

# LANGLEY PARISH COUNCIL

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## Minutes of the Annual General Meeting held on Tuesday 17 May 2022 at 7.30pm at Langley Village Hall.

Those Present: Cllr Wright (Chairman), Cllr King, Cllr Knowles, Cllr Pitchers, Cllr Woodcock.

There was 1 resident present.

1. **Election of Chairman** Cllr Carole Wright was elected and signed the declaration of acceptance of office.
2. **Election of Vice Chairman** Cllr Williams was elected.
3. **(a) Apologies for absence** Cllr Williams (Work Commitments), 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** – A resident expressed an interest in being co-opted onto the Council.
5. **The Minutes** of the meeting held on 19 April 2022. It was RESOLVED (615/FC), that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
6. **County Councillor and Borough Councillor Report** – No reports were received.
7. **Police Crime Report** – Crime stats taken from e-watch.co for the period 20 April to 16 May 2022 recorded no crimes.
8. **To receive an update about progress of resolutions from the last meeting.**
  1. The clerk reported that an email has just been received from Aubergine 262 regarding the setting up of email addresses. This will be an agenda item for the next meeting.
9. **Planning**

22/501844/REM | Section 73 - Application for Minor Material Amendment to approved plans condition 1 (changes to layout and design of plots 174, 175, 176 and 177) and Variation of condition 4 (extension of time for temporary car park and footpaths by 2 years) pursuant to 19/503614/REM for - Approval of Reserved

Matters of appearance, landscaping layout and scale for the erection of four dwellings (that will be used as a temporary sales area) following the approval of outline planning permission ref. 15/509015/OUT | Land South of Sutton Road Langley Kent. It was RESOLVED (616/FC) to offer no comment.

22/501903/REM | Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale being sought) for the infrastructure and strategic landscape that surrounds Phases 4 and 5 of the development site (including alternative details to 20/501452/REM for part of phase 2 Spine Road) pursuant of Outline Application 15/509015/OUT. | Land South of Sutton Road (Phases 4 & 5) Langley Kent. It was RESOLVED (617/FC) to recommend refusal on this application.

(b) Emails were received from residents regarding Phase 6 of planning application 15/509015. These were duly noted.

10. **(a) Standing Orders** – The Council RESOLVED (618/FC) to readopt NALC Model Standing Orders.

**(b) Financial Regulations** – The Council RESOLVED (619/FC) to readopt the Model Financial Regulations.

**(c) Financial Risk Assessment** – The Council RESOLVED (620/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 (621/FC) to readopt the Kent Code of Conduct.

**(g) Councils and Clerks Memberships of other bodies** – It was RESOLVED (622/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)

11. The following policies were adopted:-

**(a) General Privacy Policy** – The Council RESOLVED (623/FC) to readopt this.

**(b) Privacy Notice for Staff, Councillors and Role Holders** – The Council RESOLVED (624/FC) to readopt this.

**(c) Data Processor Questionnaire** – The Council RESOLVED (625/FC) to readopt this.

**(d) Model Publication Scheme** – The Council RESOLVED (626/FC) to readopt this.

**(e) Press and Media** – The Council RESOLVED (627/FC) to readopt this.

**(f) Communications Policy** – The Council RESOLVED (628/FC) to readopt this.

**(g) Complaints Procedure** – The Council RESOLVED (629/FC) to readopt this.

**(h) Equal Opportunities** – The Council RESOLVED (630/FC) to readopt this.

**(i) Health and Safety** - The Council RESOLVED (631/FC) to readopt this.

**(j) Grievance and Disciplinary** – The Council RESOLVED (632/FC) to readopt this.

**(k) Staff Expenses** – The Council RESOLVED (633/FC) to readopt this.

**(l) Document Retention** – The Council RESOLVED (634/FC) to readopt this.

**(m) Habitual and Vexatious Complaints** – The Council RESOLVED (635/FC) to adopt this.

12. **Schedule of Meeting Dates** It was RESOLVED (636/FC) for the following dates be accepted in which to hold the Council meetings at Langley Village Hall, Committee Meeting Rooms starting at 7.30p.m unless otherwise notified.

21 June 2022

19 July 2022

No meeting in August, unless for urgent finance or planning items

20 September 2022

18 October 2022

15 November 2022

13 December 2022

17 January 2023

21 February 2023

21 March 2023

18 April 2023

16 May 2023

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

It was RESOLVED (637/FC) to appoint the following:-

Authorised Cheque Signatories: Cllr Knowles, Cllr Williams, Cllr Woodcock, Cllr Wright.

Weekly Playground Inspections: Cllr Woodcock.

Allotment Representative: Cllr Wright.

Planters: Cllr Knowles

Remembrance Sunday: Cllr Wright

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

It was RESOLVED (638/FC) to appoint the following:-

(a) KALC Maidstone Area Committee: Cllr Wright plus 1 space vacant.

(b) Village Hall Management Committee: Cllr Wright.

(c) It was RESOLVED (639/FC) to adopt a training/learning and development schedule for Councillors and clerk.

(d) It was RESOLVED (640/FC) to publish a contact sheet to include only the Councillor's name, address and a contact telephone number.

(e) It was RESOLVED (641/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.

#### 14. **Finance**

##### (a) Receipts of Income

Maidstone Borough Council	Precept	£22,451.31
Maidstone Borough Council	Parish Services Grant	<u>£ 1,350.50</u>
	Total	£23,801.81

##### (b) It was RESOLVED (642/FC) to agree that the following payments were paid:-

103169 L Robbins	Internal Audit Fee	£ 90.00
103170 H Anderson	Salary & Expenses	<u>£ 699.39</u>
Total		£ 789.39

(c) The Bank Reconciliation was presented and agreed upon. The closing balance of the cash book as of 6 May 2022 was £63,215.

(d) The S137 expenditure limit for 2022/23 was noted as £8.82 per electorate.

##### (e) **End of Year Accounts as at 31 March 2022**

###### **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 (643/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 (644/FC) to approve the Accounting Statement.

(g) The Community Infrastructure Levy (CIL) Annual Report for Parish Councils for the financial year 2021/22 was presented. It was RESOLVED (645/FC) for the publication of this report to be placed on the Council website. A copy has been forward to Maidstone Borough Council.

15. **War Memorial Restoration/Automation of Clock** – It was RESOLVED (646/FC) to accept the quote received for this work.

#### 16. **Correspondence**

(a) An email was received from a resident regarding tree planting ideas for the land adjacent to the housing development on the Sutton Road. This was duly noted and will be considered further once the site works are completed.

(b) Notification was received from KCC footpaths regarding the temporary closure of footpath KH369. This was duly noted and information was placed on the Council website.

#### 17. **Play Area/Recreation Ground**

(a) The monthly play area inspection report from Maidstone Borough Council has been received and it was noted that no items have been raised. The ROSPA detailed inspection is due to take place in July and it was agreed that a Council

representative should attend. The Tree Condition Survey/Inspection will take place on 16 August 2022.

(b) It was RESOLVED (647/FC) for the triangle of grass at the junction of Leeds Road/Ulcombe Road to be added to the mowing schedule for Paul Waring.

**18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2022 meeting.**

A notification was received of St Mary's Church Church Picnic on Saturday, 28 May 2022 from 2pm to 5pm to celebrate the Queen's Platinum Jubilee. Details will be posted on the website for residents' information.

The Meeting closed at 9pm

**Approved by:**

**Date:**