



**NOTICE OF MEETING  
SUMMONS AND AGENDA**

---

THE ANNUAL MEETING OF HERNHILL PARISH COUNCIL WILL BE HELD AT HERNHILL VILLAGE HALL ON **WEDNESDAY 31<sup>st</sup> MAY 2017 at 8pm.**

---

- 1. ELECTION OF CHAIRMAN and signing of Declaration of Acceptance of Office**
- 2. ELECTION OF VICE-CHAIRMAN**
- 3. APOLOGIES**
- 4. DECLARATION OF INTERESTS**
- 5. CONFIRMATION OF MINUTES**
  - A. The Chairman to move that the minutes (231-240) of the meeting of the Parish Council held on 26<sup>th</sup> April 2017 be taken as read, confirmed and signed.
- 6. PLANNING**
  - A. 17/501357/FULL - Revised scheme to previously approved SW10/0659 to insert an additional door to side elevation. *Plantation House, Plumpudding Lane*
  - B. 17/501707/FULL - Erection of post and rail fence and extension of brick wall. *Dale Farm Cottage, Church Hill*
- 7. MATTERS ARISING**
  - A. Discuss "Tidy Team" for the village
  - B. Consider possible purchase of defibrillator
- 8. COUNCILLORS REPORTS**
- 9. FINANCE**
  - A. Approve and sign May 2017 bank reconciliation
  - B. Approve and sign cheques for payment
  - C. Approve and sign annual accounts for year ended 31<sup>st</sup> March 2017
  - D. Annual return (Governance Section) to be signed
  - E. Annual return (Accounts section) to be signed
- 10. ADMINISTRATION**
  - A. Allocate Councillor duties within the Parish
  - B. Appointment of internal auditor for 2017/18
  - C. Discuss internal audit report for 2016/17
- 11. CORRESPONDENCE**
  - A. Request for donation from Citizens Advice Bureau
  - B. Email notifying of overnight road closures on Fostall slip roads
  - C. Chairman's invite to Swale Borough Council Civic Reception on 19th July 2017
  - D. Agenda for next KALC (Swale Area) meeting on 12th June 2017
  - E. April newsletter from Kent County Councillor Andrew Bowles
- 12. ITEMS TO BE PLACED ON JUNE 2017 AGENDA**

---

26<sup>th</sup> May 2017  
**Mrs S.A. Muteham**  
Clerk to the Council