

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 20 MAY 2025**

Declaration of intension to record proceedings

There was none declared.

PRESENT

Geraldine Brown Chairman
Tim Chapman (JC)
Andy Sanders(AS)
Kelly Woods(KW)

Leila Bates (LB)
Ken Gough (KG)
Dee Ann Stead (DS)

1. ELECTION OF THE CHAIRMAN

Councillor Geraldine Brown was re-elected unopposed as Chairman for the forthcoming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

The Chairman signed the Declaration of Acceptance of Office.

3. ELECTION OF THE VICE CHAIRMAN

Councillor Andy Sanders was elected unopposed as Vice Chairman for the forthcoming year.

4. APOLOGIES FOR ABSENCE

Councillor Joe Westgate sent his apologies as he has tendered his resignation, these were accepted. The Chairman thanked Councillor Westgate for his service.

5. DECLARATION OF INTERESTS IN ANY AGENDA ITEM

The Chairman and KG declared an interest as they had bills for payment.

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 COUNCIL'S EXISTING 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
- Cyber Security Training Document
- Dignity At Work Policy
- Equality And Diversity 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
- Harassment Policy
- Health and Safety Policy
- Media and communication policy
- Mission Statement
- Payroll Policy
- Reserves Policy
- Scheme of Delegation
- Security Policy – Lees Picnic Area Electronic Entry System
- Speed Watch Policy
- Steering Group (NP) Governance
- Training statement of Intent
- Travel and expense Policy
- Tree Policy
- Volunteer Litter Picker Policy

Risk Assessments

- AED Risk Assessment
- Flood Warden Risk Assessment
- Litter picking Risk Assessment
- Open Spaces Risk Assessment
- Play Area Risk Assessment
- River/Open Spaces Warden Risk Assessment
- The Lees Picnic Area/ Car Park Risk Assessment

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

There were none to approve, the GDPR policies are currently under review.

10. MOTION TO APPROVE THE COUNCIL'S FIXED ASSETS REGISTERS

The Asset Registers had been previously circulated and reviewed by all Councillors, a vote was taken and it was resolved unanimously that they 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 and it was resolved unanimously that they be approved.

12. MOTION TO CONFIRM THE INSURANCE POLICY RENEWAL – 3 YEAR CONTRACT UNTIL 2028

The schedule had been previously circulated and reviewed by all Councillors: it was resolved that a contract be put in place with Clear Councils for 3 years until 2028.

It was resolved to pay the invoice for 2025/26 of £2,076.01

DS and AS will authorise them electronically.

13. MOTION TO PAY THE CLERK AND ASSISTANT CLERK'S SALARY MONTHLY UNDER THE SCHEME OF DELEGATION

A vote was taken it was resolved unanimously.

14. BANK BALANCES AS AT THE END OF MARCH 2025

The cleared bank balance for the end of March 2025 (Financial year end) was confirmed:

- NatWest £41,811.93
- Unity Trust £12,205.77

15. BANK RECONCILIATIONS FOR MARCH 2025

It was confirmed that these have been signed as correct.

16. CONFIRMATION OF PROGRAMME OF MEETINGS FOR 2025/26

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

17. CONFIRMATION OF MEMBERS OF WORKING PARTIES

The following appointments were made:

- **Yuletide Market:**
Parish Councillor - Dee Ann Stead
Resident Volunteers - Jason Bryant, Charles Lister, Clare Curley, Rachel Gosden,
Christine Walker, Anita Rossi
- **Parish Wide Neighbourhood Plan Steering Group:**
Parish Councillors - Geraldine Brown, Andy Sanders
Resident Volunteers - David Law ,Tracey Barnes, Paul Mahoney, Derek Hudson, Jason
Bryant
Publishing – Rob O’Connor

18. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made.

- Medway Valley Railway Partnership – Andy Sanders
- Yalding Enterprise Park, Development Delivery Group – Geraldine Brown
- Village Hall Committee – Geraldine Brown
- Maidstone Area Committee of Kent Association of Local Councils (KALC) (2) – Geraldine Brown and Dee Ann Stead
- Police Ward Cluster Group – Geraldine Brown
- Yalding and Laddingford Sports Association – Tim Chapman
- Yalding Charities:
 - The Almshouses, Relief in need and Relief in Sickness– Leila Bates
 - Yalding Education Foundation – Kelly Woods
- Medway Catchment Partners – Tim Chapman

19. FINANCE -MOTION TO APPROVE ANY OUTSTANDING COUNCILLOR’S EXPENSES.

The Chairman and KG declared an interest as they had bills for payment and did not vote.

Outstanding councillor’s expenses were presented are as follows:

- The Chaiman - £595.07, for The VE Day 80 Street Party, Annul Parish Meetings and office expenses.
- KG - £361.99, balance from The VE Day 80 Street Party.

It was proposed KG, seconded AS and resolved by all to pay these bills totalling £957.06 DS and AS will authorise them electronically.

There being no further business the meeting closed at 20.20 pm.

Note: Minutes of previous meeting were signed at a Parish Council Meeting held on 4 June 2024. There were no Matters Arising.

Signed.....

Dated.....