



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL PARISH COUNCIL ON TUESDAY 4 APRIL 2023 AT 19:00PM IN EAST FARLEIGH OLD SCHOOL HALL**

**Members of the Public and Press are welcome to attend**

Signed: Nina Henley Date of Issue: 29 Mar 2023  
Clerk and Proper Officer  
2 Alfriston Grove, West Malling, ME194SR

Members: Cllr A Fullwood (Chair), Cllr S Sherman (V Chair), Cllr D Hussein, Cllr A Palmer,  
Cllr B Older, Cllr G Ashcroft, Cllr D Abbott, Cllr P Billanie, Cllr P Tranter

**PUBLIC PARTICIPATION IN GENERAL**

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact [clerk@eastfarleigh-pc.org.uk](mailto:clerk@eastfarleigh-pc.org.uk)

**RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. The Council may be recording the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

**MOBILE PHONES**

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

## Agenda

- 1-FCA/04/23 **To receive apologies for absence**  
**Relevant Legislation: Local Government Act 1972, s85**  
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting  
Agree any action
- 2-FCA/04/23 **To receive declarations of interests and lobbying**  
**Relevant Legislation: Localism Act 2011, s31**  
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 3-FCA/04/23 **Minutes**  
**Relevant Legislation: Local Government Act 1972, sch 12, p 41**  
To receive as correct and approve for signature the Full Council meeting minutes held on 7 March 2023 & Extraordinary Meeting on 14 March 2023.
- 4-FCA/04/23 **Public Participation**  
**Relevant Legislation: Local Government Act, s100**  
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the chair.
- 5-FCA/04/23 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison

6-FCA/04/23

**Correspondence**

- I. Communication from resident regarding Horseshoes Riding School
- II. Email communication from Kent police concerning ward cluster meeting propose councillor to regularly attend.
- III. Email communication from Maidstone KALC concerning Gypsy Traveller Regulation 18a and Stage 2 submission on Local Plan Review Hearing Session.

7-FCA/04/23

**Planning – <https://pa.midkent.gov.uk/>**

**Relevant Legislation: Town and Planning Act 1990**

To receive urgent updates on planning matters

- I. MBC, Gypsy, Traveller and Travelling show people development plan consultation. Note communication circulated from Maidstone KALC Committee
- II. 23/500424/FULL Grey Walls Forge Lane, Granted
- III. 23/501198/FULL Cokehurst, Gallants Lane. Application
- IV. 23/501219/FULL Glencoe, Heath Road. Demolition and replacement
- V. 23/501082/LAWPRO Genesta, Priory Close. Lawful Development Certificate

8-FCA/04/23

**East Farleigh Parish Council Reporting – Agree any actions**

- I. Pearsons – to receive update
  - (a) To approve work sheet and work carried out
- II. Flood Plan – to receive update
  - (a) Flood Plan Published Documentation Update – Supporting document
- III. Highways – to receive update
  - (a) Fault report
  - (b) Highways working Group Update
- IV. Village Carpark and Rec/Play area – to receive update
  - (a) Play area refurbishment – Update on order
  - (b) Play area Jet-washing
  - (c) Carpark weed control, to receive quotes
  - (d) Inspection Reports
- V. Footpaths – to receive update
  - (a) KCC Pathways .
  - (b) Public Footpaths – Update rights of way plan
- VI. Community Events – to receive update
  - (a) Fete Committee – Update on Coronation Fete
- VII. KALC – to receive update
  - (a) Communications forwarded
- VIII. Village Defibrillators – to receive update
  - (a) Glass Replacement

9-FCA/04/23

**Finance Reporting**

**Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac’bility Act 2014**

- I. Financial review bank statements and bank reconciliation to Councillor to view and sign.
- II. Payments for approval:

Payee	Date	Method	Reference	Reason	Amount
KALC	15/03/23	Paid	6052044689	Cllr Planning Training	£72.00
Public Works Loan	01/04/23	DD	EFARLEIGH	Public works loan	£2379.40
Lloyds Credit Card	13/03/23	DD	850723	Credit card repayment	£60.59
Cllr DH Flood Exp	04/04/23	BACS	Cllr DH	Flood Pod padlock	£21.99
AcuIT Ltd	04/04/23	BACS	EFPC-ACC	IT Contract	£80.71
Pearsons	04/04/23	BACS	EASTFA01	Landscape Contract	£1830.36
Sandra Field Caterer	04/04/23	BACS	APM	APM Catering	£200
Viking	04/04/23	BACS	2232213	Archive boxes	£58.07
Staff Salaries/costs					

10-FCA/04/23

**Member updates from externally attended meetings**

Members to inform Clerk if a report is to be delivered at the meeting

11-FCA/04/23

**Annual Parish Meeting**

To receive any updates following the meeting on 28 March 2023

12-FCA/04/23

**Bull Inn Update**

Receive any updates and future correspondence. Agree any action

- 13-FCA/04/23 **West Farleigh Football Club**  
Deferred from March FCM. Request from WFFC to use the EF recreation ground for 11 a side football pitch
- 14-FCA/04/23 **Clerk Updates** – Agree any actions
- I. EFPC policies and documentation updates
  - II. Society of Local Council Clerks – annual meeting
  - III. Proposal for the appointment of payroll agent, supporting paperwork
  - IV. Purchase of council printer, supporting paperwork
  - V. Asset Register – Physical audit plan and setting of minimum purchase value £250
  - VI. Rialtas Update – EFPC software package
- 15-FCA/04/23 **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 16-FCA/04/23 **To agree the public's exclusion from the confidential part of the meeting.**  
That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.
- I. Staffing Matters
  - II. Carpark attendant contract review – Supporting document
  - III. Pensions for staff
  - IV. EFPC Meeting Schedule – Supporting document
- 17-FCA/04/23 **Date of next meeting**  
2 May 2023 Annual meeting of the council  
Note new meeting venue/ time from May 2023 East Farleigh Primary School at 18.30pm

If you would like any further information on any item on the agenda, please contact the clerk  
Nina Henley [clerk@eastfarleigh-pc.org.uk](mailto:clerk@eastfarleigh-pc.org.uk)