

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 19 MAY 2020 VIA ZOOM VIDEO CONFERENCE**

This meeting was held virtually via Zoom Video Conferencing allowing The Chairman to record the meeting.

CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting.

It had been confirmed by The Kent Association of Local Councils that The Annual Parish Meeting was not referenced in the 4th April 2020 regulations therefore no virtual option is possible. The current law that there should be no public gatherings at this time therefore supersedes the law to hold Annual Parish Meetings. This highly likely means that the meeting will default to next year (1st March to 1st June 2021).

PUBLIC SESSION

Mr and Mrs Mann joined the meeting for agenda item 21 but did not wish to speak.

PRESENT

Geraldine Brown Chairman	Jason Bryant (JB)
June Chapman (JC)	Sue Gerrish (SG)
Ken Gough (KG)	David Law (DL)
Patricia Robbins (PR)	Andy Sanders(AS)
Dee Ann Stead (DS)	

Borough Councillor David Burton

1. ELECTION OF THE CHAIRMAN

Geraldine Brown was re-elected unopposed as Chairman.

2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

The Chairman signed the declaration of acceptance of office.

3. ELECTION OF THE VICE CHAIRMAN

Andy Sanders was re-elected unopposed as Vice Chairman.

4. APOLOGIES FOR ABSENCE

All Councillors were present.

5. DECLARATION OF INTERESTS IN ANY AGENDA ITEM

There were none declared.

6. MOTION TO RE-ADOPT THE COUNCIL'S CODE OF CONDUCT

A vote was taken and it was agreed unanimously to re-adopt.

7. MOTION TO APPROVE THE COUNCIL'S RISK MANAGEMENT SCHEME

The updated Risk Management Scheme had been previously circulated and reviewed by all Councillors, a vote was taken and it was approved unanimously.

8. MOTION TO APPROVE THE COUNCIL'S FINANCIAL REGULATIONS

The Financial Regulations had been previously circulated and reviewed by all Councillors, a vote was taken and they were approved unanimously.

9. MOTION TO APPROVE THE COUNCIL'S STATEMENT OF INTERNAL CONTROL

The Statement of Internal Control had been previously circulated and reviewed by all Councillors, a vote was taken and it was approved unanimously.

10. MOTION TO APPROVE THE LITTER PICKING POLICY AND RISK ASSESSMENT

The Litter Picking Policy and Risk Assessment had been previously circulated and reviewed by all Councillors, a vote was taken and it was approved unanimously.

11. MOTION TO RE-ADOPT ALL OTHER EXISTING COUNCIL'S POLICIES, PROCEDURES AND RISK ASSESSMENTS

A vote was taken and it was agreed unanimously to re-adopt the following:

The Councils Standing Orders

Policies and Procedures

Anti-Bribery Policy

- Best Value Statement
- Capability Disciplinary Grievance Policy
- Complaints Procedure
- Crime Disorder Policy
- Equal Opportunities Policy
- FOI Policy
- FOI Publication Scheme
- GDPR Breach Notification Policy
- GDPR CCTV Highway Policy
- GDPR Privacy Notice for Employees
- GDPR Privacy Notice General
- GDPR Records Management, Document Retention and Disposal Policy
- GDPR Subject FOI
- Health and Safety Policy
- Harassment Policy
- Mission Statement
- Press and Media Policy
- Speed Watch Policy
- Steering Group (NP) Governance
- Training statement of Intent
- Travel and expense Policy
- Tree Policy

Risk Assessments

- AED'S Risk Assessment
- Flood Warden Risk Assessment
- The Lees Picnic Area/ Car Park Risk Assessment

12. MOTION TO APPROVE THE COUNCIL'S FIXED ASSETS REGISTER

The Asset register had been previously circulated and reviewed by all Councillors, a vote was taken and it was approved unanimously.

13. MOTION TO APPROVE THE COUNCIL'S DIRECT DEBITS AND STANDING ORDERS

A list of these had been previously circulated and reviewed by all Councillors, a vote was taken and they were approved unanimously.

14. MOTION TO CONFIRM THE INSURANCE POLICY RENEWAL

The schedule had been previously circulated and reviewed by all Councillors, The Clerk confirmed that this was a second year of a three year contract a with BHIB. There were no changes to the schedule and no concerns about the provider.

15. CONFIRMATION OF PROGRAMME OF MEETINGS FOR 2020/21

A list confirming The Council's meeting schedule had been circulated and was agreed.

16. CONFIRMATION OF MEMBERS OF WORKING PARTIES

The following appointments were made:

Yuletide Market:

Parish Councillors - David Law

Resident Volunteers - Jason Bryant, Michael Stewart (advisory capacity), Peter Crompton, Claire Curley, Lucy Owen, Victoria Bryant.

Parish Wide Neighbourhood Plan Steering Group:

Parish Councillor (4) - Patricia Robbins, Geraldine Brown, Sue Gerrish, , Andy Sanders

Resident Volunteers - Tracey Barnes, Barbara Reader, Rob O'Connor, Richard Bolsin, Paul Mahoney, Joe Regan.

17. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made.

Direct:

- Medway Valley Railway Partnership – Andy Sanders
- Village Hall Committee – Geraldine Brown
- Maidstone Area Committee of Kent Association of Local Councils (KALC) (2) – Geraldine Brown and Dee Ann Stead
- Maidstone Area Police Forum (2) – Geraldine Brown and June Chapman
- Yalding Charities to include The Almshouses, Relief in need and Relief in sickness– Sue Gerrish
- Yalding Education Foundation – Sue Gerrish
- Yalding and Laddingford Sports Association (to include going forward with new facilities) – David Law

Indirect:

- Medway Flood Partnership – Geraldine Brown via KALC

18. COUNTY COUNCILLOR'S REPORT

A report was not received.

19. BOROUGH COUNCILLORS' REPORT

Borough Councillor Burton joined the meeting. He gave a brief summary of the work going on in Maidstone Borough Council during this difficult time. It was of particular note that with regard to the call for sites that the preferred option would be ready for consultation in October.

20. FLOODING – UPDATE ON UK POWER NETWORKS SUB-STATIONS

The Chairman briefed the meeting about discussions with MBC with regard to the relocation of the sub-station at Lyngs Farm House to Lyngs Close. She has spoken with Mark Green at MBC to ask his help in moving this forward more quickly and also as this is a community resilience project MBC would absorb the professional fees from the community resilience fund.

21. PLANNING

21.1. TO DECLARE ANY LOBBYING OR FORMAL REPRESENTATION

There was non declared.

21.2. PLANNING APPLICATIONS

20/501704/FULL Hopper Hut, Hop Cottage, Shingle Barn Lane

Conversion of Hopper Hut to create 1no. dwelling with external alterations together with the erection of a glazed link to new single storey rear extension. Erection of detached garage with associated works and creation of new access.

NO COMMENT

Providing the materials and design are in keeping and in line with those already approved. However, Councillors have concerns regarding the addition of an extension on a heritage building which is contrary to the original planning permission and is inconsistent with the conversion of other hopper hut adjacent and ask that the planning officer ensure consistency in this regard.

20/501570/FULL Land Rear of Congelow Cottages, Benover Road

Proposed hard surfacing at the mouth of the entry & exit gates to Mill Lane (retrospective)

NO COMMENT

Providing, as the application is a Flood Zone 3, all materials used are permeable.

20/501913/FULL

The Orchard, Hampstead Lane

Retrospective application for replacement gates, walls and engineering works over culvert (resubmission of 19/503546/FULL).

OBJECT

The Site is in a Flood Zone 3 area. The concrete drive is non-permeable materials which should not be used in a Flood Zone 3 as it increases the risk of flooding to the property and those in the surrounding area. It is assumed that the size of the culvert meets regulations for the size of the ditch. The design is harmful to the appearance of the open countryside and the Metropolitan Green Belt.

20/501914/FULL

The Orchard, Hampstead Lane

Retrospective application for change of use of agricultural land into residential curtilage, erection of replacement gates, new walls, driveway and engineering works over culvert (resubmission of 19/503547/FULL).

OBJECT

The Site is in a Flood Zone 3 area. The concrete drive is non-permeable materials which should not be used in a Flood Zone 3 as it increases the risk of flooding to the property and those in the surrounding area. It is assumed that the size of the culvert meets regulations for the size of the ditch. The design is harmful to the appearance of the open countryside and the Metropolitan Green Belt.

21.3. YALDING ENTERPRISE PARK UPDATE

Councillor Burton confirmed that MBC are waiting legal advice before that application can be progressed.

There being no further business the meeting closed at 19.31 pm.

Note: Minutes of previous meeting were signed at a Parish Council Meeting held on 4 June 2019. There were no Matters Arising.

Signed.....

Dated.....