



**NOTICE OF MEETING
SUMMONS AND AGENDA**

THE ANNUAL MEETING OF HERNHILL PARISH COUNCIL WILL BE HELD AT HERNHILL VILLAGE HALL ON **WEDNESDAY 30th MAY 2018 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 (346-354) of the meeting of the Parish Council held on 25th April 2018 be taken as read, confirmed and signed.
 - 6. PLANNING**
 - A. 18/500630/FULL - Amendments to 3 Bay Garage with room above previously approved under 15/510617/FULL. *Forstal House, Church Hill*
 - B. 18/502017/FULL - Erection of 1.8m close boarded fence. *Plantation House, Plumpudding Lane*
 - C. 18/501989/FULL - Formation of open carpark (resubmission of 18/500331/FULL). *4 Waterham Business Park*
 - 7. MATTERS ARISING**
 - A. Set date for annual allotment inspection
 - B. Update on consideration of double yellow lines at Church Hill/Staplestreet
 - C. Update on affordable housing project at Staplestreet
 - D. Consideration of First Aid course in the community
 - E. GDPR for Parish Councils
 - 8. COUNCILLORS REPORTS**
 - 9. FINANCE**
 - A. Approve and sign May 2018 bank reconciliation
 - B. Approve and sign cheques for payment
 - C. Approve and sign annual accounts for year ended 31st March 2018
 - D. Annual return (Governance Section) to be reviewed, considered and signed
 - E. Annual return (Accounts section) to be reviewed, considered and signed
 - 10. ADMINISTRATION**
 - A. Allocate Councillor duties within the Parish Council
 - B. Appointment of internal auditor for 2018/19
 - 11. CORRESPONDENCE**
 - A. Invitation to consultation on Swale Borough Council Local Plan
 - B. Agenda for next KALC (Swale Area) meeting on 11th June 2018
 - C. April newsletter from Kent County Councillor Andrew Bowles
 - 12. ITEMS TO BE PLACED ON JUNE 2018 AGENDA**
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24th May 2018
Mrs S.A. Muteham
Clerk to the Council