



## **HORSMONDEN PARISH COUNCIL**

### **ANNUAL PARISH COUNCIL MEETING**

In accordance with the statutory requirements of the Local Government Act 1972 Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4) Notice is given that an ordinary meeting of Horsmonden Parish Council will be held in the Village Hall, Back Lane, Horsmonden on 11 May 2026 at 19:30.

**Members of the public have the right to attend and will be welcomed by the Council.**

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**TO ALL MEMBERS OF HORSMONDEN PARISH COUNCIL** You are hereby summoned to attend the Meeting of Horsmonden Parish Council on Monday 11 May 2026 at 7.30pm in Horsmonden Village Hall, Back Lane, Horsmonden, Kent TN12 8LH.

**Meeting called by Lucy Noakes** Clerk to Horsmonden Parish Council, 01892 724989

Date: 1 May 2026

**Please note** that although **members of the Public and press** may not orally report or comment about a meeting as it takes place, they may **a) film, photograph or make an audio recording of a meeting; b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**

**All members of the council are respectfully requested to ensure that they are familiar with the details of each item listed on the agenda, prior to the meeting, by reading the relevant papers and emails or following the links provided.**

**Declarations of Interest (in accordance with the Members' Code of Conduct):** 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 can be declared 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 such a declaration are advised to contact the Monitoring Officer before the date of the meeting.

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## **AGENDA**

**Please see [Agenda Notes](#) and links to background information available at the time of issue of the agenda .**

**Whilst we try to include as much information as possible, information on some agenda points may not be available until the meeting itself .**

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## 1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.

## 2. DECLARATIONS OF ACCEPTANCE OF OFFICE & ELECTION OF CHAIRMAN & VICE CHAIRMAN

## 3. ELECTION OF OFFICERS & [COMMITTEES](#)

## 4. PUBLIC SESSION (no decisions):

Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification

## 5. MINUTES OF PREVIOUS MEETING

Agree the Minutes of the Parish Council meeting on [13 April 2026](#)

Agree the Minutes of the Extraordinary Parish Council meeting on the [21 April 2026](#)

## 6. PARISH COUNCIL ACCOUNTS AND FINANCE

- a. Parish Council accounts up to and including 10 May 26 (*See Appendix 1 –this includes payments made up to the time the agenda is issued but further payments may be added prior to the meeting taking place*)
- b. Bank Reconciliation 30 April 26 (month end)
- c. Internal Auditor’s end of year report for 2025-2026
- d. Annual Governance and Accountability Return 2025/26
  - i) Review and approve the Annual Governance Statement 2025/26 (section 1 page 4 of the Annual Return 31 March 2026). **The clerk will minute the dates for the public’s right to inspect the accounts and audit.**
  - ii) Consideration, approval and signing of the Annual Accounting Statements 2025/26 (Section 2 page 5 of the Annual Return 31 March 2026.) **The Council will also consider the process to be followed if an error is found once the audit is submitted.**
- e. General Power of Competence/S137. (Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. **It will be noted that the PC does not currently qualify for the GPC and S137 will apply to some expenditure. The limit for S137 expenditure for 26-27 shall be noted as £11.60 per elector.**
- f. Consider quotation for purchasing Rialtas Business Solutions Asset Register package
- g. Consider quotation for the Council’s Data Protection Officer and appoint DPO for 2026-27.
- h. Agree continuance of Parish Council insurance contract (3-year LTA)
- i. Consider Paddock Wood Community Advice Centre Funding Request 2026/2027
- j. Consider grant application from Air Ambulance

## 7. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. Confirmation and necessary changes to the following policies /procedures/terms of reference:
  - i. [Scheme of Delegation and Terms of Reference for Committees and Officers Under s101 \(1\), \(5\) and \(6\) of the Local Government Act 1972](#)
  - ii. [Terms of reference for Finance and Risk assessment Committee](#)
  - iii. [Terms of Reference for Planning committee](#)
  - iv. [Terms of reference for Personnel Committee](#)
  - v. [Terms of Reference for Horsmonden Development Advisory Group](#)

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- vi. [Asset Register 25-26](#)
  - vii. [Parish Council Risk Assessment](#)
  - viii. [Standing orders](#) . *The Council will consider revised limits for expenditure.*
  - ix. [Financial Regulations](#). *The Council will consider revised limits for expenditure.*
  - x. [Internal Financial Controls](#)
  - xi. [HPC Training and Development Policy](#)
- b. Consider HOVEC Summer festival and request for funding for children’s activities on the Sunday. Stall for HPC and participation in inflatables race?
  - c. Agree village green booking for Horsmonden Social Club Beer & Cider Festival on 18<sup>th</sup> July 2026 – agree waive deposit?
  - d. Agree village green booking for Welly Wanging Competition on 30<sup>th</sup> May 2026 organised by Horsmonden Social Club
  - e. Consider Horse fair 26
  - f. Consider proposals from [HDAG](#) to gather quotations/costings for review of Horsmonden Neighbourhood Plan.
  - g. Update on Parish office lease. Formal agreement for PC to sign statutory declaration to confirm that the lease will not conform to Landlord and Tenant Act 1954 automatic right for renewal (s24-28)
  - h. Parish Highways/footpath/street lighting/landscaping and tree issues
  - i. HIPs (Highways Improvement Plan) [HIPS](#) – annual HIP review?
  - j. Consider changing closing times of Public Conveniences and additional signage regarding this
  - k. Consider appointment of Peter Bird to represent HPC at the Hop Picker’s Line Heritage Group.

## 8. PLANNING

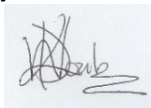
- a. Planning applications.

Planning Application:	26/00857/FULL
Proposal:	<b><u>Erection of single-storey garage &amp; log store</u></b>
Location:	East View, Maidstone Road, Horsmonden, Tonbridge, Kent TN12 8ND

Planning Application:	26/00464/FULL
Proposal:	<b><u>(Retrospective) Change of use of workshop to Class E; relocation of 5no. containers for separate storage purposes; creation of parking area</u></b>
Location:	Middle Barns Workshop, Pullens Farm, Lamberhurst Road, Horsmonden, Tonbridge, Kent TN12 8ED

Planning Application:	26/00525/SUB
Proposal:	<b><u>Resubmission of details in relation to Condition 22 - (external lighting) of 21/02027/FULL, as approved under 22/03656/SUB.</u></b>
Location:	Bassetts Farm Goudhurst Road Horsmonden Tonbridge Kent TN12 8AS

*Please note that the next full council meeting is scheduled for 1 June 2026*



## Appendix 1

Date: 01/05/2026

## Horsmonden Parish Council Current Year

Time: 11:02

## Current A/c- Unity Trust Bank

## List of Payments made between 01/04/2026 and 10/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2026	Capel Groundcare	BACS	153.00		Pavement clearance
13/04/2026	HMRC	BACS	860.35		Tax & NI April
13/04/2026	St Margaret's PCC Horsmonden	BACS	300.00		Parish News 26/27
13/04/2026	National Association of Local	BACS	42.00		Training -planning reform
13/04/2026	Rialtas Business Solutions Ltd	BACS	252.00		Alpha Software
15/04/2026	Kent Association of Local Coun	BACS	1,240.02		Annual subscription
15/04/2026	Viking	BACS	22.46		Stationery
16/04/2026	EDF Energy	DD	20.20		March Electricity VG Boxes
16/04/2026	EDF Energy	DD	52.54		March Electricity Toilets
17/04/2026	EE - BT	DD	95.87		Mobiles & CCTV
20/04/2026	Peoples partnership	DD	287.89		Staff pensions April
20/04/2026	Playdale Playgrounds Ltd	BACS	640.81		new climbing net
20/04/2026	Microshade VSM	BACS	259.96		April emials and data
21/04/2026	Drax	DD	224.66		March SL energy
23/04/2026	Viking	BACS	120.60		Stationery
24/04/2026	Anna Blyth	BACS	1,316.85		April Salary
24/04/2026	Mrs L Noakes	BACS	1,798.62		April Salary
27/04/2026	P&F Cleaning services LTD	SO	550.00		April cleaning toilets& shelte
27/04/2026	Mulberry Local Authority Servi	BACS	93.72		Year end shut down
27/04/2026	Mulberry Local Authority Servi	BACS	214.50		Internal audit end of Year
30/04/2026	Mr J Couchman	BACS	160.00		April Clock & play area
30/04/2026	Unity Trust Bank	DD	11.20		Bank Charges March
01/05/2026	Lloyds Bank PLC	DD	19.00		Credit card April
<b>Total Payments</b>			<b>8,736.25</b>		