

WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 23rd May 2016
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 A Holman (ATH), Mr N Moore (NM), Mr S Wilkie (SW)

In attendance: Town Clerk: Mrs A Howells (AH)
 Finance Officer: Mrs D Marshall (DM) until item 13

Item		Action
1.	<u>Election of a Chairman</u> Cllr Ashley proposed that Cllr Wesley be appointed Chairman of Westerham Town Council for 2016/17; this was seconded by Cllr Bates. There were no other nominations. Voting: Unanimous. Cllr Wesley thanked the Councillors for their confidence and support.	
2.	<u>Chairman's Declaration and Acceptance of Office</u> Cllr Wesley read this document to the meeting and signed it.	
3.	<u>Election of a Vice-Chairman</u> Cllr Bird proposed that Cllr Ogden be appointed Vice-Chairman of Westerham Town Council for 2016/17; this was seconded by Cllr Ashley. There were no other nominations. Voting: Unanimous Cllr Ogden to sign the document following the meeting.	
4.	<u>Apologies for Absence</u> Apologies were received and accepted from –Cllrs Boyle and Proudfoot – holidays, Cllr Marsh – Maternity Leave, Cllr Le Breton – medical grounds and Cllr Ogden – personal commitment.	
5.	<u>Declarations of Interest not previously declared</u> None	
6.	<u>Membership and Chairman of Committees</u> A list of proposed membership of Committees and Chairman was circulated, this was agreed. Following discussion it was agreed to add Cllr Moore as a substitute on the	

	<p>Planning Committee.</p> <p>It was resolved that under Standing Order 15 vii the Chairman of Council would act as Chairman of the Finance and General Purpose Committee.</p>																																			
7.	<p><u>Representatives on outside bodies</u></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 Boyle/Alan Wesley/ Hannah Marsh</td> </tr> <tr> <td>Protect Kent</td> <td>David Le Breton</td> </tr> <tr> <td>Edenbridge Partnership</td> <td>Y&C to decide</td> </tr> <tr> <td>Edenbridge Community Warden Group</td> <td>Y&C to decide</td> </tr> <tr> <td>Edenbridge Youth Commissioning</td> <td>Hannah Marsh/ Alex Bates</td> </tr> <tr> <td>SDC Health Action Team</td> <td>Town Clerk</td> </tr> <tr> <td>Barley Charity</td> <td>Alan Wesley/Eddie Boyle/Helen Ogden</td> </tr> <tr> <td>Edenbridge & Westerham Citizens Advice</td> <td>Philip Ashley</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 Boyle/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	Hannah Marsh/ Alex Bates	SDC Health Action Team	Town Clerk	Barley Charity	Alan Wesley/Eddie Boyle/Helen Ogden	Edenbridge & Westerham Citizens Advice	Philip Ashley	Crockham Hill WMPF Trust	APFOS Committee/ Stuart Wilkie	
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 Boyle/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	Hannah Marsh/ Alex Bates																																			
SDC Health Action Team	Town Clerk																																			
Barley Charity	Alan Wesley/Eddie Boyle/Helen Ogden																																			
Edenbridge & Westerham Citizens Advice	Philip Ashley																																			
Crockham Hill WMPF Trust	APFOS Committee/ Stuart Wilkie																																			
8.	<p><u>Minutes of the Council Meeting on 21st March 2016</u></p> <p>It was resolved to approve and sign the minutes of the meeting held on 21st March 2015.</p>																																			
9.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></p> <p>p170 4 Cllr Wesley reported that a trial date had been set for 5th July for the accident at Costa on Christmas Eve where Mrs Deakin lost her life. The Clerk to find out if the Coroner's report had been released and follow up with KCC regarding missing bollards on the pavement opposite Costa.</p> <p>Cllr Wesley also reported that he, the Clerk and Deputy Clerk had attended a ceremony on Saturday at the Wolfe Statue where planting and a plaque had been placed in memory of Mrs Deakin. Members of her family had attended. The planting had been paid for by Costa but would be maintained by WTC.</p> <p>p170 4 Criminal damage at Farley Allotments - Cllr Wesley reported that he had received a further letter. This matter would be placed on the July Agenda.</p>	<p>AH</p> <p>AH</p>																																		
10.	<p><u>Public Session</u></p> <p>There were no members of the public present.</p>																																			
11.	<p><u>To receive and consider the following Minutes of Committee:</u></p> <p>Cllr Ashley presented the minutes:</p> <p>11.1 <u>Planning and Development – 31.03.16</u></p>																																			

p176 9 Linden Homes Ecology Project – Linden Homes had a responsibility to relocate the Great Crested newts on the site. A contract had been presented to WTC which meant WTC taking over full responsibility for the site; this was not agreed and was referred back to Linden Homes. A revised contract was awaited.

Resolved: that the minutes be adopted.

11.2 Planning and Development – 14.04.16

p178 5 71 Madan Road – The Planning Committee had objected to this application however further information from the SDC Planning Officer stated that any objection would fail as two similar extensions had been approved by the Planning Inspector. The WTC objection had therefore been withdrawn.

p17 6 The Linden Homes application had been approved with a number of conditions.

Resolved: that the minutes be adopted.

11.3 Planning and Development – 28.04.16

Resolved: that the minutes be adopted.

11.4 Planning and Development – 12.05.16

p197 8 Design Statement – A meeting had been held with the WTC Planning Consultant who would be reviewing the draft documents and its impact upon the budget.

Members of the Planning Committee approved the minutes.

Resolved: that the minutes be adopted.

11.5 Youth and Community – 18.04.16

Cllr Moore presented the Minutes.

p181 5.3 Kent Youth Commissioning – The outcome was not known but the Committee felt a budget of £88,000 for the whole of the Sevenoaks District to cover 25% of the youth population was unrealistic.

p182 5.7 Youth Forum – A further meeting had been arranged however none of the young people attended which was unsatisfactory. Last week there had been incidents at the Youth Club so consequently there would only be detached sessions until the summer holidays.

Members of the Y&C Committee approved the Minutes.

Resolved: that the minutes be adopted.

11.6 Highways and Lighting – 25.04.16

Cllr Wilkie presented the Minutes.

p186 5.6 Hosey Hill petition – A resident from Hosey Hill would be speaking to the SJTB on 26th May following a petition.

p186 5.7 Goodley Stock Road – The Clerk reported that WTC had been advised that speed watch could not take place on a road with a speed limit above 40mph. She also reported that the initial response to emails from residents from KCC was that due to limited budgets KCC could only spend on new measures that were deemed safety critical. The crash data for Goodley Stock Road (last three years) only shows two slight injury crashes and there was no evidence that excessive speed was a causation factor. KCC would monitor the area.

Resolved: that the minutes be adopted.

11.7 Finance and General Purposes – 09.05.16

Cllr Wesley presented the Minutes.

p192 4 Winnies Pre-School – An agreement for Winnies to use the British Legion was close to completion. A request had been received for funding for the

	<p>necessary improvements needed. Following discussion it was agreed in principle to grant up to £1000. A grant application would be required.</p> <p>p193 11 Annual Town Meeting – A larger venue was required, the Clerk to contact Churchill School. It was agreed to invite the new Police Commissioner. Members of the F&GP Committee approved the minutes</p> <p>Resolved: that the minutes be adopted.</p>	
12.	<p><u>Finance</u></p> <p>12.1 <u>Cheque List to 31.03.16</u> Cllr Wesley had no issues to bring to the Council's attention.</p> <p>12.2 <u>Committee End of Year Accounts 2015/16</u> Cllr Wesley reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved.</p> <p>12.3 <u>Report from Internal Auditor</u> The report from the Internal Auditor had been circulated. There were two minor issues from the Auditor to bring to the Council's attention.</p> <p>12.4 <u>Annual Governance Statement 2015/16</u> The Annual Governance Statement was read out by Cllr Wesley; there were no queries; it was proposed by Cllr Ashley and seconded by Cllr Bates that the Statement be approved. Resolved: to approve and sign the Annual Governance Statement 2015/16.</p> <p>12.5 <u>Annual End of Year Return 2015/16</u> There were no queries; it was proposed by Cllr Ashley and seconded by Cllr Bird that the Return be signed. Resolved: to approve and sign the Annual Return 2015/16</p> <p>12.6 <u>Budget item rollovers</u> Details of the budget item rollovers had been circulated and there were no queries.</p> <p>12.7 <u>Reserves</u> These were noted.</p> <p>12.8 <u>Annual Subscriptions</u> Details of the Annual subscriptions had been circulated and these were agreed for 2016/2017.</p> <p>12.9 <u>Lloyds Fixed Rate Bond</u> Mrs, Marshall reported that the rate offered to reinvest was 1.05% for 12 months on deposit, this was agreed.</p> <p>12.10 <u>WTP event for Queen's birthday</u> WTP was organising an event on The Green for the Queen's 90th Birthday. A request for funding for the marquee had been received and following discussion it was agreed to make a donation of £200 subject to WTC being acknowledged as a sponsor.</p>	<p>DM</p> <p>DM</p> <p>AH</p> <p>DM</p> <p>AH</p>
13.	<p><u>Consultations</u></p> <p>13.1 Westerham Library – proposal to alter hours – WTC were in favour of the change in opening hours as long as the staff were not disadvantaged.</p>	AH
14.	<p><u>Correspondence</u></p> <p>14.1 WTC Health and Safety Committee minutes were received, there were no queries.</p>	

15.	<p><u>Steering Group proposal</u> Henry Warde had made a presentation prior to the meeting. Following lengthy discussion it was agreed to explore the possibility of utilising volunteer experts acting as independent advisers to WTC. These advisers would attend Committee meetings chaired by Henry Warde regarding the future development of Westerham and report back to WTC. This would be undertaken by the Planning Committee who would report to the next Council meeting.</p>	PA
16.	<p><u>WTC Strategy 2016 - 2019</u> Cllr Wesley thanked Cllrs Marsh and Ogden for putting together the draft Strategy. Following discussion this was agreed and would be placed on the WTC website.</p>	AH
17.	<p><u>Town Sign</u> The Clerk had mocked up the actual size sign and following discussion this was agreed. The location had been agreed at a previous meeting. The Clerk to submit a planning application for the Town Sign to be placed on The Green.</p>	AH
18.	<p><u>Date of next meeting</u> Monday 11th July 2015</p>	

The meeting was concluded at 9.55 pm

Minutes confirmed as a correct record:

Chairman