

ULCOMBE PARISH COUNCIL

Minutes of the Annual General Meeting held on Thursday, 7 May 2026 at 7.15pm at Ulcombe Village Hall.

Those Present: Cllr Titchener (Chairman), Cllr Diamond and Cllr Sharp.

Clerk: Helen Anderson

There were no residents present.

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 Barlow, Cllr Boland and Cllr Charlton (Work Commitments). Borough Councillor Round and County Councillor Emberson.
(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 There were none made.
(d) Requests for Dispensations No requests were made.
(e) Declarations of Lobbying None.
(f) Intention to record or film the meeting Cllr Titchener recorded the meeting.
4. **Public Session**
No issues were raised.
5. **The Minutes** of the meeting held on 2 April 2026. 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** – No reports were received.
7. **To receive an update about progress of resolutions from the last meeting.**

(a) It has been confirmed by Kent County Council that the funding for the number 59 Wednesday service bus will commence in July 2026.
(b) Following the completion of the KCC water questionnaire by Patrick McGinley, he was invited to join an online meeting to discuss the issues raised.
8. **Planning**

(a) The following planning applications were considered.

APPLICATION REF: 26/501440/FULLPROPOSAL: Conversion and rebuild of existing kennel building to form a home office, for use ancillary to the existing dairy building dwelling. ADDRESS: The Dairy Mansion Farm Knowle Hill Ulcombe Kent ME17 1ES.

It was RESOLVED for this application to be approved. A comment is to be made to ascertain the proposed method of foul sewage disposal.

APPLICATION REF: 26/501441/LBCPROPOSAL: Listed Building Consent for conversion and rebuild of existing kennel building to form a home office, for use ancillary to the existing dairy building dwelling. ADDRESS: The Dairy Mansion Farm Knowle Hill Ulcombe Kent ME17 1ES. It was RESOLVED for this application to be approved

(b) No planning appeals have been received for consideration.

(c) The following planning decisions were received from Maidstone Borough Council:-

APPLICATION REF: 26/500220/PIP PROPOSAL: Permission in Principle for the erection of up to 9 dwellings together with all necessary infrastructure. ADDRESS: Land At Headcorn Road Ulcombe Kent ME17 1EA. **APPROVED**

APPLICATION REF: 26/500371/FULL PROPOSAL: Erection of annexe for ancillary use to the main dwelling following removal of the existing garage. ADDRESS: Wesley Cottage Eastwood Road Ulcombe Kent ME17 1ET. **APPROVED**

9. **(a) Standing Orders** – The Council RESOLVED to re-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 re-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 re-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)

(h) Open Spaces Risk Assessment – It was RESOLVED to adopt this.

10. The following policies were re-adopted:-

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

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

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

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

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

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

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

- (h) **Equal Opportunities** – The Council RESOLVED to re-adopt this.
- (i) **Health and Safety** - The Council RESOLVED to re-adopt this.
- (j) **Grievance and Disciplinary** – The Council RESOLVED to re-adopt this.
- (k) **Staff Expenses** – The Council RESOLVED to re-adopt this.
- (l) **Document Retention** – The Council RESOLVED to re-adopt this.
- (m) **Habitual and Vexatious Complaints** – The Council RESOLVED to re-adopt this.
- (n) **IT policy** – The Council RESOLVED to re-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 June 2026
 2 July 2026
 6 August 2026
 3 September 2026
 1 October 2026
 5 November 2026
 3 December 2026
 7 January 2027
 4 February 2027
 4 March 2027
 1 April 2027
 13 May 2027 (One week later due to Borough elections 6 May)

Annual Parish Meeting – 20 May 2027 at 7.15pm (TBC).

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, Parish Clerk Helen Anderson (Admin).

Remembrance Sunday: Cllr Titchener (Chairman).

Weekly Play Area Inspections: Clerk

(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) and Cllr Diamond.

Appointment of other roles to:-

Footpaths: Cllr Diamond.

Pond and Tree Warden: Cllr Diamond.

(c) It was RESOLVED to re-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 was 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 Clerk's .gov.uk email address.

13. Finance

(a) Receipts of Income

Maidstone Borough Council	Precept 2026/2027	£26,590.00
Maidstone Borough Council	CIL Payment Hill Barn Farm	<u>£ 976.25</u>
Total		£28,450.25

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

Hugofox	Direct Debit	Clerk's Email	2.99
Ionos	Direct Debit	Councillor Email	36.00
EDF Energy	Direct Debit	Pavilion Electricity	23.12
MiJan (Easy PC)	002533	Subscription	108.00
Clear Councils	002534	Annual Fee	1148.10
L Robbins	002535	Internal Audit Fee	140.00
Ulcombe Vill Hall	002536	Hall Hire & Toilets	375.98
P Waring	002537	Hedge Work	324.00
H Anderson	002538	Salary & Expenses	668.48
HMRC	002539	Tax & NI	226.61
Hopkins	002540	Defib Service	498.96
Total			£3,552.24

(c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 30 April 2026 was £34,571.26 for the main current account, £105.65 for the deposit account and £32,967.27 for the 95-day liquidity account. It was RESOLVED to transfer £20,000 from the current account to the 95-day savings account.

(d) The end of year budget review was presented and agreed for the year ending 31 March 2026.

(e) Annual Return Governance Statement (Section 1) – Effectiveness of the system of internal control

(1) The Council considered the findings of the review.

(2) The Council RESOLVED to approve the Annual Governance Statement.

(f) Annual Return Accounting Statements (Section 2)

(1) The Council considered the Accounting Statement.

(2) The Council RESOLVED to approve the Accounting Statement

(g) The S137 expenditure limit for 2026/2027 was noted as £11.60 per elector.

(h) Notification has been received of a CIL Neighbourhood receipt of £976.25 for the period 1 October 2025 to 30 March 2026 relating to the planning application 22/505238/FULL, Hill Barn Farm.

14. Correspondence

- (a) A letter has been received from Homes England for the Chairman to attend the Heathlands Garden Community Stakeholder engagement event for the outline planning permission preview on Thursday, 14 May 2026. Cllr Titchener to attend.

15. Play Area/Recreation Ground

- (a) The monthly play area inspection was received from the clerk. There are no issues reported.
- (b) It was RESOLVED to purchase an iPad mini in order to carry out the Safer Play inspections.
- (c) Consideration of a proposal from Big Bear Football for the use of the recreation Ground was deferred because it was not received in time.

16. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2025 meeting.

No items were raised.

Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

17. Cllr Titchener gave a brief update on enforcement issues. It was also RESOLVED to write to Katie Lam MP regarding countryside trespass issues.

The Meeting closed at 9.10pm

Approved by:

Date: