

MINUTES OF YALDING ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 19 MAY 2026

Declaration of intension to record proceedings

There was none declared.

PRESENT

Geraldine Brown (Chairman)

Jason Buckland (JB)

Tim Chapman (TC)

Ken Gough (KG)

Andy Sanders(AS)

Dee Ann Stead (DS)

ELECTION OF THE CHAIRMAN

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

1. DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

The Chairman signed the Declaration of Acceptance of Office.

2. ELECTION OF THE VICE CHAIRMAN

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

3. APOLOGIES FOR ABSENCE

Councillor Ian Simmons sent his apologies due to holiday; Councillor Jamieson sent her apologies due to personal reasons and Councillors Woods sent her apologies due to sickness; these were accepted.

4. DECLARATION OF INTERESTS IN ANY AGENDA ITEM

There was none declared.

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

DS proposed, TC seconded, a vote was taken and it was resolved unanimously to re-adopt.

6. MOTION TO APPROVE REGULATIONS

6.1. STANDING ORDERS

6.2. RISK MANAGEMENT SCHEME

6.3. FINANCIAL REGULATIONS

6.4. THE COUNCILS STATEMENT OF INTERNAL CONTROL

TC proposed, DS seconded, a vote was taken and it was resolved unanimously that they be approved.

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

JB proposed, AS seconded, a vote was taken and it was resolved unanimously to re-adopt the following:

GDPR and Data Protection Policies and Procedures

- Cyber Security Training Document
- FOI Policy
- FOI Publication Scheme
- GDPR Breach Notification Policy
- GDPR Data Protection Policy
- GDPR General and Employee Privacy Notice
- GDPR Records Management, Document Disposal and Retention Policy

- Subject Access Request Policy
- Subject Access Request Procedure
- CCTV Policy
- CCTV Data Protection Impact Assessment
- Website Privacy Policy

General Policies and Procedures

- Anti-Bribery Policy
- Best Value Statement
- Capability Disciplinary Grievance Policy
- Complaints Procedure
- Dignity At Work Policy
- Equality And Diversity Policy
- Equal Opportunities Policy
- Health and Safety Policy
- IT Security Policy
- Media and communication policy
- Mission Statement
- Personal Harassment Policy and Procedure
- Payroll Policy
- Reserves Policy
- Scheme of Delegation
- Security Policy – Lees Picnic Area Electronic Entry System
- Speed Watch Statement
- 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

8. MOTION TO APPROVE ANY NEW POLICIES, PROCEDURES AND RISK ASSESSMENTS

KG proposed, JB seconded, a vote was taken and it was resolved unanimously to re-adopt the updated Crime, Disorder and Community Policy.

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

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

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

A list of these had been previously circulated and reviewed by all Councillors. AS proposed, JB seconded, a vote was taken and it was resolved unanimously that they be approved.

11. MOTION TO APPROVE THE COUNCIL'S SUBSCRIPTIONS

A list of these had been previously circulated and reviewed by all Councillors. DS proposed, JB seconded 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.

The Clerk confirmed that the contract is in place with Clear Councils until 2028.

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

TC proposed, KG seconded, a vote was taken it was resolved unanimously.

14. CONFIRMATION OF PROGRAMME OF MEETINGS FOR 2026/27

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

15. CONFIRMATION OF MEMBERS OF WORKING PARTIES

The following appointments were made:

• **Yuletide Market:**

Parish Councillor's - Tim Chapman and Dee Ann Stead

Resident Volunteers - Jason Bryant, Charles Lister, Clare Curley, Rachel Gosden, Christine Walker and Anita Rossi

• **Parish Wide Neighbourhood Plan Steering Group:**

Parish Councillors - Geraldine Brown, Andy Sanders

Resident Volunteers Derek Hudson (David Law, Tracey Barnes, Paul Mahoney, and Jason Bryant

Publishing – Rob O'Connor

16. 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 – Pip Jamieson

• Yalding Charities:

○ The Almshouses, Relief in need and Relief in Sickness - Andy Sanders

○ Yalding Education Foundation – Kelly Woods

• Medway Catchment Partners – Tim Chapman

There being no further business the meeting closed at 20.23 pm.

Note: Minutes of previous meeting were signed at a Parish Council Meeting held on 3 June 2025. There were no Matters Arising.

Signed.....

Dated.....