



ULCOMBE PARISH COUNCIL

Minutes of the Meeting of Ulcombe Parish Council held on Monday 29th April 2024 at 7.15 p.m. in Ulcombe Village Hall Headcorn Rd, Maidstone ME17 1EB

Present: Parish Councillors R Robinson (Chairman), M Lingwood (Vice Chairman) joined the meeting at 8:20 pm, S Charlton, A Diamond, I Moir, P Titchener

Also present: I Bowie (Clerk). Three members of the Public. MBC Councillor Z Trzebinski

1. Apologies, Declarations of Interest and Dispensations:

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were none
- 1.2 Declaration of Changes to the Register of Interests. There were none.
- 1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. There were none.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. Councillor Robinson declared that she had been lobbied on agenda item 9.1

2. Public comments and observations. (Maximum 15 minutes)

The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes on agenda items only at the discretion of the Chairman. The minute book is closed.

3. Minutes of the Parish Council Meeting:

RESOLVED: That the minutes of the Parish Council Meetings held on March 7th, 2024, were taken as read, confirmed as a correct record, and signed by the Chairman.

4. Finance:

- 4.1 To note receipts of Income. The MBC Remittance Advice for the precept was received.
- 4.2 To authorise payments on the schedule (to be provided at the meeting):
RESOLVED: To authorise the payments on the schedule

Payee	Description	
I Bowie	CONFIDENTIAL Final Salary	
Gullands Solicitors	Legal Advice Re VH Lease	1698.00
KALC	Annual Membership Fee 2024/25	370.51
Easy PC	2024/25	78.00
Total Accounting	Internal Auditor Fee 2023/24	360.00
Rachel Robinson	Replacement of Chq no 2325 APM Costs	115.33

Rachel Robinson	Fenland Leisure Toddler Swing	135.40
Ulcombe PCC	Grant request towards electricity for community events (2023/24 and 2024/25)	500.00
EDF	Final Payment	192.18
Amesis Design	Village Maintenance April 2024 - June 2024	305.00
Irene Bowie	Standing Order Salary April 2024	

4.3 To add additional signatories to the banking mandate

RESOLVED:

1. **Councillor Diamond and Charlton would be added as signatories to the NatWest and Unity Bank Accounts.**
2. **The current signatories on the Nat West Account Councillors Moir and Robinson would continue as signatories until such time as sufficient new signatories had been added, when they would be removed.**
3. **Councillors Lingwood and Robinson would remain as signatories to the Unity Bank Account until sufficient new signatories were added, when they would be removed.**
4. **Irene Bowie would remain as the administrator of the Unity Bank Account until a Locum or Permanent Clerk could be added. At which time she would be removed as the Administrator.**

5. **To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024**

5.1 Accounts for Approval

RESOLVED:

1. **To accept and approve the 2023/24 accounts.**
2. **To accept the Asset Register.**

5.2 To receive and note the Annual Internal Audit Report

RESOLVED: The Internal Auditors Report was noted.

5.3 To receive and approve the Annual Governance Statement (Section 1)

RESOLVED: That the Chairman and the Clerk signed the Accounting Statement

5.4 To receive and approve the AGAR Accounting Statements (Section 2)

RESOLVED: The Chairman and the RFO signed the Accounting Statement

5.5 To receive and approve the AGAR for 2023/24

Acceptance of Annual Governance and Accountability Return (AGAR).

RESOLVED:

1. **To accept the Annual Governance and Accountability Return for 2022/23.**
2. **To set the dates for the Exercise of Public Rights as 3rd June to 12th July 2024.**

6. **To consider the Village Hall Lease.**

AGREED: To await the response of the Village Hall Management Committee to the Solicitors Letter.

7. **To note the resignation of the Clerk/RFO.** The resignation of the current Clerk, Irene Bowie, was accepted and noted,

8. **Appointment of new Clerk/RFO:**

8.1 To form a Recruitment Panel

AGREED: A recruitment panel would be formed by the new parish council

8.2 To delegate to the Recruitment Panel authority to advertise the vacancy, shortlist and interview candidates, and recommend the **9th of May 2024 meeting would action the advertising and selection of a new permanent Clerk.**

9. **Planning:** To consider the following applications:

9.1 **24/501296/FULL Hillcroft Ulcombe Hill Ulcombe Kent ME17 1DJ**

Erection of two storey rear extension, single storey side extension and first floor side extension.

UPC No Objection

9.2 **23/505751/FULL Chegworth Mill Farm Chegworth Road Harrietsham Kent ME17 1DD**

Change of use of arable field to an 8no. pitch glamping site comprising 3no. yurts, 4no. safari tents and 1no. shepherds hut, including erection of a farm shop with associated storage, staff welfare facilities, and provision of WC/shower facilities for glamping tourists, with associated solar panels, parking, access and infrastructure.

UPC Objection

10. Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

10.1 To consider the appointment of a Locum Clerk

10.1.1 To agree on hours, hourly rate and length of the contract

RESOLVED:

- 1. The Locum Clerk would be employed via the SLCC @ £25 per hour**
- 2. 40 hours per month**
- 3. Contract initially for two months with the ability to extend monthly if required.**

10.1.2 To discuss candidates;

Councillors Titchner and Charlton had interviewed one candidate.

10.1.3 To approve a named Locum clerk to commence from 7th May 2024

RESOLVED:

That Helen Anderson would be appointed, via the SLCC, as the Locum Clerk

There being no further business to be transacted, the Chairman Rachel Robinson closed the meeting at 21:31 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman (Print Name):

These minutes are not a verbatim record of the meeting but a record of decisions made.