

# ULCOMBE PARISH COUNCIL

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## **Minutes of the Annual General Meeting held on Thursday, 8 May 2025 at 7.15pm at Ulcombe Village Hall.**

Those Present: Cllr Titchener (Chairman), Cllr Charlton, Cllr Diamond, Cllr Sharp.  
Clerk: Helen Anderson

There were 2 residents present.

1. **Election of Chairman** Cllr Titchener was elected and signed the declaration of acceptance of office.
2. **Election of Vice Chairman** This role was not appointed.
3. **(a) Apologies for absence** Cllr Barlow and Cllr Boland (Work Commitments)  
**(b) Declarations of Changes to the Register of Interests** There were no changes to the register of interests.  
**(c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda** There were none made.  
**(d) Requests for Dispensations** No requests were made.  
**(e) Declarations of Lobbying** None.  
**(f) Intention to record or film the meeting** Cllr Titchener recorded the meeting.
4. **Public Session**  
No issues were raised.
5. **The Minutes** of the meeting held on 3 April 2025. It was RESOLVED that the minutes were taken as a read and confirmed as a correct record and signed by the Chairman.
6. **County Councillor and Borough Councillor Report** – No reports were received.
7. **To receive an update about progress of resolutions from the last meeting.**  
  
(a) The Tommy silhouette has now been erected near to the village sign.  
(b) The Internal Auditor forwarded along with his invoice, a revised page 3 of the Annual Governance and Accountability Return 2024/25. This was noted.
8. **Planning**  
  
(a) The following planning applications were considered.

APPLICATION REF: 25/501354/FULL PROPOSAL: Demolition of existing greenhouses, addition of external insulation and render and changing of remaining double glazed windows to triple glazed windows to main dwelling and erection of a garden storage building, garden office building and bin store. ADDRESS: 10 Headcorn Road Ulcombe Kent ME17 1EB. It was RESOLVED to approve this application.

APPLICATION REF: 25/501112/FULL PROPOSAL: Change of use of the land for the stationing of 1no. static mobile home, 1no. touring caravan and the erection of an amenity building for gypsy/traveller use with associated hard and soft landscaping (part retrospective). ADDRESS: Land at the Meadows Lenham Road, Headcorn Kent TN27 9LG. It was RESOLVED to refuse this application and for it to go to the planning committee if contrary to the Officer's decision.

APPLICATION REF: 25/501730/FULLPROPOSAL: Removal of temporary lightweight pool enclosure and construction of permanent blockwork and rendered pool building. ADDRESS: Owls Oak Lenham Road Kingswood Kent ME17 1LX. It was RESOLVED to approve this application.

(b) No planning appeals have been received for consideration.

(c) The following planning decisions were received from Maidstone Borough Council:-

Application: 25/500515/FULL PROPOSAL: Retrospective change of use of the land for the stationing of one static caravan and two touring caravans and hard and soft landscaping for Gypsy/Traveller occupation. ADDRESS: Plot 2 The Meadows Lenham Road Headcorn Kent TN27 9LG. **REFUSED**

APPLICATION REF: 25/500673/FULL PROPOSAL: Retrospective change of use of the land for the stationing of one additional static mobile home, and one additional touring caravan and day room for Gypsy / Traveller occupation. ADDRESS: Oakview Lenham Road Headcorn Kent TN27 9LG. **REFUSED**

9. **(a) Standing Orders** – The Council RESOLVED to re-adopt NALC Model Standing Orders.

**(b) Financial Regulations** – The Council RESOLVED to adopt the Model Financial Regulations.

**(c) Financial Risk Assessment** – The Council RESOLVED to re-adopt this.

**(d) Insurance Cover** – The Council reviewed and confirmed that the Insurance Cover was adequate for all insured risks.

**(e) Assets** – The Council reviewed and confirmed the assets including buildings and equipment.

**(f) Model Code of Conduct** - The Council RESOLVED to re-adopt the Kent Code of Conduct.

**(g) Councils and Clerks Memberships of other bodies** – It was RESOLVED that the following below are current memberships:-

Kent Association of Local Councils

The Society Local Council Clerks (SLCC)

Kent Playing Fields Association

Information Commissioners Office (Data Protection)

**(h) Open Spaces Risk Assessment** – It was RESOLVED to adopt this.

10. The following policies were re-adopted:-

**(a) General Privacy Policy** – The Council RESOLVED to re-adopt this.

**(b) Privacy Notice for Staff, Councillors and Role Holders** – The Council RESOLVED to re-adopt this.

**(c) Data Processor Questionnaire** – The Council RESOLVED to re-adopt this.

**(d) Model Publication Scheme** – The Council RESOLVED to re-adopt this.

**(e) Press and Media** – The Council RESOLVED to re-adopt this.

**(f) Communications Policy** – The Council RESOLVED to re-adopt this.

**(g) Complaints Procedure** – The Council RESOLVED to re-adopt this.

**(h) Equal Opportunities** – The Council RESOLVED to re-adopt this.

**(i) Health and Safety** – The Council RESOLVED to re-adopt this.

**(j) Grievance and Disciplinary** – The Council RESOLVED to re-adopt this.

**(k) Staff Expenses** – The Council RESOLVED to re-adopt this.

**(l) Document Retention** – The Council RESOLVED to re-adopt this.

**(m) Habitual and Vexatious Complaints** – The Council RESOLVED to re-adopt this.

11. **Schedule of Meeting Dates** It was RESOLVED that the following dates be accepted to hold the Council meetings at Ulcombe Village Hall starting at 7.15p.m unless otherwise notified.

5 June 2025

3 July 2025

7 August 2025

4 September 2025

2 October 2025

6 November 2025

4 December 2025

8 January 2026

5 February 2026

5 March 2026

2 April 2026

7 May 2026

Annual Parish Meeting 2026 – 21 May 2026 (Provisional).

## 12. **Appointment of Councillors to Assigned Roles**

It was RESOLVED to appoint the following:-

Authorised Cheque Signatories for Natwest: Cllr Barlow, Cllr Charlton, Cllr Diamond and Cllr Sharp and Cllr Titchener, Parish Clerk Helen Anderson (Admin). It was RESOLVED for Cllr Boland to be added. It was also RESOLVED to appoint all of the above to the Online Banking application.

Authorised Cheque Signatories for Unity Bank: It was RESOLVED to close this account.

Remembrance Sunday: Cllr Titchener (Chairman).

Weekly Play Area Inspections: Cllr Barlow and the Clerk

Finance: Cllr Titchener.

### **(b) Appointments of Councillors to other External Committees/Bodies**

It was RESOLVED to appoint the following:-

KALC Maidstone Area Committee: Cllr Sharp and Cllr Titchener.

Village Hall Management Committee: Cllr Sharp.

MBC/Police Ward Cluster Meetings: Cllr Titchener (Chairman) and Cllr Diamond.

Appointment of other roles to:-

Footpaths: Cllr Diamond.

Pond and Tree Warden: Cllr Diamond.

Speedwatch Lead: Rhian Banham.

(c) It was RESOLVED to re-adopt a training/learning and development schedule for Councillors and clerk.

(d) It was RESOLVED to publish a contact sheet to include only the Councillor's name and email address, apart from Cllr Titchener whose mobile telephone number would also be included.

(e) It was RESOLVED for the clerk's contact details to be listed as their home postal address, mobile telephone number along with the Council's own dedicated email address.

### **13. Finance**

#### **(a) Receipts of Income**

Maidstone Borough Council      Precept 2025/2026      £26,590.00

(b) It was RESOLVED to agree that the following payment was made:-

Amesis	002478	Litter Picking	337.50
T Sharp	002479	Handrails	345.57
EDF Energy	Direct Debit	Pavilion Electricity	113.20
Ulcombe Vill Hall	002480	Hall Hire	45.50
L Robbins	002481	Internal Audit	140.00
Mijan Ltd	002482	Subscription	108.00
Clear Councils	002483	Insurance	1121.58
H Anderson	002484	Salary	640.80
HMRC	002485	Tax & NI	217.57
H Anderson	002486	Expenses	47.23
Kent Air Ambulance	002487	Donation	500.00
Ionos	Direct Debit	Subscription	30.00
<b>Total</b>			<b>£3,646.95</b>

(c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 15 April 2025 was £28,083.12 for the main current account and as of 15 April 2025 was £32,064.74 for the reserve account. It was

RESOLVED to transfer £12,000 from the current account to the 95 day savings account and £27,000 from the reserve account to the 95 day savings account.  
(d) The S137 expenditure limit for 2025/2026 was noted as £11.10 per elector.

**14. Correspondence**

- (a) An email was received from a local resident regarding travel disruption along Eastwood Road. This was noted and placed on file.
- (b) Notification was received of the Mayor's Civic Parade on 17 May 2025. This was noted.
- (c) Notification was received of a KALC Extraordinary Meeting on 19 June 2025. Cllr Titchener to attend.

**15. Parish Infrastructure Plan**

- (a) It was RESOLVED to distribute the survey via the online platform Survey Monkey, taking out an approximate two-month subscription. Paper copies would be available on request.

**16. Kent Highways Improvement Plan** – Cllr Titchener gave a brief update following email correspondence with Greg McNichol.

**17. Play Area/Recreation Ground**

- (a) The monthly play area inspection was received. There are some remedial works to the wetpour surface required. Agenda item for June.

**18. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the June 2025 meeting.**

No items were raised.

**Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.**

19. Cllr Titchener gave a brief update on the responses received regarding the document retention issue.

The Meeting closed at 9.20pm

**Approved by:**

**Date:**