

Aylesford Parish Council

Annual Meeting of the Council

Minutes of the Meeting held on 21 May 2019

Present: Councillors Balcombe, Base, Ms Dorrington, Mrs Gadd, Gledhill, Ludlow, Ms Oyewusi, Rillie, and Wright.

In Attendance: Mr Harris (Clerk) and Mrs Randall (Assistant Clerk and Finance Officer)

Apologies: Councillors Shelley, Smith and Winnett

1. **Declarations of Interest additional to those contained in the Register of Members' Interests**

There were no declarations of interest additional to those contained in the Register of Members Interests.

2. **Apologies for absence**

Apologies of Absence from Councillors Shelley (Holiday), Smith (Holiday) and Winnett (Holiday) were received, and the reasons for absence agreed.

3. **Election of Chairman of Council: Declaration of Acceptance of Office**

Councillor John Balcombe was proposed as Chairman by Councillor Mrs Gadd and seconded by Councillor Ms Dorrington. Cllr Balcombe accepted the nomination with thanks and was unanimously elected.

Councillor Balcombe made his Declaration of Acceptance of Office before the Clerk.

4. **Election of Vice-Chairman of Council**

Cllr Thomas Shelley was proposed as Vice Chairman by Cllrs Winnett and seconded by Councillor Wright. Cllr Shelley was unanimously elected.

5. **Casual Vacancies**

Current Vacancies - Aylesford South 3, Eccles 1, Blue Bell Hill 1, Walderslade 1.

6. **Minutes of the Council Meeting held on 19 March 2019**

It was proposed by Councillor Balcombe and seconded by Councillor Wright that the minutes of the meeting held on 19 March 2019 be **approved** as a correct record.

7. **Matters Arising from the previous minutes**

There were no Matters Arising.

8. **Chairman's Announcements**

There were no Chairman's announcements.

9. **Adjournment of the meeting to allow for public participation**

There were no Members of the Public present who wished to raise any matter for discussion.

10. **Co-option of Councillors**

The Clerk reported that the Council had received requests for co-option to the Council, including a brief CV and reasons why they wished to join the Parish Council, from Allan Sullivan, Colin Williams, Trevor Walker, Jeannie Prescott and Steve Hammond.

The Council considered these requests and **Agreed** to co-opt Allan Sullivan, Colin Williams, Trevor Walker, Jeannie Prescott and Steve Hammond to serve on the Parish Council

11. **Annual Return 2018/19**

The Annual Return for 2018/19 Sections 1 and 2 and the Annual Internal Audit Report for 2018/19 were submitted to all Members of the Council.

The Council considered the Annual Governance Statement first and were able to answer Yes to all questions but that in respect of Question 5 noted that whilst an annual review was undertaken by the Clerk that in future such a review will be submitted to Policy and Resources Committee. The Council then **Agreed** that as their response to the External Auditor.

The Council then Considered Section 2 Accounting Statements for 2016/17 and Agreed the submitted document for submission to the External Auditor.

12. Law and Order in the Parish

There was no report to this meeting

13. To Receive the Observations of the County Councillor

County Cllr Homewood was not present and there was no report.

14. To Receive the Observations of the Borough Councillors

Cllr Base reported that the Conservative Group had retained control of the Council. He also indicated that the Borough Council would continue to need to find further savings and items such as the toilets in the Aylesford Village Square would be lost if the Parish Council did not take over control of this asset. He also indicated that it was likely that further such requests would also be coming forward in the future.

15. Committee Reports/Minutes

Policy and Resources – 2 April 2019

Proposed by Cllr Balcombe, seconded Cllr Mrs Gadd and **Agreed** as an accurate record of the meeting.

Policy and Resources - 7 May 2019

Proposed by Cllr Balcombe, seconded Cllr Ludlow and **Agreed** as an accurate record of the meeting.

Statement of Internal Control 2019

The Statement of Control 2019 attached to these Minutes be **Agreed**

Environment Services – 26 March 201

Proposed by Cllr Ludlow, seconded Cllr Wright and **Agreed** as an accurate record of the meeting.

Environmental Services - 23 April 2019

Proposed by Cllr Ludlow, seconded Cllr Ms Dorrington and **Agreed** as an accurate record of the meeting.

Planning – 2 April 2019

Proposed by Cllr Ms Dorrington, seconded Cllr Mrs Gadd and **Agreed** as an accurate record of the meeting.

Planning - 7 May 2019

Proposed by Cllr Ms Dorrington, seconded Cllr Mrs Gadd and **Agreed** as an accurate record of the meeting.

16. Terms of Reference of Committees and Sub Committees

It was **Agreed** that the Terms of Reference for Committees and Sub Committees as attached to these Minutes be approved.

17. Appointments to Committees

It was **Agreed** that the appointments to the Committees and Sub Committees as set out on the attached document be approved.

18. Appointments to Outside Bodies 2019/20

It was **Agreed** that the following appointments be made to the outside bodies for 2019/20:-

Aylesford Village Community Centre – Vacancy
Blue Bell Hill Village Hall – Vacancy
Tunbury Hall Committee – Cllr Shelley
KALC – Cllr Shelley
TMBC Parish Partnership – Cllr Shelley
Rochester Airport – Cllr Shelley
Three Villages Liaison (E/B/W) – Eccles Ward members (Cllrs Gledhill and Ludlow)
United Charities of Burham – Cllr Smith

19. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Mrs Gadd proposed and Councillor Gledhill seconded and it was **Agreed** that 21 payments totalling £4556.31 be made.

20. Any Other Business – Website Improvements

The Clerk reported that at the last meeting of the Policy and Resources Committee it had been agreed to fund website improvements which would link the site to our future Facebook page. This work would cost £625. It had also now been identified that the

Council's website could not be viewed on mobile phones and was not conforming to the new website accessibility regulations. It was **Agreed** to appoint BCTec, the Council's current website provider, to create a new Council website that would achieve all of these goals set out above at an approximate cost of £1500.

21. Duration of Meeting

7.30pm to 8.10pm