

TOVIL PARISH COUNCIL

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



Minutes of the Full Council Meeting held on Monday 9th June 2025 at 7pm at Tovil Working Men's Club.

Chairman: Cllr Paul Wilby

Those Present: Cllr Eileen Lewis, Farris Willson, Alan Smith, Abigail Hogg, Michael Hogg, Paul Thomas, Susan Hogg and Bryan Stovell.

Ms Rachel Newcomb – Clerk

Those in attendance: Members of the public.

BUSINESS TO BE TRANSACTED

1.
 - (a) **Apologies for absence received by the Council.** Apologies were received from Cllrs A Chew (Illness) and T Hemsted (Personal reasons)
 - (b) **Declaration of Changes to the register of interests.** Cllr P Thomas, declared that he is awaiting confirmation on the KCC Planning Committee for Maidstone.
 - (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.** Cllr P Wilby advised that he would not partake in discussion of Item 15.
 - (d) **Requests for dispensation.** None received.
 - (e) **To confirm whether anyone in attendance intends to film or record the meeting.** Cllrs A Hogg declared her intention to record and A Smith to record agenda item 20.

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 meetings.**
 - (a) The minutes of the full council meeting of the 12th May were **Agreed** and signed.
 - (b) The minutes for the finance committee meeting of the 21st May 2025 were **Agreed** and signed.

¹ Tovil Parish Council, Public Participation Policy

Cllr P Wilby proposed to move Item 3. Finance to the end of the meeting. This was **Agreed**.

4. Annual Governance and Accountability Return

- (a) To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2024 -25. **Noted and Approved**
- (b) To approve Annual Governance Statement 2024/25 (Section 1) **Approved**
- (c) To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2024/25. **Noted and Approved.**
- (d) To approve The Accounts & Accounting Statements (Section 2) 2024/5. **Approved**
- (e) To note the period for the exercise of public rights 17 June 25 – 28 July 25. **Approved.**

6. To receive the Financial Risk assessment and recommendations from the Internal Auditor. This was noted that it has been received prior to the meeting by email.

7. To discuss and decide action: Previous agenda item from 14 April Full Council meeting in reference to Parish Online, free trial ends on 30/6/25 councillors have all had access. Do we renew at a cost of £190 per annum. It was **Agreed** to not extend the licence further than the free trial period.

8. To discuss and decide action Appointment of TPC-nominated trustee to the Hayle Park Nature Reserve. The Council were made aware that Cllr B Stovell's term had ended. Cllr B Stovell was nominated and seconded to continue appointment, this was **Agreed**.

9. To discuss and decide action For the Clerk to be added as an Administrator to the Natwest Account. It was **Agreed** for the Clerk to be added as an administrator for the Natwest account.

10. To discuss and decide action Finalise the meeting schedule for the remainder of the year and into March 2026. Second Monday of meeting of each month. It was **Agreed** to book all full council meetings for the second Monday of each month through until March 2026, other than August 2025.

11. To discuss and decide action Review of the Council's Policy documents, in groups. To agree working parties to review the following groups of policies –

- Complaints (2 policies)
- Council Policies (there are 17 of these – suggestion of 2/3 different working groups)
- HR Policies (7 policies)
- GDPR (6 policies)

It was **Agreed** for the Clerk to create suggestions and changes to the policies and send out to Councillors for review. It was **Agreed** for Cllr P Wilby to Chair working party sessions and for Cllr Wilby to provide some dates for the working party sessions.

12. To discuss and decide action Possible reinstatement of a Tovil newsletter. Historically quarterly. It was **Agreed** for a Tovil Newsletter to be created on a 6 monthly basis, prior to

the APM and 6 months after. It was Agreed to provide news bulletins online to a database of residents, for the newsletter to be available digitally and also by hard copy.

13. **To discuss and decide action** Youth Council Updates – KCC and Kingsnorth PC - Discussion of youth services report. It was **Agreed** for a needs survey to be included in the first edition of the Newsletter to see if there was a need for children and young people aged 11-19 years old. It was Agreed that during the working parties in Agenda item 11 a Youth Council Policy would be discussed also.
14. **To discuss and decide action** Review quote received from ALE Business for Phone/Broadband. Currently pay £94.54 plus VAT, they can offer us same setup for £67.15 plus VAT, saving of £27.39pm annually £328.88. It was **Agreed** for the telephone and broadband provider be moved to ALE. It was also requested for the Parish Office number to be diverted to the Clerk during the summer office closure. It was **Agreed** that this would be looked in to with the changeover of supplier.

Cllr P Wilby relinquished the Chair to Cllr A Smith who chaired Item 15.

15. **To discuss and decide action** Review possible planning breach at River Industrial Estate Wharf Road, change of standard entry door to car openings. No planning application on MBC planning portal. It was **Agreed** for the Clerk to contact Maidstone Planning department about a potential planning breach.

Cllr P Wilby resumed the Chair for item 16 onwards.

16. **To discuss and decide action** Outstanding invoice and communication received from Rialtas. It was **Agreed** for the outstanding invoice to be settle along with communication to make clear that all payments would then be settled and nothing further due to Rialtas.
17. **To discuss and decide action** Quote received for maintenance work on car park vicinity. It was **Agreed** to proceed with the quote provided by J&W, with the appropriate insurance and documents being received prior to work commencing.
18. **To discuss** Conduct of Parish Councillors at meetings and community spirit for voluntary organisations and groups. Cllr P Thomas spoke about his thoughts on community spirit. Cllr P Wilby mentioned that all Councillors are signed up to the code of conduct.
19. **To discuss and decide action.** To confirm the end of the Clerk's probationary period. It was **Agreed** that the Clerk has successfully completed her probationary period.
20. **To receive correspondence for review:**
- Communication received from resident about overhanging branches of trees in the St Stephens Square vicinity. It was noted that Maidstone Borough Council are looking to cut back the overgrown trees and to plant Hawthorn bushes to deter access. It was suggested for comments to be passed to MBC that a possible Badger set was in vicinity of Graveyard. Cllr Paul Wilby will speak to MBC re phone lines and surrounding branches.
 - Review communication received about Padel Courts within Tovil Parish –No applicable land available, Clerk to refer communication to MBC and YMCA for possible venues.

- Traffic conditions at Courtenay Road/Old Tovil Road, contributed by bus layout change, impact on residents. It was Agreed for the item to be added to the HIP to review, for an improved solution.
- PROW at Lidl, update from Clerk and next actions. **Nothing to report.**
- Review email from East Farleigh Parish Council re. Operation Scarecrow. It was **Agreed** to add to the Agenda for July. A possible Speedwatch in Tovil was discussed awaiting further information.
- Discussion of further bins and placements along the river side following communication from resident. For the Clerk to contact the resident to advise that bins in situ are for litter and dog waste, it was Agreed that no further bins would be placed in the area currently.

3. Finance

- To approve the Payments Schedule for June** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices. Agreed.
- To note the bank reconciliation for May in conjunction with the Bank Statement.** - Chairman and another Councillor signatory to sign and date the reports. Noted.
- To receive the payments and receipts report for May. Noted**
- To note the Progress against the Budget Report.** Noted
- To note the Councillors authorising payments for June on behalf of the Council.** Cllrs Paul Wilby and Cllr A Smith would authorise the payments for June.

<u>Description</u>	<u>Invoice (£)</u>
ACU IT - IT Services	£ 240.14
ALE (Siemens) Photocopier/Printer	£ 153.26
XLN (Telephone & Broadband)	£ 113.45
Roger Taylor Consulting - Internal Audit	£ 450.00
Michael Hogg - Compost	£ 34.90
Alison Chew - Summer Bedding Plants	£ 104.14
Clerk Salary - June	£ 2,033.98
HMRC - NI/Tax	£ 323.25
Nest - Pension (1 - 30 June)	£ 181.82
ACU IT - Month Services	£ 240.46
ACU IT - IT Support ad hoc	£ 50.40
Rialtas - Overdue Payment	£ 1,188.00
YMCA - annual office rent 25-26	£ 3,000.00
Homeleigh / VCS Materials - Not actioned in May	£ 120.00
KCC - Licence for Planter - not actioned in May	£ 122.50
VAT Element of KALC Subscription for 2025	£ 233.00
Michael Hogg - Liner for Planter	£ 9.99
Eileen Lewis - Payment of Repair Café Intl	£ 40.73

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

Provided for information purposes only on a separate sheet.

Actions

To provide an updated and signed DPI to the monitoring officer on behalf of Cllr Paul Thomas	Clerk to action
To file and send the 24/25 Audit to the external auditors with all relevant paperwork	Clerk to action
To provide notice of the exercise of public rights on the website and noticeboards as of 16 th June 2025.	Clerk to action
For the Parish Online Mapping tool to not be extended post the free trial	Clerk to action
For a letter to be drafted to add Clerk as an administrator for the Natwest Account	Clerk to action – Draft letter completed, ready for signature at the finance committee meeting.
To display confirmed meeting dates for full council on the website and book with the Working Men's Club	Clerk to action
To suggest any necessary amendments to Council Policies and to send to all Cllrs prior to working party	Clerk to action policy drafting. Cllr P Wilby to provide suggested dates for working parties
To start the preparation and design of Newsletter for Tovil in readiness for October – 1 st edition	Clerk to action
For a needs survey for a Youth Council to be added to the newsletter	Clerk to action
For the change or provider for our telephone and broadband services	Clerk to action
Contact MBC for possible planning breach at the River Industrial Estate, Wharf Road	Clerk to action
For the Rialtas invoice to be paid and for communication to be sent to confirm that all outstanding debt is clear	Clerk to action
To instruct J&W to carry out work at the car park	Clerk to action – this has been done and relevant documents requested
Communication actions	Clerk to action – these have all been done.
To provide HIP contact details to Cllr A Smith	Clerk to action – done
Items to be added to relevant Agendas	Clerk to action – done

Date and details of next meeting – Monday 14th July at 7pm.

Meeting ended at 20:58

Chairman's Signature

Date