

# PARISH COUNCIL OF BENENDEN

**Ordinary Meeting of the Council will be held on Monday 17<sup>th</sup> July 2017  
Benenden Memorial Hall, 7.30 pm**

## AGENDA

1. Apologies
2. Declarations of Interest in items on the agenda: *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.*
3. Minutes of the Parish Council Meeting held on 20<sup>th</sup> June 2017 to be confirmed and signed
4. Matters Arising and Outstanding Items
  - (i) Parish Councillor Vacancy
  - (ii) Defibrillator
  - (iii) Dog Fouling
5. Parish Councillor Responsibilities, Committees and Working Groups
6. Report by Cllrs Dawlings, Holden and Hall
7. Neighbourhood Development Plan
8. Parish Works and General Maintenance
9. Reports by Chairman and Parish Council Representatives
  - (i) KALC
  - (ii) Parish Chairmen's Group
  - (iii) Public Transport Forum
10. Planning
  - (i) Planning Applications
  - (ii) Highways Matters
11. Financial
  - (i) Monthly Finance Report and approve cheques for payment
12. Correspondence
  - (i) Tunbridge Wells Borough Open Space, Sport and Recreation Study
13. Parishioners' Questions
14. Items for future consideration

**Date of Next Meeting: Ordinary Meeting of the Parish Council Monday 18<sup>th</sup> September 2017,  
Iden Green Pavilion, 7.30pm**

C Levett, Clerk to the Council, 10<sup>th</sup> July 2017

Note to Item 2 - Declaration of Interests a. *Members are reminded to declare any changes to their Declarations of Financial or Other Interests since they first completed the register of interests, to the Monitoring Officer. The Clerk can offer advice as required.* b. *If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about a declaration are advised to contact the Monitoring Officer before the date of the meeting.*

## Parishioners' Questions

Parishioners are welcome to attend any Parish Council Meeting and raise matters of interest to them or the Parish under "Parishioners' Questions" on the Agenda.

If a parishioner would like something specific to be discussed by the Parish Council, this can be advised to the Clerk to be included on an agenda.

Parishioners cannot speak while the normal business of the meeting is being conducted but may speak at the discretion of the Chairman or during the designated time allocated to 'Parishioners Questions'.

The period of time designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chairman of the meeting and a member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort) OR A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.