

LANGLEY PARISH COUNCIL

Minutes of the Annual General Meeting held on Tuesday 4 May 2021 at 7.30pm via Zoom Conferencing.

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

There were no residents present.

1. **Election of Chairman** Cllr Cheryl Taylor-Maggio was elected and will sign the declaration of acceptance of office at the next available meeting in person.
2. **Election of Vice Chairman** Cllr Williams was elected.
3. **(a) Apologies for absence** 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 There were none received.
(d) Requests for Dispensations No requests were made.
(e) Declarations of Lobbying There were none received.
(f) Intention to record or film the meeting No notifications were received.
4. **Public Session** – As no residents were present, the meeting proceeded.
5. **The Minutes** of the meeting held on 20 April 2021. It was RESOLVED (512/FC), that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
6. **Borough Councillor Report** – No report was received.
7. **Police Crime Report** – Crime stats taken from e-watch.co/ for the period 17 April to 4 May 2021 recorded 1 crime.
8. **To receive an update about progress of resolutions from the last meeting.**
 1. It was noted that the bags have been received for the paper shredding project of the Parish Council store and the clearance will start shortly.
 2. The play area inspection training course for Cllr Woodcock to attend has moved dates to Monday, 7 June 2021.
9. **Parish Clerks Report** – There were no urgent items to report.
10. **Planning**

APPLICATION REF: 21/501747/FULL PROPOSAL: Demolition of rear conservatory. Erection of single storey front, single storey side and creation of first floor side extension. Erection of part single, part two storey rear extension. ADDRESS: The

Marshalls Leeds Road Langley Maidstone Kent ME17 3JG. It was RESOLVED (513/FC) that the Council wished to make no comment on this application.

11. **(a) Standing Orders** – The Council RESOLVED (514/FC) to readopt NALC Model Standing Orders.

(b) Financial Regulations – The Council RESOLVED (515/FC) to readopt the Model Financial Regulations.

(c) Financial Risk Assessment – The Council RESOLVED (516/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 (517/FC) to readopt the Kent Code of Conduct.

(g) Councils and Clerks Memberships of other bodies – It was RESOLVED (518/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

Satswana (Data Protection)

Information Commissioners Office (Data Protection)

12. The following policies were adopted:-

(a) General Privacy Policy – The Council RESOLVED (519/FC) to readopt this.

(b) Privacy Notice for Staff, Councillors and Role Holders – The Council RESOLVED (520/FC) to readopt this.

(c) Data Processor Questionnaire – The Council RESOLVED (521/FC) to readopt this.

(d) Model Publication Scheme – The Council RESOLVED (522/FC) to readopt this.

(e) Press and Media – The Council RESOLVED (523/FC) to readopt this.

(f) Communications Policy – The Council RESOLVED (524/FC) to readopt this.

(g) Complaints Procedure – The Council RESOLVED (525/FC) to readopt this.

(h) Equal Opportunities – The Council RESOLVED (526/FC) to readopt this.

(i) Health and Safety - The Council RESOLVED (527/FC) to readopt this.

(j) Grievance and Disciplinary – The Council RESOLVED (528/FC) to readopt this.

(k) Staff Expenses – The Council RESOLVED (529/FC) to readopt this.

(l) Document Retention – The Council RESOLVED (530/FC) to readopt this.

(m) Habitual and Vexatious Complaints – The Council RESOLVED (531/FC) to adopt this.

13. **Schedule of Meeting Dates** It was RESOLVED (532/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.

15 June 2021

13 July 2021

No meeting August unless planning or any other urgent item.

21 September 2021
19 October 2021
16 November 2021
No meeting December, unless planning or any other urgent item.
18 January 2022
15 February 2022
15 March 2022
19 April 2022
17 May 2022

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

It was RESOLVED (533/FC) to appoint the following:-

Authorised Cheque Signatories: Cllr Taylor-Maggio, Cllr K Chaplin, Cllr Knowles, Cllr Maggio, Cllr Williams, Cllr Woodcock, Cllr Wright.
Weekly Playground Inspections: Cllr Woodcock.
Allotment Representative: Cllr Wright.
Planters: Cllr Knowles
Remembrance Sunday: Cllr Taylor Maggio.

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

It was RESOLVED (534/FC) to appoint the following:-

- (a) KALC Maidstone Area Committee: Cllr Taylor-Maggio and Cllr Wright.
- (b) Village Hall Management Committee: Cllr Wright.

(c) It was RESOLVED (535/FC) to adopt a training/learning and development schedule for Councillors and clerk.

(d) It was RESOLVED (536/FC) to publish a contact sheet to include only the Councillor's name, address and a contact telephone number.

(e) It was RESOLVED (537/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.

(f) It was confirmed that Satswana Ltd would continue their appointment as Data Protection Officer.

(g) A data protection compliance report was received from the Clerk, this was duly noted.

15. **Finance**

(a) Receipts of Income – There were no receipts of income.

(b) Payments – There were no payments presented.

(c) Bank Reconciliation – None was presented.

(d) The S137 expenditure limit for 2021/22 was noted as £8.41 per electorate.

(e) **End of Year Accounts as at 31 March 2021**

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

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

(2) The Council RESOLVED (538/FC) to approve the Annual Governance Statement.

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

- (1) The Council considered the Accounting Statement.
- (2) The Council RESOLVED (539/FC) to approve the Accounting Statement.

16. Correspondence

- (a) An email was received from Maidstone Borough Council regarding their Maidstone in Bloom competition. It was RESOLVED (540/FC) to publish this on the social media sites.

17. Play Area/Recreation Ground

- (a) A new comprehensive monthly play area inspection report from Maidstone Borough Council has been received and it was noted that no items have been raised for immediate concern but there are a few issues some that were already known and are being monitored and or addressed accordingly.
- (b) It was RESOLVED (541/FC) for the metal plate to be repaired on the climbing frame.

18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2021 meeting.

A meeting at the allotments is to take place shortly to look at a few issues that have been raised.

Agenda item – Langley and Chart Football Club storage container.

The Meeting closed at 9.10pm

Approved by:

Date: