



**MINUTES OF THE ANNUAL MEETING OF EAST FARLEIGH
PARISH COUNCIL HELD ON TUESDAY 2 MAY 2023 AT 18:30PM
IN EAST FARLEIGH PRIMARY SCHOOL HALL**

Present: Cllr A Fullwood, Cllr A Palmer, Cllr S Shearman, Cllr B Older
Cllr G Ashcroft, Cllr Billanie, Cllr D Abbott, Cllr P Tranter

Officer: Clerk, Nina Henley

External Attendees: Community Warden Sandra Edmonds

Apologies: Cllr D Hussein

External Apologies: Cllr S Webb, Cllr L Parfitt-Reid

- 18-FCM/05/23 **To elect the Chair of the Council for the ensuing year**
The Chair asked for nominations for the election of the Chair of the Council for the ensuing year. Cllr Abbott nominated Cllr Fullwood, this was seconded by Cllr Ashcroft. Cllr Fullwood was duly elected.
- 19-FCM/05/23 **To elect the Vice-Chair of the Council for the ensuing year.**
The Chair asked for nominations for the election of the Vice-Chair of the Council for the ensuing year. Cllr Fullwood nominated Cllr Palmer, this was seconded by Cllr Abbott. Cllr Palmer was duly elected.
- 20-FCM/05/23 **To receive apologies of absence.**
Cllr Hussein (Holiday) Cllr Webb, Cllr Parfitt-Reid.
- 21-FCM/05/23 **To receive declarations of interest and lobbying.**
There were none.
- 22-FCM/05/23 **Minutes**
Approval and signing of the minutes of the meeting held on 4 April 2023.
Proposed by Cllr Ashcroft Seconded by Cllr Palmer.
Approved unanimously.
- 23-FCM/05/23 **Public Participation**
There were no members of the public present.
- 24-FCM/05/23 **External Reports and Updates.**
Community Warden Sandra Edmonds gave a verbal report on the role of the Community Support Wardens and the help they can give to residents of East Farleigh.
Appendix 1
- 25-FCM/05/23 **Correspondence**
I. MBC communication concerning the Community Infrastructure Levy Payment.
It was noted payment had been received £2922.30.
It was proposed by Cllr Ashcroft to add this payment to the reserve funds for the playground refurbishment. This was seconded by Cllr Abbott.
Agreed unanimously.
- 26-FCM/05/23 **Planning**
I. 23/501634/FULL Cherry Lodge.
EFPC has no objections.
II. 23/501517/SUB Stone Cottage

CAH

- III. EFPC has no objections.
23/501518/SUB Stone Cottage
EFPC has no objections.
- IV. 23/501710/FULL Horseshoe House
EFPC has no objections.
- V. 23/501645/FULL Vicarage Lane
EFPC has no objections.

27-FCM/05/23 **East Farleigh Parish Council Reporting**

- I. Pearsons
(a) Worksheets viewed and approved.
- II. Flood Plan
(a) Updated Flood Plan to be published and copy in Flood Pod.
- III. Highways
(a) Fault report – Update from Cllr Tranter about road flooding.
(b) Sign missing Dean St / Lower Road Clerk to report.
(c) Pot Holes to be reported on Country Eye.
(d) Highways working Group – Report received.
- IV. Village Car park and Rec / Play area
(a) Cllr Ashcroft reported the refurbishment starting Tuesday 9 May- clerk to inform residents that play area will be closed for 2 weeks. Cllr Ashcroft reported quote for wet pour had come out less than expected.
(b) Jet washing – Cllr Ashcroft reported this was to be carried out by contractors at no extra cost.
(c) Car Park weed control – it was reported that weeds were not significant enough to action any controls – to be reviewed at next meeting.
(d) Inspection reports received.
- V. Footpaths
(a) Car reported parked on KM39 Clerk to report.
- VI. Community Fete
Update from Cllr Palmer on progress of the Fete Working Party on the Kings Coronation Fete on Sunday 7 May 2023 from 12-3pm. Cllr Palmer reported that volunteers were scheduled to start the preparation from 6pm Saturday and from 9am Sunday. Cllr Palmer to ask residents not to block access – clerk to provide ID badges to Councillors.
- VII. KALC
No Updates
- VIII. Village Defibrillators
It was reported the glass had been replaced.

28-FCM/05/23 **Finance reporting.**

- I. Bank Statements received.
- II. End of Year Finance documents received and ready to be submitted to Internal Auditor on 18 May 2023.
- III. All payments were proposed by Cllr Abbott and seconded by Cllr Older
Agreed unanimous.

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	£84.96
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
Cllr Ashcroft	02/05/23	BACS	3513	Fete	£90.00
Rialtas	02/05/23	BACS	30502	Year End Inv	£906.00
AcuIT Ltd	07/06/23	BACS	EFPC-ACC	IT Contract	£84.96
Pearsons	07/06/23	BACS	EASTFA01	Landscape Contract	£1830.36
Staff Salary / costs					

- 29-FCM/05/23 **Members updates from externally attended meetings.**
There were none.

- 30-FCM/05/23 **Adoption of policies and documents for the ensuing year.**
- I. Standing Orders – approved.
 - II. Terms of Reference – approved with amendments.
 - III. Financial Regulations – approved.
 - IV. Risk Assessment – approved.
 - V. Model Publication Scheme – approved.
 - VI. Data Protection Policy - approved.
 - VII. Privacy Notice – approved.
 - VIII. Health and Safety Policy – approved.
 - IX. Grant Policy – approved.
 - X. Flood Plan – approved.
 - XI. Code of Conduct – approved.
 - XII. Equality Policy – approved.
 - XIII. Complaints policy – approved.
 - XIV. Advertising Policy – deferred to next meeting for review.
- All Policies proposed by Cllr Shearman Seconded by Cllr Billanie
Approved unanimously.
- 31-FCM/05/23 **Approval of meeting schedule.**
It was resolved to approve the new meeting schedule for 2023/24
Tuesday 4 July 2023
Tuesday 5 September 2023
Tuesday 7 November 2023
Tuesday 9 January 2024
Tuesday 5 March 2024
Tuesday 2 April 2024
Tuesday 7 May 2024 Annual Meeting.
- 32-FCM/05/23 **Bull Inn Update**
It was agreed to review all updates regarding the Bull Inn at the next meeting and consider possible resident's meetings for ideas going forward.
- 33-FCM/05/23 **West Farleigh Football Club**
No updates – Clerk to contact FC for report.
- 34-FCM/05/23 **Clerks Updates**
- I. It was resolved to use Scribe Accounting for EFPC 2023/24
Proposed Cllr Fullwood Seconded Cllr Shearman
Agreed unanimously.
 - II. It was resolved to use Lionel Robbins for the Internal Audit 2023/24
Proposed Cllr Fullwood Seconded Cllr Shearman
Agreed unanimously.
 - III. Payroll Services Contract signed by Cllr Fullwood.
- 35-FCM/05/23 **Items to be included in next agenda**
Advertising and Signage policy review
Recreation Ground gate options for larger gate.
Review of banking arrangements.
- 36-FCM/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 standing order for payment to Car Park attendant.
Proposed by Cllr Fullwood seconded by Cllr Shearman.
Agreed unanimously.
- 37-FCM/05/23 **Date of next meeting**
4 July 2023

Meeting closed 20.40pm

AT



COMMUNITY WARDENS

Following a visit to the Parish Council meeting recently I wanted to introduce myself and explain a little bit about the KCC Warden Role and it's evolution post Covid. My name is Sandra Edmonds and I am Team Leader for the wardens who cover Tonbridge, Maidstone and Malling. The KCC Community Warden Role has four main objectives :-
The role has changed slightly as we now complete many more direct referrals from external

<p>Objective 1 Strengthen community resilience (Stronger, Safer Communities)</p> <p>Wardens will equip residents to prevent and recover from being victims to scams. They will address low level crime and antisocial behaviour through deterrence, prevention and partnership working. They will support communities in challenging times, from floods to pandemics.</p>	<p>Objective 2 Support the elderly and vulnerable</p> <p>Wardens will work with those most vulnerable in their communities with the aim of improving wellbeing, supporting independent living and reducing social isolation and loneliness by facilitating access to care and services.</p>	<p>Objective 3 Foster community cohesion and wellbeing</p> <p>Wardens will improve community wellbeing by working in a range of environments and across all age groups (as is appropriate for the location), setting up new groups and events where needed through community development projects.</p>	<p>Objective 4 Assist with navigating public services</p> <p>Wardens will work closely with internal and external partners, maintaining knowledge in order to support residents. Wardens are a KCC front line service and will embody the 'one council' and no wrong door approach.</p>
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agencies, this has cut down on the amount of time we have for visible presence. That does not mean we do not visit your areas, and we will when ever possible provide that reassuring presence, but what it does mean is that the work being completed is more focused, with greater positive outcomes for many residents, ensuring residents feel supported and safe within their own homes, minimising hospital admissions, ensuring the residents have the correct support at the right time for them.

We offer support to victims of scams and rogue traders and will come along to offer advice and guidance at groups around Scam Awareness and Community and Home Safety.

We carry out home visits to support Social Isolation and Loneliness and enjoy supporting residents as they explore new hobbies and groups within their own villages or the surrounding areas.

We will support with low level crime and ASB looking at options locally to help residents problem solve and identify solutions to local issues, often involving many other agencies to ensure we get positive outcomes (and if together we can not solve an issue we will find someone who can).

We are working directly with residents during this current cost of living crisis to ensure they have food for themselves and their family, to help them identify agencies who can support with benefit maximisation and general reassurance.

If there is anything you would like support with no matter how big or how small, please feel free to contact me and I will be happy to assist.

My contact number is 07969584183

Sandra.edmonds@kent.gov.uk

Kind Regards,

Sandra

