

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 17 MAY 2022**

Declaration of intension to record proceedings

There was none declared.

PRESENT

Geraldine Brown Chairman
June Chapman (JC)
Ken Gough (KG)
Andy Sanders(AS)
Joe Westgate (JW)

Jason Bryant (JB)
Sue Gerrish (SG)
David Law (DL)
Dee Ann Stead (DS)

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 resolved unanimously to re-adopt.

7. MOTION TO APPROVE REGULATIONS

7.1. STANDING ORDERS

7.2. RISK MANAGEMENT SCHEME

7.3. FINANCIAL REGULATIONS

7.4. THE COUNCILS STATEMENT OF INTERNAL CONTROL

All the above documents had been previously circulated and reviewed by all Councillors, a vote was taken and it was resolved unanimously that they be approved.

8. MOTION TO RE-ADOPT THE EXISTING COUNCIL'S POLICIES, PROCEDURES AND RISK ASSESSMENTS

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

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
- Scheme of Delegation
- Social Media Policy
- Speed Watch Policy
- Steering Group (NP) Governance
- Training statement of Intent
- Travel and expense Policy
- Tree Policy
- Volunteer Litter Picker Policy

Risk Assessments

- Flood Warden Risk Assessment
- The Lees Picnic Area/ Car Park Risk Assessment
- Litter picking Risk Assessment
- Play Area Risk Assessment
- Face to face meeting Risk assessment

9. MOTION TO APPROVE NEW POLICIES, PROCEDURES AND RISK ASSESSMENTS

9.1. PAYROLL POLICY

9.2. OPEN SPACES RISK ASSESSMENT

9.3. RIVER/OPEN SPACES WARDEN RISK ASSESSMENT

9.4. AED RISK ASSESSMENT – AMENDED TO INCREASE THE NUMBER OF DEFIBRILLATORS

All the above documents had been previously circulated and reviewed by all Councillors, a vote was taken and it was resolved unanimously that they be approved.

10. 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 it was resolved unanimously that it be approved.

11. 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 it was resolved unanimously that they be approved.

12. MOTION TO CONFIRM THE INSURANCE POLICY RENEWAL

The schedule had been previously circulated and reviewed by all Councillors, It was resolved unanimously to renew with BHIB for a further 3 years. There were no changes to the schedule and no concerns about the provider.

13. CONFIRMATION OF PROGRAMME OF MEETINGS FOR 2022/23

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

14. CONFIRMATION OF MEMBERS OF WORKING PARTIES

The following appointments were made:

Yuletide Market:

Parish Councillors - Jason Bryant (Chairman), Joe Westgate, David Law

Resident Volunteers - Claire Curley, Lucy Owen, Victoria Bryant, Tony Marshall, Peter Crompton

Parish Wide Neighbourhood Plan Steering Group:

Parish Councillor (4) - David Law, Geraldine Brown, Jason Bryant, Andy Sanders

Resident Volunteers - Tracey Barnes, Rob O'Connor, Paul Mahoney, Derek Hudson

15. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made.

- 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
- Ward Cluster Group (1) – Geraldine Brown
- Yalding Charities to include The Almshouses, Relief in need and Relief in sickness– Joe Westgate
- Yalding Education Foundation – Sue Gerrish
- Yalding and Laddingford Sports Association (to include going forward with new facilities) – David Law
- Medway Confluence Partners - TBC

16. PLANNING APPLICATIONS

TO DECLARE ANY LOBBYING OR FORMAL REPRESENTATION

There was none declared.

22/501756/FULL The Kintons Play Area
 Removal of existing 5m Helter-skelter and replacement with 6m high tower climbing frame.

FULLY SUPPORT

22/502173/LBC Styles, Benover Road
 Listed Building Consent for demolition of conservatory and erection of a single storey rear garden room.

OBJECT in order to support The Conservation Officer.

17. MOTION TO APPROVE EXPENDITURE ON PLAY EQUIPMENT

DL nominated, JB seconded and it was resolved unanimously to spend £1,043.71 to turn The Inga to North Facing at Jubilee Field.

There being no further business the meeting closed at 20.22 pm.

Note: Minutes of previous meeting were signed at a Parish Council Meeting held on 7 September 2021. There were no Matters Arising.

Signed.....

Dated.....