



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE **PARISH COUNCIL ON TUESDAY 7 MAY 2024 AT 18:30PM IN EAST FARLEIGH PRIMARY SCHOOL HALL**

Members of the Public and Press are welcome to attend

Signed: Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling, ME194SR

Date of Issue: 30 April 2024

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

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/05/24 **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.
- 2-FCA/05/24 **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.
- 3-FCA/05/24 **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
- 4-FCA/05/24 **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.
- 5-FCA/05/24 **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 Tuesday 5 March 2024. .
- 6-FCA/05/24 **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.

- 7-FCA/05/24 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison
- 8-FCA/05/24 **Adoption of policies and documentation for ensuing year**
- I. Standing Orders
 - II. Financial regulations
 - III. Risk assessment
 - IV. Model publication scheme
 - V. Data Protection Policy
 - VI. Privacy notice
 - VII. Health and safety policy
 - VIII. Grant policy
 - IX. Flood plan
 - X. Code of conduct
 - XI. Equality policy
 - XII. Complaints policy
 - XIII. Advertising policy
 - XIV. Investment policy
- Agree any action.
- 9-FCA/05/24 **Division of Member responsibilities**
- I. To agree members roles on committees and working group.
 - II. To consider trustees for recreation ground
 - III. To agree bank signatories
- 10-FCA/05/24 **Annual Governance and Accountability Return**
- I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2023-24
 - II. To approve Annual Governance Statement 2023/24 (Section 1)
 - III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023-24.
 - IV. To approve The Accounts & Accounting Statements (Section 2) 2023/4
 - V. To note the period for the exercise of public rights 3 June 24 – 12 July 24.
 - VI. To approve the resolution that East Farleigh Parish Council having met the conditions of eligibility as defined in Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 adopts the General Power of Competence until the next relevant Annual Meeting of the Parish Council.
- 11-FCA/05/24 **Approval of meeting schedule**
Supporting document – Agree any action.
- 12-FCA/05/24 **Correspondence**
- I. Correspondence from MBC CIL payment
 - II. Correspondence from PC Greenfield – speed gun training / speed checks
 - III. Correspondence from resident Kilnbridge Close referred to PC Greenfield
 - IV. Correspondence from MBC Conservation Officer – Guidance and update
 - V. Correspondence from MBC DPI forms to be completed for elected councillors.
 - VI. Correspondence from MBC Local Plan review
 - VII. Correspondence Minutes of Meeting of the Parish Council Environment Network
 - VIII. Correspondence from KALC Health and Wellbeing.
 - IX. Correspondence from KALC community resilience planning workshop being held for parish, town and community councils on 21st May 2024
- 13-FCA/05/24 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive urgent updates on planning matters
- I. 24/ 501559/FULL 3 Dane Park, Dean Street, East Farleigh. Erection of summer house.
 - II. 24/501593/SUB Culls Farm Dean Street East Farleigh Submission of details pursuant to conditions 3 (contamination risks scheme) and 4 (contamination risks scheme) of application 20/506064/FULL.
 - III. 24/501668/SUB Culls Farm Dean Street East Farleigh Submission of details pursuant to conditions 7 (surface water drainage) and 9 (surface water drainage), of application 20/506064/FULL.

- IV. 24/501346/FULL Frith Cottage Dean Street East Farleigh Maidstone Kent ME15 0PR Demolition of existing stable block and erection of single storey three bedroom dwelling with associated landscaping and parking. Erection of 3 No. stable block with associated hardstanding.
- V. 24/501206/FULL High Winds, Gallants Lane Demolition of existing garage / store building and the relocation of mobile home as ancillary to the main building including associated parking space. Ratify comments made on portal from EFPC.

14-FCA/05/24

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) Highways working Group – Update report
 - (b) Consider options for Heath Road
 - (c) Consider options for Workhouse Lane
 - (d) Dean St HGV Update
 - (e) Kilnbridge Close update
 - (f) Lower Road Update
 - (g) Speed checks update
- IV. Village Carpark and Rec/Play area – to receive update
 - (a) Strimmer for Car Park Area.
 - (b) Consider residents using car park in case of road closures for residents parking.
 - (c) Request from resident to park overnight
 - (d) Weed Control
 - (e) Inspection reports
- V. Footpaths – to receive update
 - (a) KCC Pathways .
 - (b) Public Footpaths – Request from Cllr Palmer for better monitoring of footpaths.
- VI. Community Events – to receive update
 - (a) Fete Working Group – Update on Fete
- VII. KALC – to receive update
 - (a) To consider yearly subscription fee – invoice received.
- VIII. Village Defibrillators – to receive update

15-FCA/05/24

Projects 24/25

- I. To consider quotes for refurbishment of village signs
- II. To consider options Recreation Ground Container

16-FCA/05/24

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:
- IV. To consider review of reserves and consider Reserves Policy.

17-FCA/05/24

Neighbourhood Plan

To consider options for new neighbourhood plan for East Farleigh.

18-FCA/05/24

Newsletter

To consider options for on going distribution. Correspondence received from distributor.

19-FCA/05/24

Clerk Updates – Agree any actions

- I. Councillors are reminded that they must complete DPI forms and Election expenses forms and return to MBC.
- II. Review of council email addresses.

20-FCA/05/24

Items to be considered for inclusion on the next Full Council agenda

To receive any additions, for noting only, no discussion at this meeting.

21-FCA/05/24

Date of next meeting

4 June 2024

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