

ANNUAL MEETING OF THE COUNCIL
held at Aylesford Village Community Centre

TUESDAY 20 MAY 2014

MINUTES

[DRAFT – to be confirmed at the next Meeting]

Present: Cllrs Base, Mrs Brooks, Mrs Gadd, Gledhill, Rillie, Smith, Tiller, Winnett, Wright

In attendance: Mr Harris, Clerk, Mrs Collier, Deputy Clerk
Mr Clive Stanley, Webmaster

Apologies: Cllrs Ms Hurley, Balcombe, Elvy, Ambrose, Homewood
Borough Cllrs Dalton, Davis, Sullivan, Smith

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AGENDA ITEM 1 - Declarations of Interest additional to those contained in the Registry of Members' Interests

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

AGENDA ITEM 2 - Apologies for absence – Noted.

AGENDA ITEM 3 - Election of Chairman of Council: Declaration of Acceptance of Office

2. Cllr Gledhill was proposed by Cllrs Mrs Gadd and Wright, seconded by Cllrs Balcombe and Elvy. Cllr Gledhill was elected unanimously and made his Declaration of Acceptance of Office.

Cllr Gledhill thanked Members and looked forward to carrying the work of the Parish Council onwards and upwards with their assistance and that of the staff whom together formed an excellent team. He thanked Members for their support, in particular Cllr Mrs Gadd for stepping forward into the role of Vice Chairman mid year.

AGENDA ITEM 4 - Election of Vice-Chairman of Council

3. Cllr Mrs Gadd was proposed by Cllrs Wright and Balcombe, seconded by Cllrs Elvy and Smith and unanimously elected.

AGENDA ITEM 5 – Co-option and Declaration of Acceptance of Office

4. Members confirmed the recommendation of P&R on 6 May 2014 to co-opt Mr Michael Fielder as a Member representing Aylesford South Ward. Unfortunately Mr Fielder was not in attendance this evening and so will be invited to make his Declaration of Acceptance of Office before the Clerk at a mutually convenient time.

Clerk

AGENDA ITEM 6 - To confirm as a correct record the Minutes of the Council Meeting held on 15 April 2014

5. It was proposed by Cllr Gledhill, seconded Cllr Smith that these minutes be accepted as a true record of the meeting. **AGREED**

AGENDA ITEM 7 - Matters Arising from the previous minutes (including those which required Members' action)

7.1 – Page 2, 182.2 – Opposite Brassey Centre – Work planned for 29 May whilst level crossing is closed.

AGENDA ITEM 8 - Chairman's Announcements

8. Cllr Homewood – Through the Chair Cllr Mrs Gadd informed Members of County Councillor Peter Homewood's recent appointment as Chairman of Kent County Council. Members sent their congratulations to Cllr Homewood on this prestigious appointment.

AGENDA ITEM 9 – Adjournment of the meeting to allow for public participation

9. Mr Clive Stanley, Webmaster for the Parish Council introduced himself. He was attending the annual meetings for interest and to continue to offer whatever assistance he could whilst the Clerk considered the future of the Council's website. The Deputy Clerk thanked Mr Stanley for his assistance during the Clerk transition period in 2013.

AGENDA ITEM 10 – Law and Order in the Parish

10.1 – Police report received and circulated to all Members. Attached to the bound copy of these minutes at **Appendix A**.

AGENDA ITEM 11 – To receive the observations of the County Councillor

11. Cllr Homewood was not in attendance.

AGENDA ITEM 12 – To receive the observations of the Borough Councillors

There were no Borough Councillors in attendance.

AGENDA ITEM 13 - Committee Reports/Minutes: to consider and adopt; to deal with any matters arising

13. Policy & Resources – 6 May 2014

13.1 - It was proposed by Cllr Gledhill, seconded Cllr Mrs Gadd, that these minutes be accepted as a true record of the meeting **AGREED**

Matters Arising/Other P&R Matters

13.2 – Page 3, 12. **Staffing** – It was confirmed that Mrs Melanie Randall has been appointed as Finance Officer with immediate effect.

13.3 – Page 3, 13. **Council Vacancies** – As at 4. above, it was confirmed that Mr Mike Fielder be co-opted to the Council as a Member for Aylesford South.

13.4 – Appendix A – **FASC Minutes of 22 April 2014.**

5. End of 2013/14 Year. It was proposed by Cllr Gledhill, seconded Cllr Mrs Gadd, that the Annual Return for the year 2013/14 be delegated to P&R for agreement and return to the Audit Commission. **AGREED**

6. Financial Risk Assessment – FRA attached to the FASC Minutes of 22 April 2014 was approved and agreed by Council this evening. **AGREED**

6A. Banking Arrangements – Direct Online Reserve Account has been set up. Introduction of online banking arrangements to be presented to FASC on 24 June 2014. **Clerk**

14. **Environment Services – 22 April 2014**

14.1 - It was proposed by Cllr Tiller, seconded Cllr Smith that these minutes be accepted as a true record of the meeting. **AGREED**

Matters Arising/Other ES matters

14.2 – Page 5, 17.2 – Andrew’s Bench, Podkin Meadow. Letter of thanks received from Andrew’s family for assistance in getting their bench installed.

14.3 – Blue Bell Hill Christmas Lighting – Cllr Tiller asked if the Clerk could look into getting the lights, which have been temporarily removed from the trees to allow for KCC maintenance, put back and tested in order to be lit for one evening on 19 July in recognition of a wedding anniversary celebration for residents who have been of assistance to the Parish Council in the past. Clerk to make enquiries. **Clerk**

15. **Planning – 6 May 2014**

It was proposed by Cllr Wright, seconded Cllr Rillie that these minutes be accepted as a true record of the meeting. **AGREED**

There were no matters arising.

AGENDA ITEM 14 – **Council Vacancies**

15. Aylesford South – 2 Walderslade – 1 Eccles - 1. Noted.

AGENDA ITEM 15 - **To appoint representatives to Outside Bodies**

16. To be confirmed at P&R on 3 June 2014.

AGENDA ITEM 16 - **Appointments to Standing Committees**

17. To be confirmed at P&R on 3 June 2014.

AGENDA ITEM 17 - **Appointments to ad hoc committees**

18. To be confirmed at P&R on 3 June 2014.

AGENDA ITEM 18 - Accounts for Payment

19.1 – 24 payments totalling £53,035.10 were proposed for payment by Cllr Mrs Gadd, seconded Cllr Tiller and **agreed** for payment as attached at **Appendix B**.

It was noted that the insurance premium at cheque number 009959 had reduced slightly this year.

AGENDA ITEM 19 - To consider any other items of correspondence – available in the Parish Office and Any Other Business

20.1 – Heart of Kent Hospice and Victim Support – Thank you letters for donations.

AGENDA ITEM 20 - Chairman to move that: ‘The press and public be excluded from the remainder of the meeting as publicity for any confidential aspects of the business identified in agenda items 1 – 19 above would be likely to prejudice the public interest.’

Not required

AGENDA ITEM 21 - Closure of the meeting - There being no further business, meeting closed at 8.00pm.