

Penshurst Parish Council
Annual Meeting
Monday 11th May 2026 - Fordcombe Village Hall – 7.15pm

Agenda

Members of Penshurst Parish Council are hereby summoned, and members of the Public are invited to attend, the Annual Meeting of the Parish Council that will be held in **Fordcombe Village Hall on Monday 11th April 2026** commencing at **7.15 pm** for the transaction of business as set out below.

Signed: Rachael, Clerk & RFO

Date: 6th May 2026 *are attachments

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

There will be up to 15 minutes at point 8 of the Agenda to hear questions or comments of the public present to draw the attention of the Parish Council to any matter. Thereafter comments may be made, or questions raised, at the discretion of the Chair.

Please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.

1. a) Election of Chairman. Completion of Acceptance of Office form.
b) Election of Vice-Chairman.
2. To receive apologies for absence and resolve to approve reasons given.
3. Public Forum.
4. Appointment of Representatives:
KALC Representatives
Penshurst & Fordcombe Village Hall Planning Representatives
PROW - Footpath/Bridle Path Representative
Allotments
Play Area
Alms Houses
Becket Trust
Gatwick
Neighbourhood Watch
5. To receive declarations of interests - Members are reminded to declare any interest on any item on this agenda at this point, or at any point during the meeting.
6. To hear report from County Councillor Mayall
7. To hear report from District Councillor Streatfeild
8. Open Session
9. Matters Arising
 - a. Chafford Park – noise issues

10. Minutes of last meeting - to approve and sign minutes of the meeting held on the 7th April 2026.

11. Finance

- a. Receive report from internal auditor
- b. *Approve the Annual Governance and Accountability Return (AGAR) Annual Governance statement (Section 1) by resolution.
- c. *Consider the Accounting statements (Section 2), (Accounts and Audit Regulations 2015) and findings on the review by the members meeting as a whole.
- d. Approve the Accounting statements by resolution. Statements to be signed and dated by the person presiding at the meeting.
- e. To note dates of Exercise of Public Rights as 3/6/26 to 14/7/26
- f. The accounts listed at the end of the Agenda will be presented for payment at the meeting plus any others received prior to the meeting but after preparation of the agenda. Payments made between meetings will be ratified
- g. *Finance Update including bank reconciliation
- h. To note that VAT reclaim of £647.53 has been made for 25-26.

12. *Review and adopt PPC Annual Policies:

- a. Code of Conduct
- b. Asset Register
- c. Risk Management Matrix

13. Allotments update

14. Annual Insurance Policy renewal

15. Verge Cutting - Verge cuts to note increase in costs due to increase in fuel costs

16. Clerk Report – Items for noting and information

- a. July meeting date
- b. Website and emails

17. Planning:

Current Applications:

SDC REF	ADDRESS	DEVELOPMENT	DEADLINE FOR COMMENTS
26/01080/WTCA	1 Moat Cottages Doubleton Lane Penshurst Tonbridge Kent TN11 8JA	Removal of Yew tree due to gaining access to the garage	NA – Info only

***Highways & Public Rights of Way**

18. Items for noting or inclusion on future agenda at the discretion of the Chairman.

Rachael Turner, Clerk and RFO
Penshurst Parish Council
PO Box 310
Hartfield TN6 9FZ
Tel: 07851 760013
Clerk@penshurstpc.org.uk

Date of next meeting – Monday 1st June 2026 7.00 pm Full Council - in Penshurst Village Hall.

**Meeting dates/times can be subject to change, please always check
<https://www.penshurstpc.co.uk/website> for next meeting date/Agenda.**

Appendix

Payments list: