

# HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR

Tel: 01622 892496 Email: clerk@headcornpc.org.uk



## Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Full Council Meeting of the PARISH COUNCIL for Headcorn will be held in Longmeadow, Village Hall, Headcorn on **Wednesday 8<sup>th</sup> November 2023 at 7:00pm.**

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

**S Christodoulou (Parish Clerk)**

*2<sup>nd</sup> November 2023*

Members of the Public and Press are encouraged to come to the meetings and there are opportunities to address the Council, at the beginning and end of the meeting.

### **BUSINESS TO BE TRANSACTED**

1.
  - (a) Apologies for absence received and confirmed by the Council.
  - (b) Enquiry whether anyone intends to film, photograph, or record during this meeting.
  - (c) Declaration of changes to the Register of Interests.
  - (d) Declarations of pecuniary or significant Interest regarding items on the agenda.
  - (e) Requests for Dispensations.
  - (f) Declarations of Lobbying.
2. **Public Session.** (Meeting adjourned – minute book closed).
3. To resolve that the minutes of the Council Meeting held on Wednesday 13<sup>th</sup> September 2023 be taken as read, confirmed as a correct record, and signed by the Chairman.
4. Matters arising from previous minutes.
5. Finance: -
  - To review and agree the following: -
    - i Schedule of Online Payments for October and November 2023.
    - ii Income for months ended September and October 2023.
    - iii Bank reconciliation for months ended September and October 2023.
    - iv Budget Analysis for the year 2023/24.
  - Review and adopt the following Headcorn Parish Council policies, statements, or procedures.
    - Risk Assessment – Finance
    - Standing Orders

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- To acknowledge receipt of the completed Annual Governance and Accountability Return from Mazars LLP and agree any actions required.
- 6. To discuss the quote for the works at Dawks Meadow.
- 7. To discuss the Artisan Market proposed plans for next year.
- 8. To discuss two items of HNP for Council Approval.
- 9. To discuss the Planning Application 23/504471/OUT Land At Moat Road, Headcorn, Maidstone, TN27 9NT.
- 10. To receive the minutes of the following committees:-  
**Planning Committee – 19<sup>th</sup> September and 17<sup>th</sup> October 2023.**  
**Open Spaces Committee – 1<sup>st</sup> November 2023.**
- 11. **Correspondence:** - To receive and action as required.
- 12. To receive inspection report for Days Green.  
To receive inspection report for Hoggs Green.
- 12. **To receive reports from any External Meetings** attended by Councillors and agree any action required.  
**KALC – 25<sup>th</sup> September 2023**
- 13. **Any other business.**

**Parishioners Questions** (Meeting adjourned – minute book closed)  
Meeting Closed.