

LONGFIELD & NEW BARN PARISH COUNCIL

longfieldparishcouncil.gov.uk

Parish Clerk:
Paula Henney

Tel: 01474 707290, 07483 157250
Email: Clerk@longfieldparishcouncil.gov.uk



Office: 1st Floor
Long Valley Hall
Fawkham Road
Longfield
Kent DA3 7QP

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 26th May 2026 at 8pm following the Annual Parish Meeting

Agenda Annual Parish Council Meeting (APCM)

APCM 1/2026. To Consider appointment of Chair for 2026-2027 and receive the Chairman's declaration of acceptance of office.

APCM 2/2026 To Consider appointment of Vice Chair for 2026-2027 and receive the Vice Chairman's declaration of acceptance of office.

APCM 3/2026 To receive apologies

APCM 4/2026 To consider adoption, review or updating of policies (previously circulated to all Councillor)

To note, the following policies have been updated for review and approval:

- Council Risk Assessments **For review and approval**

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

- Standing Orders **Approved May 2025**
- Financial Regulations **Approved March 2025**
- Code of Conduct **Approved Mar 2025**
- Asset Register **Updated and Approved March 2026**
- Council Risk Assessments **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**
- IT Policy **Approved Sept 2025**
- Data Audit Register **Approved March 2026**

APCM 5/2026 **Insurance:**

To note, any changes to policies were reviewed at Parish Council Meetings prior to the following policy renewal:

Community: Approved September 2025 Hiscox AJG Community Scheme Oct 2026

Long Valley Hall:

PL & Contents **Approved November 2025** Hiscox AJG Community Buildings **November 2025** Travellers Insurance, via Dartford Borough Council to Nov 2026

APCM 6/2026 **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 26th May 2026 (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 28th April 2026.
- 4 **Matters Arising from the Minutes not elsewhere on the agenda and review of actions.**
- 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**
 - Finance and General Purposes (blue sheets)
 - Recommendation to receive and approve the Receipts and Payments for past month.
 - Consultation on Planning Applications (dark green sheet)
 - To receive requests and approve payment of Councillor's allowance (year ending 31st March 2026)
- 9 **Lighting, Street Scenes and Allotments:**
 - Nurstead Lane – Copper Birch Sapling along boundary fence
 - Ecotricity – Streetlight energy supplier – To note payment of accrual invoice July 2025 to 1st May 2026
 - Ecotricity – To sign new direct debit mandate
- 10 **Grants and Community:**
 - Long Valley Hall – General update and review of upcoming electricity contract renewal prices
 - Billabong Park Refurbishment Update
 - To note date for Ward PC Surgery 16th July Long Valley Hall
- 11 **Kent Association of Local Councils**
- 12 **Borough and Parish Councils Forum**
- 13 **Dartford Borough Council**
- 14 **Kent County Council**
 - HIP – To receive and approve community communication flyer Longfield Hill & New Barn Road