

LONGFIELD & NEW BARN PARISH COUNCIL

longfieldparishcouncil.gov.uk

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SUMMONS & AGENDA

To all members

You are hereby summoned to attend a meeting of the
Annual Parish Council Meeting of Longfield and New Barn Parish Council

to be held at The Church Hall, Main Road, Tuesday 20th May 2024 at 8pm following the Annual Parish Meeting

Agenda Annual Parish Council Meeting (APCM)

APCM 1/2025. To Consider appointment of Chair for 2025-2026 and receive the Chairman's declaration of acceptance of office.

APCM 2/2025 To Consider appointment of Vice Chair for 2025-2026 and receive the Vice Chairman's declaration of acceptance of office.

APCM 3/2025 To receive apologies

APCM 4/2025 To consider adoption, review or updating of policies (previously circulated to all Councillor)

- Standing Orders **updates to be approved**

To note, there have not been any changes to the following policies since last approval dates

- Financial Regulations **Approved March 2025**
- Code of Conduct **Approved Mar 2024**
- Asset Register **Approved May 2024**
- Council Risk Assessment **Approved March 2025**
- Grievance **Approved March 2025**
- Disciplinary **Approved March 2025**
- Data Protection **Approved March 2025**
- Document Retention **Approved March 2025**
- Publication Scheme **Approved March 2025**

APCM 5/2025 **Insurance:**

To note, there have not been any changes that would require amendment to the agreed policies below:

Community: Approved September 2024 Hiscox AJG Community Scheme 3-year term to Oct 2026

Long Valley Hall:

PL & Contents **Approved November 2024** Allied Westminster Village guard
Buildings **Approved Jan 2025**– Travellers Insurance, via Dartford Borough Council

APCM 6/2025 **Future Meetings**

To agree the schedule for full Parish Council meetings every 4th Tuesday of each month excluding August and December.

Commencement of the ordinary monthly business of the council

Agenda Parish Council Meeting 20th May 2025 (follows APM and APCM)

- 1** **Declarations of Interest:** To receive Members' declaration of interests.
- 2** **Apologies for absence:** To receive and approve any apologies for absence.
- 3** **Minutes of the Meeting:** To approve, as a correct record, the minutes of the Parish Council meeting held on 22nd April 2025.
- 4** **Matters Arising from the Minutes not elsewhere on the agenda and review of actions.**
 - Receive and vote on co-option applicationsOn acceptance by vote to:
 - Assign co-opted Councillors to Wards and/or Planning Consultation Group where appropriate.
 - If present, Co-opted Councillors to sign Declaration of Acceptance of Office, Code of Conduct and receive documentation to complete for Disclosable Pecuniary Interests.
- 5** **Chairman's Report:**
- 6** **Correspondence:** To receive and approve correspondence received during past months (white sheet)
- 7** **Public Question Time**
- 8** **Committee Reports and Recommendations**
 - Receive and approve accounts for 2024/2025
 - Receive Internal Audit Report, Elkerlodge – approve auditor for 2025/2026
 - Sign off of accounts and AGAR 2024/2025 for submission to external auditor Mazars
 - Approve dates for notice exercise of public rights (**3rd June 2025 to 14th July 2025**)
(The Local Audit and Accountability Act 2014, and The Accounts and Audit (England) Regulations 2015 (SI 234))
 - Finance and General Purposes (blue sheets)
 - To receive and approve invoice Streetlights Maintenance Contract 2025/2026
 - Recommendation to receive and approve the Receipts and Payments for past month (in appendix).
 - Consultation on Planning Applications (dark green sheet)
 - To receive requests and approve payment of Councillor's allowance (year ending 31st March 2025)
- 9** **Lighting, Street Scenes and Allotments:**
- 10** **Grants and Community – Citizens Advice Donation Request**
- 11** **Kent Association of Local Councils – to confirm Councillor attendance to EGM 19th June 2025**
- 12** **Borough and Parish Councils Forum- Matters to report**
- 13** **Dartford Borough Council – Matters to Report**
- 14** **Kent County Council – Matters to Report**