



MINUTES OF THE ANNUAL MEETING OF EAST FARLEIGH PARISH COUNCIL HELD ON TUESDAY 7 MAY 2024 AT 18:30PM IN EAST FARLEIGH PRIMARY SCHOOL HALL

Present: Cllr A Fullwood, Cllr A Palmer, Cllr D Hussein, Cllr G Ashcroft, Cllr D Abbott, Cllr P Tranter, Cllr G Charlton, Cllr P Beasley, Cllr A White

Officer: Clerk, Nina Henley

External Attendees: None

Apologies: Cllr Andersson

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

- 1-FCM/05/24 **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 Charlton nominated Cllr Palmer this was seconded by Cllr Abbott. Cllr Palmer was duly elected.
- 2-FCM/05/24 **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 Palmer nominated Cllr Beasley; this was seconded by Cllr Charlton. Cllr Beasley was duly elected.
- 3-FCM/05/24 **To receive apologies of absence.**
Cllr Andersson (unwell).
- 4-FCM/05/24 **To receive declarations of interest and lobbying.**
Cllr Abbott declared interest in agenda item 13-FCA/05/24 planning application 24/501346/FULL
- 5-FCM/05/24 **Minutes**
Approval and signing of the minutes of the meeting held on 5 March 2024.
Proposed by Cllr Palmer Seconded by Cllr Ashcroft.
RESOLVED unanimous.
- 6-FCM/05/24 **Public Participation**
There were no members of the public present.
- 7-FCM/05/24 **External Reports and Updates.**
Report from PC Greenfield Appendix 1
- 8-FCM/05/24 **Adoption of Policies and documentation for the ensuing year.**
- I. Standing Orders – approved.
 - II. Financial Regulations – approved.
 - III. Risk Assessment – approved.
 - IV. Model Publication Scheme – approved.
 - V. Date Protection Policy - approved.
 - VI. Privacy Notice – approved.
 - VII. Health and Safety Policy – approved.
 - VIII. Grant Policy – approved.
 - IX. Flood Plan – approved with personnel amendments new chair added.
 - X. Code of Conduct – approved.
 - XI. Equality Policy – approved.

- XII. Complaints policy – approved.
 - XIII. Advertising Policy – approved.
 - XIV. Investment Policy – approved.
- All Policies proposed by Cllr Abbott Seconded by Cllr Palmer.
RESOLVED unanimous.

9-FCM/05/24

Division of Member responsibilities

- I. Members roles on committees and working groups
It was RESOLVED for the Councillor Responsibility areas:
Highways (HWG) Cllrs Hussein, Abbott, Andersson
Car Park / Recreation Ground – Cllr Beasley
Flood Pod Cllr Hussein Flood Wardens Cllrs Hussein / Beasley
Landscape Contractor (Pearsons) - Cllr Charlton
Community Events - Cllr Palmer
Footpaths – Cllr Abbott
Defibrillators – Cllr Hussein
PC Newsletter = Cllr Ashcroft
KALC – Cllr Beasley
- II. Trustees for the Recreation Ground
It was RESOLVED to approve Cllrs Charlton and Beasley as trustees.
- III. Bank Signatories
Deferred to June meeting.

10-FCM/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. Noted
- II. Annual Governance Statement 2023/24 (Section 1) Members agreed to each point of this document and RESOLVED its approval. Duly signed by Chair and Clerk.
- III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023-24. Noted.
- IV. The Accounts & Accounting Statements (Section 2) 2023/4. Members agreed to all financial information on the document and RESOLVED its approval. Duly signed by Chair and Clerk.
- V. To note the period for the exercise of public rights 3 June 24 – 12 July 24. Members RESOLVED to accept the dates set by Clerk / RFO.
- VI. Members considered 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. It was RESOLVED to adopt the General Power of Competence.

11-FCM/05/24

Approval of Meeting Schedule

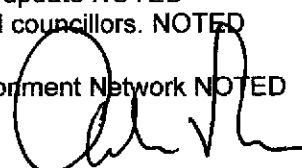
Tuesday 4 June 2024
 Tuesday 2 July 2024
 Tuesday 3 September 2024
 Tuesday 1 October 2024
 Tuesday 5 November 2024
 Tuesday 7 January 2025
 Tuesday 4 February 2025
 Tuesday 4 March 2025
 Tuesday 1 April 2025
 Tuesday 6 May 2025 Annual Meeting

Meetings will take place at 18.30pm at East Farleigh Primary School

12-FCM/05/24

Correspondence

- I. Correspondence from MBC CIL payment NOTED
- II. Correspondence from PC Greenfield – speed gun training / speed checks NOTED
- III. Correspondence from resident Kilnbridge Close referred to PC Greenfield NOTED
- IV. Correspondence from MBC Conservation Officer – Guidance and update NOTED
- V. Correspondence from MBC DPI forms to be completed for elected councillors. NOTED
- VI. Correspondence from MBC Local Plan review NOTED
- VII. Correspondence Minutes of Meeting of the Parish Council Environment Network NOTED
- VIII. Correspondence from KALC Health and Wellbeing. NOTED



- IX. Correspondence from KALC community resilience planning workshop being held for parish, town and community councils on 21st May 2024 NOTED

13-FCM/05/24

Planning

- I. 24/ 501559/FULL 3 Dane Park, Dean Street, East Farleigh. Erection of summer house. EFPC has no objections.
- 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. EFPC has no comments.
- 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. EFPC has no comments.
- 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. EFPC has no objections.
- 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. NOTED.

14-FCM/05/24

East Farleigh Parish Council Reporting

- I. Pearsons
 - (a) Worksheets viewed and approved. Review at June meeting.
- II. Flood Plan
 - (a) No updates.
- III. Highways
 - (a) Highways Working Group – Cllr Hussein gave verbal report from HWG.
 - (b) Heath Road
 - Members considered recommendations from HWG to progress this project and with associated costs. Members RESOLVED to progress this project with speed limit change to Heath Road. Costing for project is £7500.00 KCC have agreed to fund half the cost. It was noted that EFPC will agree to fund the other half £3750.00. Clerk to email neighbouring councils to enquire if they would accept any contribution and ask County Cllr Webb for members grant towards costs. Unanimous.
 - (c) Workhouse Lane
 - Cllr Hussein reported that HWG propose to council to accept the costs for this project of £10,000.00 for speed limit introduction. It was RESOLVED to defer the decision to the June Meeting. By majority.
 - (d) Dean Street HGV
 - Cllr Hussein reported the video survey commissioned in Dean Street to obtain evidence of congestion due to HGVs to aid potential petition for weight restrictions. The survey did not provide enough evidence for this to progress further. NOTED.
 - (e) Kilnbridge Close
 - Cllr Hussein reported recent resident complaints regarding parking in Kilnbridge Close. Cllr Hussein reported that HWG had a site visit to this area with KCC Cllr Webb and Cllr Webb will contact KCC Highways on behalf of EFPC to look at options for double yellow lines to be implemented. NOTED. Clerk reported that PC Harry Greenfield has also been proactive in the area and has suggested possible warning notes to be placed on cars illegally parked near the junction. NOTED.
 - (f) Lower Road
 - Cllr Hussein reported the missing road narrowing sign agreed with KCC and to be funded by KCC. NOTED.
 - Cllr Hussein reported that HWG had held meeting with KCC Cllr Webb regarding the deterioration of works completed on Lower Road junction. Cllr Webb has agreed to expedite this issue with the Cabinet Member and report back to EFPC. NOTED.
 - (g) Speed checks – it was noted that Kent Police will continue with speed checks in the area, Clerk to ask for data when completed. NOTED.
 - (h) Cllr Hussein reported that a resident had complained about cars turning too fast into Forge Lane from Vicarage Lane from the direction of Lower road thus endangering pedestrians. This has been added to the Highways Improvement Plan so that a solution might be found.

- It was mentioned that a resident near this junction has placed a wheelie bin near the corner which could be dangerous to oncoming traffic. PC Greenfield to be alerted. NOTED.
- IV. Village Car park and Rec / Play area
- (a) Strimmer – Clerk reported that the strimmer had broken, and a replacement was ordered. Cost was £224.98. NOTED. Car Park attendant request for new batteries – it was RESOLVED to purchase these at cost of £300.00.
Car Park attendant questioned strimming in the tree compound. Cllr Abbott to investigate with the tree company and ask for advice. NOTED.
- (b) Car Park usage road closures.
Members RESOLVED to not allow overnight parking during road closures.
- (c) Car Park overnight parking
Members RESOLVED not to allow overnight parking. Clerk to investigate covenants to car park usage and report to next meeting. NOTED.
- (d) Weed Control
Cllr Beasley to inspect car park for weed control and report to next meeting. NOTED.
- (e) Inspection reports received.
Cllr Beasley to inspect gate fixing and report to next meeting. NOTED.
Clerk reported Car Park attendant to use new inspection forms and report these direct to the Clerk. NOTED.
Fixing the new bin it was RESOLVED to accept the cheapest quote.
- V. Footpaths
- (a) KCC – noting to report. NOTED.
- (b) Public Footpaths. Request for better monitoring of footpaths RESOLVED to defer to June meeting.
- VI. Community Events
- (a) Fete Working Group. Cllr Palmer gave verbal report. East Farleigh fete date is 29 June.
- VII. KALC
- (a) Members RESOLVED to accept yearly subscription fee for KALC.
- VIII. Village Defibrillators – no updates.

15-FCM/05/24

Projects

- I. Village signs.
Members RESOLVED to obtain quotes for both replacing the sign and repainting the sign. Deferred to June meeting. It was reported by Cllr Charlton that the larger village signs need inspecting.
- II. Recreation ground container. Members RESOLVED to defer to June meeting.

16-FCM/05/24

Finance reporting.

- I. Bank Statements received.
- II. End of Year Finance documents received and ready to be submitted to Internal Auditor on 10 May 2024.
- III. All payments were proposed by Cllr Abbott and seconded by Cllr Ashcroft. RESOLVED unanimous.
- IV. Members RESOLVED to defer resolution for Reserves Policy to June Meeting.

Payee	Date	Method	Reference	Reason	Amount
Pearsons	04/04/24	BACS	4720	Landscape Contract	£ 1830.36
Acuit	04/04/24	BACS	9847	IT Contract	£ 89.26
Clerk expenses	04/04/24	BACS		Stationary / postage	£ 15.18
Pearsons	07/05/24	BACS	4767	Landscape Contract	£ 1830.36
Acuit	07/05/24	BACS	10023	IT Contract	£ 89.26
Lloyds Credit Card	11/04/24	PAID / DD		123 Reg	£ 57.59
				Postage	£ 2.25
				Amazon plastic wallets	£ 4.99
				KALC planning	£ 84.00
				Runnel printing	£ 300.00
				Asda Parish refreshments	£ 105.02
				Fee	£ 3.00
				TOTAL £ 556.85	
Exotic Explorers	16/04/24	PAID		EF Fete contribution event	£ 875.00
DHA Planning	07/05/24	PAID	20240983	Dean St Video	£ 625.02
East Farleigh School	07/05/24	BACS	24-004	Hall hire	£ 120.00

Starboard (Scribe)	07/05/24	BACS	5676	Accounts Package	£ 792.00
Lionel Robbins	07/05/24	BACS	2024/14	Internal Auditor	£ 210.00
Npower	07/05/24	BACS	0121913	Electricity	£ 36.62
KALC	07/05/24	BACS	9075	Subscription	£ 678.78
Clerk Expenses	07/05/24	BACS		Eye Test	£ 29.50
Clerk Expenses	07/05/24	BACS		Paper	£ 4.15
Car Park att O/T	07/05/24	BACS		Over Time 1 hour	£ 11.44
Receipts					
Redwood		RECEIVED			£ 238.97
CCLA interest		RECEIVED			£
CIL		RECEIVED			£ 694.44
STAFF COSTS					£ 4590.72

17-FCM/05/24

Neighbourhood Plan

Cllr Hussein reported that EFPC has received communications from developers referring to the Local Plan and EF classified as a larger village with provisions for 50 new houses. This has prompted discussions for EFPC to implement a Neighbourhood Plan. After a discussion Members RESOLVED to review this ongoing at future meetings. Clerk to investigate CIL money from Tovil new development. NOTED. It was agreed to continue to reply to developers and state EFPC will review any planning applications in EFPC Full council meetings.

18-FCM/05/24

Newsletter

Members RESOLVED to defer Newsletter review to June meeting.

19-FCM/05/24

Clerks Updates

- I. Clerk advised DPI forms are responsibility of councillors and need to be completed and returned to MBC 28 days after the election date of 2 May 2024. NOTED.
- II. Councillor emails – Clerk reported that new councillor emails had been set up and old ones closed down. NOTED.

20-FCM/05/24

Items to be included in next agenda

EF Churchyard maintenance. Speed Watch. Pearsons review. Village signs.

21-FCM/05/24

Date of next meeting

4 June 2024

Meeting closed 21.25pm

East Farleigh Parish Council members :

Cllr Palmer (Chair), Cllr Beasley (Vice Char), Cllr Hussein, Cllr Abbott, Cllr Ashcroft, Cllr Tranter, Cllr Charlton, Cllr White, Cllr Andersson.

