RUCKINGE PARISH COUNCIL

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Issued by: Emily Arnold,
Clerk to the Council
Proper Officer and Responsible Financial Officer

Issued on: 7th March 2026

TO ALL MEMBERS OF RUCKINGE PARISH COUNCIL
In accordance with Schedule 12 of the Local Government Act 1972, Councillors are hereby summoned to attend an Ordinary Meeting of Ruckinge Parish Council to be held at Ruckinge Village Hall, Hamstreet Road, Ruckinge on 12th March 2026 commencing at 7.30pm

Members of the public are entitled to address the council at item 5 on the agenda

AGENDA

1. **Chairman's Opening Remarks, Apologies for Absence and Approval of Reasons for Absence.**

2. **Declarations of Interest:**
Members of the Council should declare any interests which fall under the following categories:
   a) Disclosable Pecuniary Interests (DPI)
   b) Other Significant Interests (OSI)
   c) Other Interests

3. **Minutes of previous meeting:** To approve the Minutes of the Ordinary Meeting held on 19th February 2026 and authorise the Chairman to sign them.

4. **Appendix A – Playpark Equipment Removal:**
To note Appendix A to the Minutes of the Ordinary Meeting held on 11th December 2025 clarifying that the contractor's invoice for removal of condemned play equipment was issued as a single combined invoice totalling £528.

5. **Public Forum:** The Chairman will invite any members of the public who wish to ask questions or make a statement to speak. The public (defined as anyone who is not a Ruckinge Parish Councillor) must not take part at any other time unless permitted (by the Chairman) to do so.

6. **Planning: To consider any planning applications received and to note any planning decisions:**

a) **Planning applications for consideration:**

PA/2026/0241 - Littlehaven, Bromley Green Road, Ruckinge, TN26 2EQ - Single storey side extension and dormer extension with associated landscaping. New Boundary wall to front of curtilage.

b) **Planning decisions and applications for noting:**

PA/2026/0208 - Oakdene, Bromley Green Road, Ruckinge, TN26 2EG - Proposed single storey rear extension – **Under Consultation**

PA/2026/0064 - Mulberry House, Brisley Lane, Ruckinge, TN25 7JD - Proposed detached triple garage with loft room - **Under Consultation**

PA/2026/0050 - Wey Street Farm, Wey Street, Ruckinge, Ashford, TN26 2QQ - Listed Building Consent for internal alterations including the replacement of concrete floors with breathable limecrete, refurbishment of bathroom including replacement of broken drainage and new gullies. Replacement of some joists and floorboards, installation of replacement oak partition, removal of prefabricated fireplace and installation of woodstove. Installation of biomass heating. Replacement of 21st century softwood partition with oakwood. External works including the installation of extraction vent and 'vortex' and rolltop chimney pots - **Under Consultation**

NOT/2026/0042 - Canal Farm, Hamstreet Road, Ruckinge, Ashford, TN26 2NT - Prior approval for the change of use of agricultural building to a flexible commercial use falling within Class B8 (storage or distribution) - **Prior Approval Is Given**

PA/2026/0022 - Fairfield, Bromley Green Road, Ruckinge, TN26 2EG - Proposed two storey and single storey front extension, garage conversion and new 2 bay detached garage - **Under Consultation**

PA/2025/2225 - Willow Tree Hair and Beauty, Willow Tree House, Bromley Green Road, Ruckinge, Ashford, TN26 2EQ - Change of Use of existing Hair and Beauty business to a Create and Craft Pottery Painting Studio (Retrospective) - **Approve with Conditions**

7. **Reports from the Kent County Councillor, the Ashford Borough Councillor, and Neighbourhood watch:** To receive and note any reports.

8. **Chairman's Report:** To receive and note the Chairman's report.
No decisions may be taken under this item.

9. **Finance: a) To receive the schedule of payments and ratify payments made in February.**

Bank Balance as of 28th February 2026 £19559.52

Payments made in February

11/02/2026	Vodafone	Broadband	DD	£27.55
12/02/2026	T Nembang	Cleaner (25/12)	BACS	£64.00
12/02/2026	T Nembang	Cleaner (08/02)	BACS	£64.00
16/02/2026	HMRC	Tax/NI	BACS	£141.60
16/02/2026	BWP	Website	BACS	£273.60
16/02/2026	Staff costs	Salary	BACS	£590.80
17/02/2026	EDF	Electricity	DD	£35.21
27/02/2026	Everflow	Water	DD	£24.38
28/02/2026	Unity Trust	Bank Charge	DD	£6.00

b) Establishment of a Fixed Payroll Date and Standing Order for Clerk Salary:
Members are asked to consider establishing a fixed monthly payment date for the Clerk's salary.
The Clerk's salary is currently paid manually. As the salary amount is consistent each month, Members may wish to consider setting up a standing order so that the salary is paid automatically on a specified date each month. This would provide a consistent payroll arrangement and simplify administration.
Salary payments would continue to be recorded within the Council's financial records and reported to Members as part of the regular schedule of payments.
Establishing a regular payroll arrangement supports the Council's duty to maintain proper financial administration under the Accounts and Audit Regulations 2015.

Proposed resolution:
That the Clerk's approved monthly salary, as determined by the Council, be paid by standing order on a fixed monthly date determined by the Council.

c) Bank Signatories and Financial Controls: Members are asked to review the current bank mandate arrangements for the Council.
It has been identified that the Council currently operates with only one authorised bank signatory. Members should consider whether this arrangement provides adequate financial control and is consistent with the Council's Financial Regulations and the requirements of the Accounts and Audit Regulations 2015, which require the Council to maintain adequate and effective internal control of its accounting records and systems of control.
Best practice guidance for smaller authorities issued by the Joint Panel on Accountability and Governance recommends that parish councils operate with multiple authorised signatories and dual authorisation of payments in order to ensure proper segregation of duties and reduce the risk of error or misuse of public funds.

Members are therefore asked to consider:
Whether additional councillors should be appointed as authorised bank signatories.
Confirming that two councillor authorisations will be required for payments from the Council's bank account.
Authorising the Clerk/RFO to update the bank mandate accordingly.

Proposed resolution:
That the Council appoints additional councillors as authorised signatories to the Unity Trust Bank account, confirms that all payments require two councillor authorisations, and authorises the Clerk/RFO to update the bank mandate accordingly.

d) **Clerks expenses:** Mileage (January to March) £135, Microsoft £84.99, Phone (3 months) £30 – Total: £249.99

10. **Bromley Green:** Car park and Carters Field: To receive an update and consider any actions required.

11. **Ruckinge Village Hall:** Planning Application
Members are asked to consider submission of a planning application relating to Ruckinge Village Hall, Hamstreet Road, which is owned by the Parish Council.
The application seeks permission for:
Change of use from Use Class F2 (Local Community Use) to a mixed-use comprising Use Class F1 (Learning and Non-Residential Institution) and continued community use (Use Class F2) to enable operation of a pre-school;
Installation of internal safeguarding fencing separating the car park from the external play area; and
Reinstatement of the front car park access gate.
The planning application fee is £588 (£610 in April) planning portal charge £85
Members are asked to consider the proposal and determine whether the Council wishes to submit the planning application.

Proposed resolution:
That the Parish Council approves submission of the planning application for Ruckinge Village Hall as outlined in the Planning Statement and authorises payment of the planning application fee and any Planning Portal service charge, up to a maximum total cost of **£700**.

12. **Annual meeting of the Council**: Members are reminded that the Annual Meeting of the Council must be held in May in accordance with the requirements of the Local Government Act 1972. The meeting may take place on any day of the week and at any time during May.
Members are asked to consider and agree the date and time for the Annual Meeting of the Council.
Proposed resolution:
That the date and time of the Annual Meeting of the Council in May 2026 be determined by the Council.

13. **Correspondence:** To receive and note correspondence.
Any matters requiring a decision will be placed on a future agenda.

14. **Date of next meeting:** 9th April 2026 at 7.30 in Ruckinge Village Hall (The Annual Parish Meeting will also take place)

Future meeting dates

9th April, 18th June, 9th July, 10th September, 8th October, 12th November, 10th December at Ruckinge Village Hall at 7.30pm