

TOVIL PARISH COUNCIL

YMCA Community Centre, Barfreton Close, Tovil, Maidstone,
Kent, ME15 6FG



Minutes of the Full Council Meeting held on Monday 12th May 2025 at Tovil Working Men's Club which followed on from the Annual Meeting of the Parish Council.

Chairman: Cllr P Wilby

Those Present: Cllrs T Hemsted, F Willson, E Lewis, A Smith, A Hogg, S Hogg, P Thomas, A Chew, M Hogg (from 19:19).

Ms Rachel Newcomb – Clerk

Those in attendance: a member of the public.

BUSINESS TO BE TRANSACTED

1.
 - (a) **Apologies for absence received by the Council.** Apologies received from Cllr B Stovell (personal reasons)
 - (b) **Declaration of Changes to the Register of Interests.** Paul Thomas declared that he has been elected for Maidstone South KCC. Clerk to provide a new DPI for completion.
 - (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.** None received
 - (d) **Requests for dispensation.** None received.
 - (e) **To confirm whether anyone in attendance intends to film or record the meeting.** Cllr A Hogg declared that she intended to record the meeting.

Public Session¹ (meeting Adjourned – minute book closed). Chairman to invite members of the public to make representations, answer questions or give evidence to any items listed on the agenda. A maximum of three minutes per person is allowed and the session will be closed after fifteen minutes.

2. **To agree the minutes of the meeting held on 14th April 2025, and the minutes of the meetings from; 11 November 2024, 16 December 2024 and 20th January 2025**

The minutes were taken as a true records, signed and initialled by the Chairman, with the following amendments:

14th April 2025 Agenda item, changed from restored planter to new planter.

¹ Tovil Parish Council, Public Participation Policy

11 November 2024 – Incorrect spelling of Tony Hemsted.

16 December 2024 – None required.

20th January 2025 – Amend precept figure to correctly reflect £86,437.00. Item 4.

Amendment to spelling of Cllrs Farris Willson and Alison Chew.

3. **To discuss and decide action:** Copyright Infringement to PA Media Licensing Group. Fee has been negotiated from £713.25 to £250.00. It was **AGREED** to pay the sum of £250.00.
4. **To discuss and decide action:** Repair of Burial Ground Wall. It was **AGREED** to proceed with the repair work as quoted at £12,500.00.
5. **By way of Special Motion.** Recall of Agenda item 3 from the Full Council Meeting of the 14 April 2025, for further discussion. It was **AGREED to confirm** the **RESOLUTION** from the 14th April. £10,000.00 to be moved from Legal & Professional Services Reserve to the Neighbourhood Plan Reserve to allow for the progression of the Neighbourhood Plan.
6. **By way of Special Motion.** Recall of Agenda item 22 from the Full Council Meeting of the 14 April 2025, for further discussion. It was **AGREED** that an **AMENDMENT** be made to the original **RESOLUTION** of the 14th April: That the grant total of £4000.00 remains, however it would be provided to Tovil Seniors Club on a monthly basis. It was **AGREED** that an expenditure & attendance report be provided to TPC and if for any reasons the Seniors Club ceased to operate then all remaining money would be returned to TPC.

Meeting adjourned at 20:20 by Cllr Paul Wilby. Meeting continued at 20:22.

7. **To discuss and decide action:** Concerns surrounding the lack of lighting on PROW 0274/KB50/1 that runs alongside Lidl. It was **AGREED** to purchase a single solar light as an interim test, and for the Clerk to contact Lidl to investigate the possibility of mounting the lights on their boundary fence.
8. **To discuss and decide action:** Concerns raised of continuing and increasing anti-social behaviour in the community and what can be done. It was **AGREED** the Clerk write to the Kent Police Commissioner to request an additional local community officer to help Police the area as it is currently far too large an area for one officer.
9. **To discuss and decide action:** CIL funds to be used to purchase a mobile CCTV unit for Millers Wharf. It was **AGREED** to defer this item until further information is sought from the Clerk.

21:00 Cllr P Wilby requested an extension for the meeting to be able to continue. This was agreed.

10. **To discuss and decide action:** Concerns surrounding hoarding at sites at Launder Way and the YMCA. Cllr P Wilby provided an update. It was **AGREED** to write a letter to MBC Planning Enforcement in support of the current enforcement actions against the site's owners.
11. **To discuss and decide action:** A Community event for 2025? Can the Parish Council support with an event to help engage young people/youths in the community. Cllr P Wilby advised of an event taking place at Hayle Park Nature Reserve which the local Brownies and Scouts had been invited to attend. It was **AGREED** to defer this item to the June meeting. When further information will be sought on local Youth Councils.

12. **To discuss and decide action:** A request received from the Valley Conservation Society to purchase a 1 tonne bag of both Type 1 and Ballast, total cost of £120. It was **AGREED** to purchase £120 of materials on behalf of VCS.
13. **To discuss and decide action:** Request for KCC to install double yellow lines down Straw Mill Hill, outside of the Rose Court Flats. It was **AGREED** that a request be made for single yellow lines on Straw Mill Hill to mirror restrictions in Hayle Mill.
14. **To discuss and decide action:** Purchase of summer bedding plants for the planters within the Parish. It was **AGREED** to purchase of up to £200 worth of summer bedding plants and compost.
15. **To discuss and decide action:** Next steps in relation to the domain change over with council emails. The Clerk provided an update. Clerk to provide details of next steps by email to Cllrs
16. **Finance**
- a) **To approve the Payments Schedule for May** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.
 - b) **To note the bank reconciliation for April in conjunction with the Bank Statement.** - Chairman and another Councillor signatory to sign and date the reports
 - c) **To receive the payments and receipts report for April.**
 - d) **To note the Progress against the Budget Report.** (*Monthly forecast of Payments & Receipts*)
 - e) **To note the Year End bank reconciliation for March 2025 in conjunction with the Bank Statements.** - Chairman and another Councillor signatory to sign and date the reports
 - f) **To receive the Year End payments and receipts report.**
 - g) **To note the Councillors authorising payments for May on behalf of the Council.** Paul Wilby and Alison Chew to Authorise payments.
 - h) **For a variable Direct Debit** to be set up to cover NI and Tax to HMRC on a monthly basis. This was **AGREED**.

ACU IT - IT Services	£ 239.26
ACU IT - Ad hoc support - Change authenticator, set clerk up.	£ 113.40
Smart Traffic Ltd - Grit for new salt bin	£ 170.78
DMS Graphics - Interpretation Boards (50% deposit)	£ 3,000.00
PA Media Group - Copyright Infringement	£ 250.00
KALC - Nuts and Bolts of Clerking	£ 60.00
SLCC - Clerk ILCA Course	£ 144.00
MBC (Licence fee) for planter located at Postley Road/Forest Hill	£ 122.50
MBC - Bins (Presumed invoice is for Mar/Apr)	£ 515.66
VCS - Crisbrook Meadow materials (from £200 budget)	£ 120.00
Valley Conservation Society - Repair of Cripple Street sign	£ 150.00
Nest - Pension (1 - 31 May)	£ 181.82
HMRC - NI/Tax (6 Mar - 5 Apr)	£ 657.94
HMRC - NI/Tax (6 Apr - 5 May)	£ 402.75
ASAP Drains - Manhole Repair Cover	£ 260.00
Annual Parish Meeting - Food Costs	£ 150.00
Clerk Salary - May	£ 2,033.98
Clerk Expenses - Printer Ink	£ 11.59
XLN - Phone	£ 113.45
Total	£ 8,457.87

17. Questions from Cllrs – for information only (Limited to 15 minutes).

These were noted, and any applicable items added to the agenda for the next Full Council Meeting.

Meeting closed at 21:41

Actions

Action	Responsibility
Pay PA Media Licensing	Clerk
To advise Alan Turner (Burial Ground Wall Repair) of successful quotation	Clerk
To move £3500 from Grounds Maintenance into Burial Wall Reserve	Clerk
To move £10,000.00 from Legal & Professional Services Reserve to Neighbourhood Plan Reserve	Clerk
To arrange for payment of £333.33 to be made to Tovil Seniors Club for a period of 12 months, once bank details are received from the same.	Clerk
Make contact with Lidl to enquire about security lighting on PROW 0274/KB50/1	Clerk
Purchase of 1 Solar Light – to claim back as expenses	Cllr P Wilby
Draft & Send letter to Kent Police Commissioner to request another local community officer.	Clerk
Arrange a further information call with Swale Borough Council Ref. CCTV	Clerk
Draft & Send letter to MBC in support of the enforcement at Launder Way and YMCA to improve the site.	Clerk
Contact KCC to better understand their Youth Council	Cllr P Wilby
Contact other local Parish Councils to learn about youth programmes and Councils	Clerk
To arrange for order and payment of materials for Crisbrook Meadow on behalf of VCS	Clerk

Application for request of single yellow lines at Straw Mill Hill	Clerk
To arrange collection and purchase of summer bedding plants and compost	Cllrs M Hogg, S Hogg and A Chew
Provide email domain change over next steps by email to Cllrs	Clerk
Arrangement of a variable Direct Debit to be set up for all HMRC payments	Clerk

18. Date and details of next meeting – Monday 9th June at 7pm.

Chairman _____ **Date** _____