

## WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Wednesday 20th May 2015 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley (AW) Chairman  
Mr P Ashley (PA), Mr A Bates (AB), Mrs L Bird (LB),  
Mr E Boyle (EB), Mr A Holman (ATH),  
Mr D Le Breton (DIB), Mrs H Marsh (HM),  
Mr N Moore (NM), Mrs L Rodgers (LR),

In attendance: Town Clerk: Mrs A Howells (AH)  
Finance Officer: Mrs D Marshall (DM)  
KCC Cllr R Parry – part meeting  
SDC Cllr D Esler  
Dr P Talbot  
One member of the public

Item		Action
1.	<p><b><u>Election of a Chairman</u></b> Cllr Ashley proposed that Cllr Wesley be appointed Chairman of Westerham Town Council for 2015/16; this was seconded by Cllr Rodgers. There were no other nominations. Voting: Unanimous. Cllr Wesley thanked the Councillors for their support.</p>	
2.	<p><b><u>Chairman's Declaration and Acceptance of Office</u></b> Cllr Wesley read this document to the meeting and signed it.</p>	
3.	<p><b><u>Election of a Vice-Chairman</u></b> Cllr Ashley proposed that Cllr Ogden be appointed Vice-Chairman of Westerham Town Council for 2015/16; this was seconded by Cllr Rodgers. There were no other nominations. Voting: Unanimous Cllr Ogden read the document to the meeting and signed it.</p>	
4.	<p><b><u>Apologies for Absence</u></b> Apologies were received and accepted from –Cllrs Boyle, Proudfoot and Wilkie – holidays.</p>	
5.	<p><b><u>Declarations of Interest not previously declared</u></b> 12.10 Cllr Ogden - Grant to St Mary's Church, Westerham</p>	

6.	<p><b><u>Membership and Chairman of Committees</u></b></p> <p>Cllr Wesley welcomed the new Councillors to the meeting and congratulated everyone on being elected.</p> <p>A list of proposed membership of Committees and Chairman was circulated, this was agreed.</p> <p>Cllr Rodgers proposed and Cllr Le Breton seconded that under Standing Order 15 vii the Chairman of Council would act as Chairman of the Finance and General Purpose Committee.</p> <p><b>It was resolved</b> that under Standing Order 15 vii the Chairman of Council would act as Chairman of the Finance and General Purpose Committee.</p>																																	
7.	<p><b><u>Representatives on outside bodies</u></b></p> <p>Confirmed as:</p> <table border="0"> <tr> <td>Parish Paths</td> <td>Nick Moore/Neil Proudfoot</td> </tr> <tr> <td>Crockham Hill Hall Committee Trustee</td> <td>Alan Wesley</td> </tr> <tr> <td>Friends of the Long Pond</td> <td>Eddie Boyle</td> </tr> <tr> <td>KALC – Sevenoaks Area</td> <td>Philip Ashley</td> </tr> <tr> <td>Westerham Hall Management Committee</td> <td>Helen Ogden</td> </tr> <tr> <td>Westerham Bonneval Association</td> <td>Helen Ogden</td> </tr> <tr> <td>Police Liaison Councillor</td> <td>Alan Wesley</td> </tr> <tr> <td>Youth Councillor</td> <td>Nick Moore</td> </tr> <tr> <td>Business Forum/Town Partnership</td> <td>Eddie/Alan Wesley/ Hannah Marsh</td> </tr> <tr> <td>Protect Kent</td> <td>David Le Breton</td> </tr> <tr> <td>Edenbridge Partnership</td> <td>Y&amp;C to decide</td> </tr> <tr> <td>Edenbridge Community Warden Group</td> <td>Y&amp;C to decide</td> </tr> <tr> <td>Edenbridge Youth Commissioning</td> <td>Y&amp;C to decide</td> </tr> <tr> <td>SDC Health Action Team</td> <td>Town Clerk</td> </tr> <tr> <td>Barley Charity</td> <td>Alan Wesley/Helen Ogden/Nick Moore</td> </tr> <tr> <td>Crockham Hill WMPF Trust</td> <td>APFOS Committee/ Stuart Wilkie</td> </tr> </table>	Parish Paths	Nick Moore/Neil Proudfoot	Crockham Hill Hall Committee Trustee	Alan Wesley	Friends of the Long Pond	Eddie Boyle	KALC – Sevenoaks Area	Philip Ashley	Westerham Hall Management Committee	Helen Ogden	Westerham Bonneval Association	Helen Ogden	Police Liaison Councillor	Alan Wesley	Youth Councillor	Nick Moore	Business Forum/Town Partnership	Eddie/Alan Wesley/ Hannah Marsh	Protect Kent	David Le Breton	Edenbridge Partnership	Y&C to decide	Edenbridge Community Warden Group	Y&C to decide	Edenbridge Youth Commissioning	Y&C to decide	SDC Health Action Team	Town Clerk	Barley Charity	Alan Wesley/Helen Ogden/Nick Moore	Crockham Hill WMPF Trust	APFOS Committee/ Stuart Wilkie	
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8.	<p><b><u>Minutes of the Council Meeting on 23rd March 2015</u></b></p> <p><b>It was resolved</b> to approve and sign the minutes of the meeting held on 23rd March 2015.</p>																																	
9.	<p><b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b></p> <p>p171 4 KCC Community Warden – There was no further information.</p> <p>p173 5.9 Pavilion redevelopment project – a meeting had not been required.</p> <p>p174 8 Russell House lease – The lease was now in the hands of the Doctors' Solicitors, terms had been agreed.</p>																																	
10.	<p><b><u>Public Session</u></b></p> <p>KCC Cllr Parry congratulated WTC Cllrs on being elected; this was a new financial year and his Members Grant was available. WTC, WTP and the community needed to get together to discuss the parking issues holistically.</p>																																	



	<p>improved unit in the Company. There were currently approximately 25 – 30 Cadet, not all from Westerham and it was a successful group. Cllr Moore would be attending the Award ceremony.</p> <p>Members of the Youth &amp; Community Committee approved the minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p><b>11.6 Highways and Lighting – 27.04.15</b></p> <p>Cllr Rogers presented the Minutes.</p> <p>p189 5.1 Parking – SDC Cllr Esler reported that she was on the JTB and would welcome being involved in the parking discussions.</p> <p>p190 – The budget was now available for the conversion of the lights in the High Street to LED and this would commence in the summer.</p> <p>p191 – 11 Horton Way – Cllr Le Breton stated that the poor condition of this road affected the community not just the businesses along the road.</p> <p>Members of the Highways &amp; Lighting Committee approved the minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p>	AH
12.	<p><b>Finance</b></p> <p><b>12.1 Cheque List to 31.03.15</b></p> <p>Cllr Wesley had no issues to bring to the Council's attention.</p> <p><b>12.2 Committee End of Year Accounts 2014/15</b></p> <p>Cllr Wesley reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved.</p> <p><b>12.3 Report from Internal Auditor</b></p> <p>The report from the Internal Auditor had been circulated. There were three minor issues from the Auditor to bring to the Council's attention, all of which had been resolved.</p> <p><b>12.4 Annual End of Year Return 2014/15</b></p> <p>There were no queries; it was proposed by Cllr Rodgers and seconded by Cllr Ogden that the Return be signed.</p> <p><b>Resolved:</b> to approve and sign the Annual Return 2014/15</p> <p><b>12.5 Annual Governance Statement 2014/15</b></p> <p>There were no queries; it was proposed by Cllr Rodgers and seconded by Cllr Marsh that the Statement be approved.</p> <p><b>Resolved:</b> to approve and sign the Annual Governance Statement 2014/15.</p> <p><b>12.6 Budget item rollovers</b></p> <p>Details of the budget item rollovers had been circulated and there were no queries.</p> <p><b>12.7 Reserves</b></p> <p>These were noted.</p> <p><b>12.8 Annual Subscriptions</b></p> <p>Details of the Annual subscriptions had been circulated and these were agreed for 2015/216.</p> <p><b>12.9 Lloyds Fixed Rate Bond</b></p> <p>Mrs, Marshall reported that WTC split their financial risk by banking with Santander and having a Bond with Lloyds. The best interest to be achieved was 1% for a year bond. It was agreed that the sum of £77,187.55 be reinvested.</p> <p><b>12.10 Grant to St Marys Church, Westerham</b></p> <p>Cllr Ogden left the meeting.</p> <p>A request for a grant to St Marys for £1600 had been received and following</p>	<p>DM</p> <p>DM</p> <p>AH</p> <p>AH</p>

	<p>discussion this was agreed. Cllr Ogden re-joined the meeting.</p> <p><b>12.11 <u>Grant to Holy Trinity Church, Crockham Hill</u></b> A request for a grant to St Marys for £1100 had been received and following discussion this was agreed.</p>	AH
13.	<p><b><u>Consultations</u></b></p> <p>13.1 SDC Community Infrastructure Levy (CIL) Infrastructure Plan – Request for Information – Cllr Ashley asked Cllrs for items to be included for Westerham and he would collate the information and respond to SDC. 13.2 KALC Membership Survey 2015 – It was agreed that Cllr Wesley and the Clerk would complete the Survey. 13.3 Sevenoaks District Parish/Town Charter – Following discussion there was a suggested minor amendment but no other comments.</p>	PA  AH
14.	<p><b><u>Correspondence</u></b></p> <p>14.1 South East Coast Ambulance Service – Call 2015 event, 27<sup>th</sup> May 2015 was noted. 14.2 NALC's direction of travel – April 2015 was noted. 14.3 Email from resident about A25 re-surfacing – Following discussion it was agreed that Cllr Wesley would respond and officially raise the matter with Cllr Esler. 14.4 New Vicar at St Mary's, Westerham – Cllr Ogden reported that Revd. Kevin Barnard had been officially appointed and would be arriving in September.</p>	AW
15.	<p><b><u>SDC Litter and Street Cleaning</u></b></p> <p>Dr Talbot had emailed the Council and attended the meeting. He wished to raise the issue of the cleanliness of Westerham. He had volunteered with others on the Community litter pick but within a few days the litter and cigarette ends and weeds had returned. Cllr Wesley responded that WTC shared his view and had recently written to all retailers asking them to keep their frontages clean and clear of weeds. SDC clean The Green and High street four times a week and this needed to be quality monitored. It was agreed that this issue would be discussed by Cllrs when they looked at their four year plan and then a decision would be made as to how to proceed, Dr Talbot would be kept informed.</p>	
16.	<p><b><u>'Council Away Day'</u></b></p> <p>Following discussion it was agreed that the Informal Strategy discussion of key issues for the next four years would take place on Thursday 9<sup>th</sup> July, 6.30 – 9pm in the Council chamber.</p>	
17.	<p><b><u>Date of next meeting</u></b></p> <p>Monday 13<sup>th</sup> July 2015</p>	

The meeting was concluded at 9.00 pm  
Minutes confirmed as a correct record:

Chairman