

# Aylesford Parish Council

## Annual Meeting of the Council

### Minutes of the Meeting held at the Aylesford Football Club Pavilion, Aylesford on 11 May 2023

**Present:** Councillors Sullivan (Chairman), Beadle, Mrs Birkbeck, Ms Dorrington, Mrs Eves, Fuller, Mrs Gadd, Gledhill, Rillie, Rowe, Sharp, Shelley and Walker.

**In Attendance:** Mrs Randall (Clerk)

**Apologies:** Councillor Balcombe, Ms Oyewusi and Smith.  
Apologies also received from Borough Councillors Keers and Williams.

\*\*\*\*\*

#### 1. Election of Chairman of the Council and Declaration of Acceptance of Office

There was one nomination for Chairman, Councillor Sullivan.  
Councillor Sullivan was duly elected and made his Declaration of Acceptance of Office before the Clerk.

#### 2. Apologies for absence

Apologies of Absence from Councillors Balcombe, Mrs Ogun, Ms Oyewusi, Smith and Borough Councillors Keers and Williams were received, and the reasons for absence agreed.

#### 3. 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.

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

There was one nomination for Vice Chairman, Councillor John Balcombe. A vote took place by way of a show of hands and Councillor Balcombe was unanimously elected.

#### 5. To confirm as a correct record the Minutes of the Council Meeting held on 14 March 2023

It was **Resolved** that the Minutes of the meeting held on 15 March 2022 be approved as a correct record and signed.

**6. Matters Arising from the previous minutes** (including those which required Member's action)

Councillor Beadle gave an update regarding item 4. Cllr Beadle agreed to send the Clerk a report with photographs for the Clerk to communicate with KCC.

**7. Chairman's Announcements**

The Chairman thanked the members for being elected as Chairman and welcomed Duncan Rowe to the Parish Council.

The Chairman will write to Roy Winnett, Michael Base and Aaron Ludlow to thank them for their services as Councillors to the Parish.

**8. Adjournment of the meeting to allow for public participation** (pursuant to Standing Order 3 e & g Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than the time set in the Standing Orders).

There were no Members of the Public present.

**9. To review and approve the Standing Orders**

It was **Resolved** to approve the Standing Orders

**10. To review and approve the Annual Risk Assessment**

It was **Resolved** to approve the Annual Risk Assessment

**11. To review and approve the Financial Regulations**

It was **Resolved** to approve the Financial Regulations

**12. To review and approve the Financial Risk Assessment**

It was **Resolved** to approve the Financial Risk Assessment

**13. To review and approve the S101 Delegation of Powers**

It was **Resolved** to approve the S101 Delegation of Powers

**14. To review and approve the Terms of Reference of Committees and Sub Committees**

It was **Resolved** to approve the Terms of Reference

**15. To review and adopt the Kent Code of Conduct for Members**

It was **Resolved** to adopt the Kent Code of Conduct for Members

**16. To review the Asset Register**

It was **Resolved** to approve the Asset Register

**17. To review the Grant Award Policy**

It was **Resolved** to approve the Grant Award Policy

**18. To review and adopt the Information and Data Protection Policy**

It was **Resolved** to adopt the Information and Data Protection Policy

**19. To review the Document Retention Period**

It was **Resolved** to approve the Document Retention Period

**20. To review and adopt the Privacy Notice**

It was **Resolved** to adopt the Privacy Notice

**21. To review and adopt the Information guide to Information**

It was **Resolved** to adopt the Information Guide to Information

**22. To review and adopt the Code of Practice for Handling Complaints**

It was **Resolved** to adopt the Code of Practice for Handling Complaints

**23. To review and adopt the Policy for Habitual or Vexatious Complaints**

It was **Resolved** to adopt the Policy for Habitual or Vexatious Complaints

**24. To review and adopt the Equal Opportunities Policy**

It was **Resolved** to adopt the Equal Opportunities Policy

**25. To review and adopt the Dignity at Work and Harassment Policy**

It was **Resolved** to adopt the Dignity at Work and Harassment Policy

**26. To review the Disciplinary Procedure**

It was **Resolved** to approve the Disciplinary Procedure

**27. To review the Grievance Procedure**

It was **Resolved** to approve the Grievance Procedure

**28. To review the Disciplinary and Grievance Arrangements**

It was **Resolved** to approve the Disciplinary and Grievance Arrangements

**29. Appointments to Committees and Sub Committees**

The appointments to the Committees and Sub Committees were **Agreed** as follows

**Policy & Resources**

Balcombe (Vice Chairman)	Mrs Ogun
Beadle	Rillie
Mrs Birkbeck	Rowe
Ms Dorrington	Shelley
Mrs Eves	Sharp
Fuller	Smith
Mrs Gadd	Sullivan (Chairman)
Gledhill	Walker
Hammond	
Ms Oyewusi	

**Environmental Services**

Balcombe	Mrs Ogun
Beadle	Rillie
Mrs Birkbeck	Rowe
Ms Dorrington	Shelley
Mrs Eves	Sharp
Fuller	Smith
Mrs Gadd	Sullivan
Gledhill	Walker
Hammond	
Ms Oyewusi	

## Planning

Balcombe	Rillie
Beadle	Rowe
Mrs Birkbeck	Shelley
Ms Dorrington	Sharp
Mrs Eves	Smith
Fuller	Sullivan
Mrs Gadd	
Gledhill	
Ms Oyewusi	
Mrs Ogun	

## Finance Advisory Sub Committee

Balcombe (Chairman)	Mrs Ogun
Beadle	Rillie
Mrs Birkbeck	Rowe
Ms Dorrington	Shelley
Mrs Eves	Sharp
Fuller	Smith
Mrs Gadd	Sullivan (Vice Chairman)
Gledhill	Walker
Hammond	
Ms Oyewusi	

## Staffing Committee

Balcombe (Vice Chairman)	Smith
Mrs Birkbeck	Sullivan (Chairman)
Ms Dorrington	
Mrs Eves	
Mrs Gadd	
Shelley	

## Sports Committee

Balcombe	Sullivan
Mrs Gadd	
Ms Dorrington	
Shelley	
Smith	

**The election of Chairman and Vice Chairman of Environmental Services, Planning and Sports Committees will take place at the first meeting of these committees after the Annual Meeting**

## S101 Delegation of Powers

Chairman - Sullivan
Vice Chairman - Balcombe
Smith
Shelley

### 30. To Appoint Representatives to Outside Bodies

The appointments to the Outside Bodies were **Agreed** as follows

<b>Aylesford Village Community Centre</b>	Ms Dorrington	<b>Rochester Airport</b>	Shelley
<b>Blue Bell Hill Village Hall</b>	Mrs Eves, Smith	<b>United Charities of Burham</b>	Smith
<b>Tunbury Hall</b>	Shelley		
<b>KALC</b>	Shelley		
<b>TMBC Parish Partnership Panel</b>	Shelley		

### 31. Casual Vacancies

There are currently two vacancies.

One – Aylesford North

One - Walderslade

### 32. To receive the report of the County Councillor

No report had been received from the County Councillor

### 33. To receive the reports of the Borough Councillors

No report had been received from the Borough Councillors

### 34. Committee Reports/Minutes: to consider and adopt; to deal with any matters arising

#### **Policy and Resources – 4 April and 2 May 2023**

It was **Resolved** that the Minutes of the Policy & Resources Committee meeting held on 4 April 2023 and 2 May 2023 be approved as a correct record.

#### **Environmental Services – 21 March and 18 April 2023**

It was **Resolved** that the Minutes of the Environmental Services Committee meeting held on 21 March 2023 and 18 April 2023 be approved as a correct record.

#### **Planning – 21 March, 4 and 18 April and 2 May 2023**

It was **Resolved** that the Minutes of the Planning Committee meeting held on 21 March, 4 April and 18 April and 2 May 2023 be approved as a correct record.

### **35. Accounts for Payment**

The Council considered the Payment Schedule attached to the Agenda and Councillor Ms Dorrington proposed and Councillor Mrs Gadd seconded and it was **Resolved** that 18 payments totalling £10,469.07 be made.

### **36. To consider any other items of correspondence**

The Chairman reminded Councillors of the importance to respond to Planning Applications in their Ward as and when they are received from the office.

All Members were asked to tidy up papers at the end of a meeting and those papers not taken away should be given to the Clerk for shredding and for confidential reasons not left lying around.

### **37. Duration of Meeting**

7.30pm to 8.16pm