

TOVIL PARISH COUNCIL

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



Minutes of the Full Council Meeting held on Monday 14th July 2025 at 7pm at Tovil Working Men's Club.

Chairman: Cllr Paul Wilby

Those Present: Cllrs Alan Smith, Tony Hemsted, Farris Willson, Alison Chew, Bryan Stovell, Abigail Hogg, Paul Thomas and Susan Hogg.

Ms Rachel Newcomb – Clerk

Those in attendance: 1 member of the public.

BUSINESS TO BE TRANSACTED

1.
 - (a) **Apologies for absence received by the Council.** – Cllr Eileen Lewis (*Personal reasons*) and Cllr Michael Hogg (*Work Commitments*)
 - (b) **Declaration of Changes to the register of interests.** *None received.*
 - (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.** Cllrs Abigail Hogg declared her intention to record.

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.**
*The minutes of the full council meeting of the 9th June 2025 were **Agreed** and signed.*
3. **Finance**
 - a) **To approve the Payments Schedule for July** – *Payment schedule was approved and signed.*
 - b) **To note the bank reconciliation for June in conjunction with the Bank Statement.** - Chairman and another Councillor signatory to sign and date the reports. *Noted*
 - c) **To receive the payments and receipts report for June.** *Received*
 - d) **To note the Progress against the Budget Report.** *Received*

¹ Tovil Parish Council, Public Participation Policy

- e) **To note the Councillors authorising payments for July on behalf of the Council.** *Cllr Paul Wilby and Cllr Alison Chew would authorise the payments for July.*

<u>Payment Run</u>	<u>Description</u>	<u>Invoice (£)</u>
Jul-25	TWMC - Meeting Room Hire - Mar- Jun	£ 200.00
Jul-25	Clerk Salary - July	£ 2,022.83
Jul-25	Clerk Salary - August	£ 2,022.83
Jul-25	HMRC	£ 1,049.85
Jul-25	Nest - Pension July	£ 181.82
Jul-25	ACU IT - Monthly Charge	£ 241.88
Jul-25	ACU IT - Ad hoc services	£ 126.00
Jul-25	ACU IT - Box of paper	£ 30.00
Jul-25	Tovil Seniors Club - April	£ 250.00
Jul-25	Tovil Seniors Club - May	£ 250.00
Jul-25	Tovil Seniors Club - June	£ 350.00
Jul-25	Tovil Seniors Club - July	£ 350.00
Jul-25	XLN - Telephone & Broadband	£ 113.45
Jul-25	ACU IT - Replacement Hardrive	£ 207.67
Total		£ 7,396.33

4. **To discuss and decide action:** The item is to have a policy that Borough and County councillors cannot hold the position of Chairman or Vice Chair on Tovil Parish Council. *After a short discussion it was **Agreed** by a majority vote to not to have such a policy.*
5. **To discuss and decide action:** Councillors who are members to groups (ie Hayle place Nature Reserve, Valley conservation, TAG, CAT. Etc) when items come to council asking for funds should not be able to vote. *It was proposed that Councillors can vote on items, as long as pecuniary interests were declared on item-by-item basis. This was **Agreed**.*
6. **To discuss and decide action:** In relation to communication received from East Farleigh Parish Council in reference to Operation Scarecrow. The Clerk read aloud the email received from East Farleigh Parish Council. *It was proposed and **Agreed** for the Clerk to send an email in support, also to advise that TPC are interested in understanding more about Operation Scarecrow.*
7. **To receive External reports and updates:** *It was noted that no Police report had been received however the Clerk had previously sent out notes from the latest Ward Cluster meeting. Cllrs Paul Thomas and Paul Wilby provided an update.*
8. **To discuss and decide action:** Communication received from KCC about a Community Transport Grant, application deadline 30/9. *It was proposed and **agreed** for the Clerk to forward the details to the following community groups - Tovil Seniors Club, Archbishop Courtenay Primary School.*
9. **To approve the Standing Orders update – from the NALC model 2025.** *It was proposed and **agreed** to accept all other amendments except; “Chairman rather than Chair” and “business in relation to the Parish” not “items on the agenda”.*
10. **To discuss and decide action:** for the Clerk to undertake her FILCA at a cost of £144.00. *It was proposed and **agreed** for the Clerk to undertake the FILCA course.*

11. **To discuss and decide action:** The way forward with the donation previously supplied to the YMCA to host a basketball club, due to lack of attendance. *After a short discussion it was proposed and **agreed** that the funding is returned to TPC. This funding would then be utilised for some children's activities within Tovil over the summer holidays.*
12. **To discuss and decide action:** Draft Statement of Licensing Policy 2026-2031 - Request for comments. *It was proposed and **agreed** for the "Ask Angela" training to be mandatory for all licensed premises.*
13. **Questions from Cllrs** – for information only (Limited to 15 minutes)

Date and details of next meeting – Monday 8th September at 7pm
Meeting Closed at 20:17

Actions

Set up payments for July in accordance with the Payment schedule	Clerk – done
Email to East Farleigh Parish Council in relation to Operation Scarecrow	Clerk – done
To forward on the email received in relation to the grant funding for a community transport scheme	Clerk – done
To update the Standing Orders as Agreed and add to website	Clerk – done
To book the FILCA Couse	Clerk – done
Email to YMCA	Clerk – done
Respond to MBC re drafted licensing policy	Clerk – done

Chairman's Signature

Date