

WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 23rd May 2022 at 7.00pm in Russell House, Market Square, Westerham

Present: Councillors: Mr E Boyle (EB) - Chairman
Mrs D Coen (DC), Mrs J Davies (JD),
Mr C Elsdon-Wortley (CEW)
Dr S Kay (SK), Dr J Lord (JL),
Mr C Pither (CP), Mr N Robson (NR),
Mrs S Sheen (SS) and Mr K Thompson (KT)

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

Item		Action
1.	<p><u>Election of a Chairman</u> Cllr Bird proposed that Cllr Ogden be appointed Chairman of Westerham Town Council for 2022/23; this was seconded by Cllr Boyle. There were no other nominations. Voting: Unanimous.</p>	
2.	<p><u>Chairman's Declaration and Acceptance of Office</u> As Cllr Ogden had sent her apologies for the meeting, it was agreed she could sign her Declaration of Acceptance of Office as soon as possible.</p>	
3.	<p><u>Election of a Vice-Chairman</u> Cllr Bird proposed that Cllr Boyle be appointed Vice-Chairman of Westerham Town Council for 2022/23; this was seconded by Cllr Sheen. There were no other nominations. Voting: Unanimous Cllr Boyle read the Declaration and Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.</p>	
4.	<p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – holiday, Cllrs Holt and Ogden – personal commitment.</p>	
5.	<p><u>Declarations of Interest not previously declared</u> None.</p>	
6.	<p><u>Membership and Chairman of Committees</u> A list of proposed membership of Committees and Chairman had been</p>	

	circulated; this was agreed.																																			
7.	<p><u>Representatives on outside bodies</u> Confirmed as:</p> <table border="0"> <tr> <td>Parish Paths</td> <td>Stewart Kay</td> </tr> <tr> <td>Crockham Hill Hall Committee Trustee</td> <td>Deborah Coen/June Davies</td> </tr> <tr> <td>KALC – Sevenoaks Area</td> <td>Sharon Sheen</td> </tr> <tr> <td>Westerham Hall Management Committee</td> <td>Bob Holt</td> </tr> <tr> <td>Police Liaison Councillor</td> <td>Bob Holt</td> </tr> <tr> <td>Youth Councillor</td> <td>Eddie Boyle</td> </tr> <tr> <td>Westerham Town Partnership</td> <td>Eddie Boyle</td> </tr> <tr> <td>CPRE Kent</td> <td>Stewart Kay/Clive Pither</td> </tr> <tr> <td>Edenbridge Partnership</td> <td>Deborah Coen</td> </tr> <tr> <td>SDC Health Action Team</td> <td>Town Clerk</td> </tr> <tr> <td>Barley Charity</td> <td>Council Chairman, Council Vice-Chairman, Chairman of either Y&C or F&GP</td> </tr> <tr> <td>Edenbridge & Westerham Citizens Advice</td> <td>Helen Ogden</td> </tr> <tr> <td>Westerham Sports Association</td> <td>Jonathan Lord/ Chris Elsdon-Wortley</td> </tr> <tr> <td>Flood Warden</td> <td>Bob Holt/Keith Thompson</td> </tr> <tr> <td>Emergency Plan coordinators</td> <td>Eddie Boyle/ Jonathan Lord</td> </tr> <tr> <td>Rural Market Towns</td> <td>Bob Holt</td> </tr> <tr> <td>Crockham Hill WMPF Trust</td> <td>3 APFOS Committee/ + Crockham Hill Cllr /cllr</td> </tr> </table>	Parish Paths	Stewart Kay	Crockham Hill Hall Committee Trustee	Deborah Coen/June Davies	KALC – Sevenoaks Area	Sharon Sheen	Westerham Hall Management Committee	Bob Holt	Police Liaison Councillor	Bob Holt	Youth Councillor	Eddie Boyle	Westerham Town Partnership	Eddie Boyle	CPRE Kent	Stewart Kay/Clive Pither	Edenbridge Partnership	Deborah Coen	SDC Health Action Team	Town Clerk	Barley Charity	Council Chairman, Council Vice-Chairman, Chairman of either Y&C or F&GP	Edenbridge & Westerham Citizens Advice	Helen Ogden	Westerham Sports Association	Jonathan Lord/ Chris Elsdon-Wortley	Flood Warden	Bob Holt/Keith Thompson	Emergency Plan coordinators	Eddie Boyle/ Jonathan Lord	Rural Market Towns	Bob Holt	Crockham Hill WMPF Trust	3 APFOS Committee/ + Crockham Hill Cllr /cllr	
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8.	<p><u>Minutes of the Council Meeting on 21st March 2022</u> It was resolved to approve and sign the minutes of the meeting held on 21st March 2022.</p>																																			
9.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 There had been no more issues reported regarding changes to the 246 bus route. 7 Cllr Boyle reported that the Annual Town Meeting had gone well and there had been a good vibe to it.</p>																																			
10.	<p><u>Public Session</u> There were no members of the public present.</p>																																			
11.	<p><u>Power of General Competence</u> A paper had been circulated regarding the Power of General Competence and following discussion it was agreed that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965, WTC would adopt the General Power of Competence.</p>																																			

	<p>Resolved: That from this date, until the next relevant annual meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) Order 2012 No. 965, WTC would adopt the General Power of Competence.</p>	
12.	<p><u>To receive and consider the following Minutes of Committee:</u></p> <p><u>12.1 Planning and Development – 31.03.22</u> Cllr Robson presented the Minutes. Information had just been received that the KCC Covers Farm Committee meeting would not be held in June. The Levelling Up and Regeneration Bill would have an impact but what this would be was not yet known. Resolved: that the minutes be adopted.</p> <p><u>12.2 Planning and Development – 14.04.22</u> Resolved: that the minutes be adopted.</p> <p><u>12.3 Planning and Development – 28.04.22</u> Resolved: that the minutes be adopted.</p> <p><u>12.4 Planning and Development – 12.05.22</u> Members of the Planning Committee approved the Minutes Resolved: that the minutes be adopted.</p> <p><u>12.5 Youth and Community – 04.04.22</u> Cllr Boyle and Coen presented the Minutes. 5.5 Cllrs Boyle and Coen had visited the Boxing sessions and been very impressed with the quality of the sessions. They had also visited the Young Adventurers Club at Churchill School run by West Kent, this was a referral-based club for Years 5 and 6. A weekend retreat had been arranged. Cllr Davies reported that she had a good meeting with the Head Teacher of Crockham Hill School regarding whether the Committee could provide some targeted sessions for Year 6 in their final term. A further meeting would be arranged to discuss ideas. Cllr Coen reported that the Crockham Hill 'coffee, cake and chat' mornings had been arranged. Dates were booked for the next three months as a trial and Cllr Davies had organised a rota for the helpers. The first session would take place on 14th June at Crockham Hill Village Hall. Information had been placed in the CH newsletter. Resolved: that the minutes be adopted.</p> <p><u>12.6 Highways and Lighting – 11.04.22</u> Cllr Sheen presented the Minutes. A Community Speed Watch would be taking place this week in Crockham Hill. Resolved: that the minutes be adopted.</p> <p><u>12.7 Finance and General Purposes Committee – 09.05.22</u> Cllr Sheen presented the minutes. An explanation was given regarding the HR consultation. Cllr Lord requested that the zebra crossing be closed for as short a time as possible while repair work on the fountain took place as it was the only safe crossing point in the town. Members of the F&GP Committee approved the minutes. Resolved: that the minutes be adopted.</p> <p><u>12.8 Allotments, Playing Fields and Open Spaces</u></p>	

	<p>Cllr Lord presented the minutes. A larger than expected bill had been received for the bench maintenance programme and while there was no immediate risk to the budget APFOS would be conducting a review of the predicted life of all the benches. The allotment rate would be reviewed following a scoping exercise of other sites as the current rates were not covering the water bills and allotments should be self-funding. Box moth infestations had been reported in a neighbouring town and due to the rapid and devastating consequences if this was left untreated it may be necessary to undertake targeted spraying of the box hedging around Wolfe Statue, in Quebec Square planter and the planters at Grange Island. Members of the APFOS Committee approved the minutes subject to being reviewed by the APFOS Chairman. Resolved: that the minutes be adopted.</p>	
13.	<p><u>Finance</u> 13.1 <u>Payment List to 31.03.22</u> Cllr Sheen had no issues to bring to the Council's attention. There were no queries. 13.2 <u>Committee End of Year Accounts 2021/22</u> Cllr Sheen reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved. 13.3 <u>Report from Internal Auditor</u> The report from the Internal Auditor had not yet been received but the verbal report was that there were no issues to bring to the Council's attention. Thanks were given to the Finance Officer for all her hard work. 13.4 <u>Annual Governance Statement 2021/22</u> The Annual Governance Statement was read out by Cllr Sheen; there were no queries. Following discussion the Annual Governance statements were approved. Resolved: to approve and sign the Annual Governance Statement 2021/22. 13.5 <u>Annual Accounting Statement 2021/22</u> The Annual Accounting Statement was read out by Cllr Sheen; there were no queries. Following discussion the Annual Accounting statements were approved. Resolved: to approve and sign the Annual Accounting Statement 2021/22. 13.6 <u>Reserves</u> These were noted. 13.7 <u>Virements/rollovers</u> The Finance Officer had circulated a list of virements and rollovers. These were all agreed. 13.8 <u>CIL update</u> The Finance Officer had circulated a CIL update; this was noted. 13.9 <u>Parking Project</u> The Finance Officer had circulated an update on the parking project. There were a number of snagging issues not yet completed despite an assurance from the Amey Project Manager that they would be completed by now. Following discussion it was agreed that the Finance Officer should pay the balance owing for the Crockham Hill car park minus the project management</p>	

	<p>fee. Resolved: To pay Amey the balance owed minus the project management fee.</p> <p>13.10 <u>3-Year Budget</u> Cllr Sheen reported that details of the meeting held with the Chairman, Clerks of Committees, Chairman and Finance Officer regarding the 3-year Business Plan to discuss wish lists and funding had been circulated. Following discussion it was agreed that each Committee would consider its budget for this financial year in light of increases to utilities and materials to see if savings could be made elsewhere.</p> <p>13.11 <u>Grant To WTP</u> A grant application had been circulated from Westerham Town Partnership for the Queen's Jubilee event on The Green. Following discussion a grant of £450 was agreed.</p> <p>13.12 <u>Grant to Forest School</u> A grant application had been circulated from Churchill School for an additional tree risk assessment for a Forest School in Churchill School grounds. Following discussion a grant of £300 was agreed.</p>	
14.	<p><u>King Georges Field Redevelopment Project</u></p> <p>14.1 <u>Project Plan</u> The Finance Officer had circulated the Project Plan. The Finance Officer highlighted that funding was one of the biggest issues as the larger schemes had not yet returned to normal following Covid and this made it difficult to put together a funding strategy. The Finance Officer had requested a quote for specialist VAT advice following due diligence with other councils. Cllr Kay was concerned that if funding was not available the timeline might slip further. The Finance Officer stated that Council would need to make a decision on how to fund the project at the next meeting. The Finance Officer was currently working on the tender documents for the playground and the skatepark and suggested that a special meeting be arranged to discuss the completed tenders after the next Council meeting in July. Following discussion this was agreed. The Clerk to set up the meeting.</p> <p>14.2 <u>CIL payments</u> Following discussion it was agreed that the remaining CIL payments received should be dedicated to the KGF development fund.</p> <p>14.3 <u>Resource Plan</u> Cllr Sheen reported that F&GP had discussed the Resource Plan and felt that officer hours to deliver the plan may be short. The Plan hours and general overtime would be closely monitored due to cost and staff welfare. The Plan would be reviewed by F&GP in September. Thanks were given to the Finance Officer for all her hard work under challenging circumstances.</p>	AH
15.	<p><u>Correspondence</u> None.</p>	
16.	<p><u>Date of next meeting</u></p>	

	Monday 11 th July 2022	
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The meeting was concluded at 9.25 pm

Minutes confirmed as a correct record:

Chairman