

ULCOMBE PARISH COUNCIL

Minutes of the Annual General Meeting held on Thursday, 9 May 2024 at 7.15pm at Ulcombe Village Hall.

Those Present: Cllr Titchener, Cllr Barlow, Cllr Diamond, Cllr Sharp.
SLCC Locum Clerk: Helen Anderson

There were 21 residents present. Maidstone Borough Councillor, Z Trzebinski and representative from Jarvis Homes, Russell Jarvis

It is confirmed that Councillors, Titchener, Barlow, Diamond and Sharp duly signed the Declaration of Acceptance Book. Cllr Charlton to sign the Declaration prior to or at the next meeting.

1. **Election of Chairman** Cllr Titchener was elected and signed the declaration of acceptance of office.
2. **Election of Vice Chairman** This role was not appointed.
3. **(a) Apologies for absence** Cllr Charlton (Work Commitments)
(b) Declarations of Changes to the Register of Interests There were no changes to the register of interests.
(c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda Cllr Titchener on Item 8B.
(d) Requests for Dispensations No requests were made.
(e) Declarations of Lobbying Cllrs Titchener, Diamon and Sharp on agenda item 15b.
(f) Intention to record or film the meeting Cllr Titchener recorded the meeting.
4. **Public Session**

A resident raised concerns that repairs to the play area equipment had not been carried out.

A resident raised concerns that current bi-monthly Parish Council meetings were not allowing items to be raised in a timely manner and that the subsequent minutes were also not placed on the website for viewing in good time.

A resident raised concerns regarding speeding along Headcorn Road near the school.

A resident requested that a second defibrillator be considered for the opposite end of the village near Four Wents Garage or within the centre of the village.

A resident suggested that additional defib training be held for residents could be organised.
5. **The Minutes** of the meeting held on 29 April 2024. It was RESOLVED that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
6. **County Councillor and Borough Councillor Report** – Cllr Trzebinski gave a short report following his re-election as Borough Councillor to this ward.

7. **To receive an update about progress of resolutions from the last meeting.**

The temporary clerk, Helen Anderson has now been appointed and in position for a two month contract.

8. **Planning**

(a) The following planning applications were considered.

Application: 24/501404/FULL Address: Golden Oaks Pye Corner Ulcombe Kent ME17 1ED Proposal: Change of use of land to allow stationing of 9no. mobile homes for gypsy/traveller occupation with associated amenity blocks, hard and soft landscaping and parking. It was RESOLVED to refuse this application and for it to be taken to the planning committee.

Application: 24/501629/FULL Address: Land Adjacent To Neverend Farm Pye Corner Ulcombe Kent ME17 1EF Proposal: Section 73 - Application for removal of condition 8 (Holiday accommodation occupation period) pursuant to 22/504521/FULL for - Use of land for the stationing of holiday log cabins (13 twin unit caravans) and associated bases, roads, lighting and drainage details, plus use of existing vehicular access on to Pye Corner. It was RESOLVED to refuse this application and for it to be taken to the planning committee.

(b) A verbal update was received from Jarvis Homes regarding their proposed residential development – Land at and to the East of Headcorn Road, Ulcombe. It was noted that the current application 24/500222/OUT had been withdrawn. It was RESOLVED to agree to meet Jarvis Homes at a later date, once they had finalised their further submission to address such measures as biodiversity and ecology.

(c) A written update was received from Esquire Developments, Land at Eastwood Road (23/504704). This application has been withdrawn. It was RESOLVED to agree to meet Esquire Homes to review their proposed revisions.

(d) It was RESOLVED that members of the Council attend a meeting being called by Headcorn Parish Council regarding The Meadows and the Planning Inspectorate report 2023. Details will be circulated to Councillors upon receipt of the invitation.

9. (a) **Standing Orders** – The Council RESOLVED to adopt NALC Model Standing Orders.

(b) **Financial Regulations** – The Council RESOLVED to adopt the Model Financial Regulations.

(c) **Financial Risk Assessment** – The Council RESOLVED to adopt this.

(d) **Insurance Cover** – The Council reviewed and confirmed that the Insurance Cover was adequate for all insured risks.

(e) **Assets** – The Council reviewed and confirmed the assets including buildings and equipment.

(f) Model Code of Conduct - The Council RESOLVED to adopt the Kent Code of Conduct.

(g) Councils and Clerks Memberships of other bodies – It was RESOLVED that the following below are current memberships:-

Kent Association of Local Councils

The Society Local Council Clerks (SLCC)

Kent Playing Fields Association

Information Commissioners Office (Data Protection)

10. The following policies were adopted:-

(a) General Privacy Policy – The Council RESOLVED to adopt this.

(b) Privacy Notice for Staff, Councillors and Role Holders – The Council RESOLVED to adopt this.

(c) Data Processor Questionnaire – The Council RESOLVED to adopt this.

(d) Model Publication Scheme – The Council RESOLVED to adopt this.

(e) Press and Media – The Council RESOLVED to adopt this.

(f) Communications Policy – The Council RESOLVED to adopt this.

(g) Complaints Procedure – The Council RESOLVED to adopt this.

(h) Equal Opportunities – The Council RESOLVED to adopt this.

(i) Health and Safety - The Council RESOLVED to adopt this.

(j) Grievance and Disciplinary – The Council RESOLVED to adopt this.

(k) Staff Expenses – The Council RESOLVED to adopt this.

(l) Document Retention – The Council RESOLVED to adopt this.

(m) Habitual and Vexatious Complaints – The Council RESOLVED to adopt this.

11. **Schedule of Meeting Dates** It was RESOLVED that the following dates be accepted to hold the Council meetings at Ulcombe Village Hall starting at 7.15p.m unless otherwise notified.

4 July 2024

1 August 2024

5 September 2024

3 October 2024

7 November 2024

5 December 2024

9 January 2025

6 February 2025

6 March 2025

3 April 2025

1 May 2025

Annual Parish Meeting 2025 – Date to be advised.

12. **Appointment of Councillors to Assigned Roles**

It was RESOLVED to appoint the following:-

Authorised Cheque Signatories for Natwest: Cllr Barlow, Cllr Charlton, Cllr Diamond and Cllr Sharp and Cllr Titchener.

Authorised Cheque Signatories for Unity Bank: Cllr Barlow, Cllr Charlton, Cllr Diamond and Cllr Sharp and Cllr Titchener.

Remembrance Sunday: Cllr Titchener (Chairman).

Recruitment Panel: Cllr Barlow, Cllr Diamond and Cllr Titchener.

(b) Appointments of Councillors to other External Committees/Bodies

It was RESOLVED to appoint the following:-

KALC Maidstone Area Committee: Cllr Sharp and Cllr Titchener.

Village Hall Management Committee: Cllr Sharp.

MBC/Police Ward Cluster Meetings: Cllr Titchener (Chairman)

Appointment of other roles to:-

Footpaths: Cllr Diamond.

Pond and Tree Warden: Cllr Diamond.

Speedwatch Lead: Rhian Banham.

(c) It was RESOLVED to adopt a training/learning and development schedule for Councillors and clerk.

(d) It was RESOLVED to publish a contact sheet to include only the Councillor's name and email address, apart from Cllr Titchener whose mobile telephone number would also be included.

(e) It was RESOLVED for the clerk's contact details to be listed as their home postal address, mobile telephone number along with the Council's own dedicated email address.

13. Finance

(a) Receipts of Income

No details were available at this time.

(b) It was RESOLVED to agree that the following payment was made:-

002411 Clear Insurance	Insurance Renewal	£ 959.47
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(c) The Bank Reconciliation was not able to be presented at this meeting.

(d) The S137 expenditure limit for 2024/25 was noted as £10.81 per elector.

14. Correspondence

(a) Notification was received of the Mayor's Civic Parade on 18 May 2024. This was noted.

15. Play Area/Recreation Ground

- (a) The monthly play area inspection was not received.
- (b) After much discussion it was RESOLVED that the existing No Dogs policy for the recreation ground be continued.

16. **Annual Parish Meeting** – It was RESOLVED to hold this on Thursday, 23 May 2024.

17. **Village Hall Lease** – An update was received from the Village Hall Committee regarding the proposed amendments to the lease agreement. It was noted that for the time being at least any formal changes to the lease agreement/land registry will be held in abeyance and it was RESOLVED to hold a further meeting with all parties to find an amicable solution to the shared assets of the village hall and recreation ground.

18. **Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2024 meeting.**

No items were raised.

The Meeting closed at 10.15pm

Approved by:

Date: