



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF  
THE **PARISH COUNCIL ON TUESDAY 2 MAY 2023 AT 18:30PM IN**  
**EAST FARLEIGH PRIMARY SCHOOL HALL**

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

Signed: Nina Henley Date of Issue: 25 April 2023  
Clerk and Proper Officer  
2 Alfriston Grove, West Malling, ME194SR

Members: Cllr A Fullwood (Chair), Cllr S Shearman, 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**

- 18-FCA/05/23 **To elect the chair of the council for the ensuing year**  
Nominations for the post will be requested and voted upon if there is more than one candidate.  
The incoming chair will read out and sign the declaration acceptance of office to be received and signed by the proper officer of the council.
- 19-FCA/05/23 **To elect the vice chair of the council for the ensuing year**  
Nominations for the post will be requested and voted upon if there is more than one candidate.  
The successful candidate will sign the declaration of interest.
- 20-FCA/05/23 **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
- 21-FCA/05/23 **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.
- 22-FCA/05/23 **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 4 April 2023.
- 23-FCA/05/23 **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.

24-FCA/05/23

**External Reports and Updates**

To receive any external reports from County and Borough and Police Liaison

25-FCA/05/23

**Correspondence**

I. MBC communication concerning Community Infrastructure Levy payment

26-FCA/05/23

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

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

To receive urgent updates on planning matters

- I. 23/501634/FULL Cherry Lodge Priory Close demolition of garage. Side and rear single story extension
- II. 23/501517/SUB Stone Cottage. Submission of details to discharge condition 6
- III. 23/501518/SUB Stone Cottage. Submission of details to discharge condition 4
- IV. 23/501710/FULL Horseshoe House. Erection of two story extension.
- V. 23/501645/FULL Vicarage Lane. First floor rear extension / loft conversion

27-FCA/05/23

**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) To receive any update.
- III. Highways – to receive update
  - (a) Fault report
  - (b) Highways working Group – Update report
- IV. Village Carpark and Rec/Play area – to receive update
  - (a) Play area refurbishment – Update on order
  - (b) Play area Jet-washing update
  - (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 update

28-FCA/05/23

**Finance Reporting**

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

- I. Financial review bank statements and councillor to view and sign.
- II. Review, approve Year End finance documents
- III. Payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Lloyds Credit Card	11/04/23	Paid	850723	Credit card repayment	£132.59
AcuIT Ltd	02/05/23	BACS	EFPC-ACC	IT Contract	£80.71
Pearsons	02/05/23	BACS	EASTFA01	Landscape Contract	£1830.36
Hadlum Design Print	02/05/23	BACS	EASTPC	Coronation fete printing	£144.00
KALC	02/05/23	BACS	8736	Subscription	£662.02
June approval					
Lloyds Credit Card	11/06/23	DD	850723	Credit card repayment	
AcuIT Ltd	07/06/23	BACS / SO	EFPC-ACC	IT Contract	£80.71
Pearsons	07/06/23	BACS / SO	EASTFA01	Landscape Contract	£1830.36
Staff Salary / costs					

29-FCA/05/23

**Member updates from externally attended meetings**

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

- 30-FCA/05/23      **Adoption of policies and documentation for ensuing year**  
I. Standing Orders  
II. Terms of reference scheme of delegation  
III. Financial regulations  
IV. Risk assessment  
V. Model publication scheme  
VI. Data Protection Policy  
VII. Privacy notice  
VIII. Health and safety policy  
IX. Grant policy  
X. Flood plan  
XI. Code of conduct  
XII. Equality policy  
XIII. Complaints policy  
XIV. Advertising policy
- Agree any action
- 31-FCA/05/23      **Approval of meeting schedule**  
Supporting document – Agree any action
- 32-FCA/05/23      **Bull Inn Update**  
Receive any updates and correspondence. Agree any action
- 33-FCA/05/23      **West Farleigh Football Club**  
Update following April FCM. Request from WFFC to use the EF recreation ground for 11 a side football pitch
- 34-FCA/05/23      **Clerk Updates – Agree any actions**  
I. Rialtas / Scribe Update – EFPC software package – Supporting document  
II. Approve appointment of new Internal Auditor – Supporting Document  
III. Signing of payroll contractor agreement
- 35-FCA/05/23      **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 36-FCA/05/23      **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. Approval of carpark staff standing order payment to be made each month. Supporting document.
- 37-FCA/05/23      **Date of next meeting**  
4 July 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)