

# LANGLEY PARISH COUNCIL

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## **Minutes of the Annual General Meeting held on Tuesday 14 May 2019 at 7.45pm at the Village Hall (Committee Room), Langley.**

Those Present Cllr Taylor-Maggio (Chairman), Cllr K Chaplin, Cllr R Chaplin, Cllr Knowles, Cllr Maggio, Cllr Williams.

There were 2 parishioner's present. Community Warden Dawn Riach-Brown.

1. **Election of Chairman** Cllr Cheryl Taylor-Maggio was elected and signed the declaration of acceptance of office.
2. **Election of Vice Chairman** Cllr Williams was elected.
3. **Councillors to sign the Declaration of Acceptance of Office** Cllr Taylor-Maggio, Cllr K Chaplin, Cllr R Chaplin, Cllr Knowles, Cllr Maggio and Cllr Williams signed the Declaration of Acceptance book and these were duly witnessed by the Parish Clerk. The clerk will arrange to meet with Cllr Wright.
4. (a) **Apologies for absence** Cllr Wright (Family Commitments) and Borough Councillor Young.  
(b) **Declarations of Changes to the Register of Interests** There were no changes to the register of interests.  
(c) **Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda** None were received.  
(d) **Requests for Dispensations** No requests were made.  
(e) **Declarations of Lobbying** Cllr Taylor-Maggio on item 10 planning application 19/521769/FULL.  
(f) **Intention to record or film the meeting** Cllr K Chaplin declared her intention to record the meeting.
5. **Public Session** – A resident spoke on planning application 19/521768/FULL.
6. **Community Warden Report** Dawn Riach-Brown reported that she continues to carry out welfare visits in the area including seeking advice on overgrown hedges/trees that are causing issues to homeowners.
7. **The Minutes** of the meeting held on 2 April 2019. It was RESOLVED (344/FC), that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
8. **To receive an update about progress of resolutions from the last meeting.**
  1. It was noted that no further information or timetables had been received for the number 13 bus pilot project.
  2. Following a meeting with the owners of Abbey Woods North, a map had been received showing the planned future arrangements for walkers using the area.

9. **Parish Clerks Report** – Maidstone Borough Council were instructed to repair the toddler swing in the play area following an incident of a teenager becoming stuck resulting in the fire brigade being called.

10. **Planning**

19/501711/FULL and 19/501712/LBC Ye Old Cottage, Green Lane, Langley – Listed building consent for the erection of a single storey rear extension with glazed link. It was RESOLVED (345/FC) that the Council wished to make no comment on this application.

19/521768/FULL Russets, Leeds Road, Langley – Retrospective application for the creation of a wheel chair access and decking alongside existing mobile home. It was RESOLVED (346/FC) that the Council wished to see this application refused and reported to the planning committee if contrary to the officer's decision.

11. (a) **Standing Orders** – The Council RESOLVED (347/FC) to adopt NALC Model Standing Orders.

(b) **Financial Regulations** – The Council RESOLVED (348/FC) to adopt the Model Financial Regulations.

(c) **Financial Risk Assessment** – The Council RESOLVED (349/FC) to adopt these.

(d) **Insurance Cover** – The Council reviewed and confirmed that the Insurance Cover was adequate for all insured risks.

(e) **Assets** – The Council reviewed and confirmed the assets including buildings and equipment.

(f) **Model Code of Conduct** - The Council RESOLVED (350/FC) to adopt the Kent Code of Conduct.

(g) **Councils and Clerks Memberships of other bodies** – It was RESOLVED (351/FC) that the following below are current memberships:-

Kent Association of Local Councils

The Society Local Council Clerks (SLCC)

Action with Communities in Rural Kent (ACRK)

CPRE

Kent Playing Fields Association

12. The following policies were adopted:-

(a) **General Privacy Policy** – The Council RESOLVED (352/FC) to adopt this.

(b) **Privacy Notice for Staff, Councillors and Role Holders** – The Council RESOLVED (353/FC) to adopt this.

(c) **Data Processor Questionnaire** – The Council RESOLVED (354/FC) to adopt this.

(d) **Model Publication Scheme** – The Council RESOLVED (355/FC) to adopt this.

(e) **Press and Media** – The Council RESOLVED (356/FC) to adopt this.

(f) **Communications Policy** – The Council RESOLVED (357/FC) to adopt this.

(g) **Complaints Procedure** – The Council RESOLVED (358/FC) to adopt this.

(h) **Equal Opportunities** – The Council RESOLVED (359/FC) to adopt this.

(i) **Health and Safety** – The Council RESOLVED (360/FC) to adopt this.

(j) **Grievance and Disciplinary** – The Council RESOLVED (361/FC) to adopt this.

(k) **Staff Expenses** – The Council RESOLVED (362/FC) to adopt this.

**(l) Document Retention** – The Council RESOLVED (363/FC) to adopt this.

**(m) Habitual and Vexatious Complaints** – The Council RESOLVED (364/FC) to adopt this.

**13. Schedule of Meeting Dates** It was RESOLVED (365/FC) for the following dates be accepted in which to hold the Council meetings at Langley Village Hall, Committee Meeting Rooms starting at 7.45p.m unless otherwise notified.

18 June 2019

16 July 2019

No meeting August unless planning or any other urgent item.

17 September 2019

15 October 2019

19 November 2019

No meeting December, unless planning or any other urgent item.

21 January 2020

18 February 2020

17 March 2020

21 April 2020

19 May 2020

**14. Appointment of Councillors to Assigned Roles**

It was RESOLVED (366/FC) to appoint the following:-

Authorised Cheque Signatories: Cllr Taylor-Maggio, Cllr Knowles, Cllr Maggio, Cllr Williams, Cllr Wright.

Weekly Playground Inspections: Cllr Wright.

Allotment Representative: Cllr Wright.

Planters: Cllr Knowles (Mrs Clarke and Mrs Hadley as Ex-officio members).

Remembrance Sunday: Cllr Taylor Maggio.

**(b) Appointments of Councillors to other External Committees/Bodies**

It was RESOLVED (367/FC) to appoint the following:-

KALC Maidstone Area Committee: Cllr Knowles and Cllr K Chaplin.

Speedwatch Co-ordinator: Cllr Taylor-Maggio, Cllr Wright and Cllr K Chaplin (Ex-officio Mrs Young, Mr Clarke, Mrs Clarke).

Village Hall Management Committee: Cllr Knowles.

Parish Police Forum: Any Councillor.

**(c)** It was RESOLVED (368/FC) to adopt a training/learning and development schedule for Councillors and clerk.

**(d)** It was RESOLVED (369/FC) to publish a contact sheet to include only the Councillor's name, address and a contact telephone number.

**(e)** It was RESOLVED (370/FC) for the clerk's contact details to be listed as their home postal address, mobile telephone number along with the Council's own dedicated email address.

15. **Finance**

(a) Receipts of Income

Maidstone Borough Council      Precept 2019/20      £15,000.00

(b) The Council RESOLVED (371/FC) for the accounts listed to be paid.

KALC	103011	Annual Subscription	455.50
Action with Communities	103012	Annual Subscription	52.00
Eon	103013	Street Lighting	224.26
Mr L Robbins	103014	Internal Audit Fee	75.00
Mrs H Anderson	103015	Salary & Expenses	745.00
Mrs Spry	103016	Allotment Rent	210.00
Cllr Taylor	103017	Replacement Cheque	114.85
		Total	<u>1,761.76</u>

(c) The bank account reconciliation was presented and agreed.

(d) The S137 expenditure limit for 2019/20 was noted as £8.12 per electorate.

**End of Year Accounts as at 31 March 2019**

**Annual Return Governance Statement (Section 1)– Effectiveness of the system of internal control**

(e) The Council considered the findings of the review.

(f) The Council RESOLVED (372/FC) to approve the Annual Governance Statement.

**Annual Return Accounting Statements (Section 2)**

(g) The Council considered the Accounting Statement.

(h) The Council RESOLVED (373/FC) to approve the Accounting Statement.

(i) The Chairman formally signed and dated the accounting statement.

16. **Two Spire Magazine** It was RESOLVED (374/FC) for the sum of £500 to be given towards the annual printing costs of the magazine.

17. **Correspondence**

(a) An email had been received from a resident regarding HGV's on the Leeds Road. This was duly noted and Cllr Taylor-Maggio reported that a new KALC HGV Pilot Scheme coordinated by Cllr John Wilson is in the process of being set up and will incorporate the monitoring of the Leeds Road all the way to East Farleigh/Yalding.

(b) An email was received from a resident regarding the column which was used for CCTV in Heath Road. It was RESOLVED (375/FC) to contact Kent Highways in the first instance regarding site line issues.

(c) An email was received from Boughton Monchelsea Neighbourhood Plan (Regulation 14) consultation. This was noted.

**18. Play Area/Recreation Ground**

1. The monthly play area inspection report from Maidstone Borough Council has been received and no new items of concern had been raised.

**19. Reports from Councillors who have attended external meetings**

Cllr Knowles gave a brief update regarding the Village Hall Management Committee including plans to upgrade the CCTV outside and the problem with the movement of the large table and chair in and out of the committee room. A suggestion was put forward for the table to perhaps be fitted with castors.

**20. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2019 meeting.**

Picnic Table Play Area

The Meeting closed at 9.40pm

**Approved by:**

**Date:**