heat Pump
24/01045/FULL Crittenden House, Crittenden Road, Matfield, Kent, TN12 7EN	Change of use of barn to holiday let accommodation, remodelling of existing lean-to extension

2. Confirmation of Planning Comments submitted under delegated authority – for information

3. Consultation on Revised Validation and Guidance Requirements for Planning Applications determined by Kent County Council – to note response submitted

17. Clerk's report

1. Wheelwrights Arms PROW

2. Dynamic Councillor and other training

3. Donation Request

4. Donation Request

18. RFO's Report

1. Standing Order and Direct Debit annual summary

2. Bank Mandate amendments

3. Accounts payable

19. Meetings attended and reports by Councillors

20. Date of next meeting: Monday 3rd June, 7pm, Matfield Pavilion