

TOVIL PARISH COUNCIL

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



I give you notice that a Meeting of The Full Council will be held on Monday 13th October 2025, at 7pm at the Tovil Working Men's Club.

Members of the public are invited to attend the meeting; the Chairman will close the minute book during the meeting and commence the public session¹. Each member of the public will have three minutes to speak to the Council.

All members of the Council are summoned to attend, consider, and resolve upon the business to be discussed. The agenda is set out below.

Rachel Newcomb

Rachel Newcomb

Clerk

Date 8th October 2025

BUSINESS TO BE TRANSACTED

1.
 - (a) Apologies for absence received by the Council.
 - (b) Declaration of 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.
 - (d) Requests for dispensation.
 - (e) To confirm whether anyone in attendance intends to film or record the meeting.
 - (f) To receive and agree any decision regarding any item to be taken as confidential.

Public Session² (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.**
To agree the minutes of the Full Council meeting held on the 8th September 2025, the minutes will be taken as read, then signed and initialled by the Chairman.

3. **Finance**

¹ Tovil Parish Council, Public Participation Policy

² Tovil Parish Council, Public Participation Policy

- a) **To approve the Payments Schedule for October** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.
 - b) **To note the bank reconciliation for September 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 September.**
 - d) **To note the Progress against the Budget Report.**
 - e) **To note the Councillors authorising payments for October on behalf of the Council.**
- 4. **To receive updates from-**
County and Borough Councillors (to include attendance of Cllr Stuart Jeffrey)
Police report
KALC Representative – Cllr Alan Smith (Latest KALC Meeting)
Clerk
 - 1. Tovil Seniors Club attendance and spending report
 - 2. To receive the updated Council Risk Assessment
- 5. **To receive:** The External Auditors report for year end 31 March 2025.
- 6. **To discuss and decide action:**
 - a) Whether as a Parish Council we will install CCTV firstly at the Riverside with a view to the cameras being able to be moved to other hotspots in the Parish when required.
 - b) Whether we apply for the grant of up to £2000.00 from the Police Property Fund for the funding of the CCTV.
 - c) To decide if we go ahead with point a) whether funds will be utilised from CIL funding.
- 7. **To discuss and decide action:** To review the quotes received for the replacement of the noticeboard situated at the YMCA and decide on a replacement.
- 8. **To discuss and decide action:** Council Policies – Review/amendments, and re-adoption of existing policies and adoption of new IT Policy.
- 9. **To discuss and decide action:** To review the grant request received from CAT.
- 10. **To discuss and decide action:** Correspondence received from Resident in relation to speed concerns on Old Tovil Road.
- 11. **To discuss and decide action:** Correspondence received from Resident in relation to parking on grass verge at Farleigh Hill.
- 12. **To discuss and decide action:** KALC COMMUNITY AWARDS SCHEME 2026
- 13. **To discuss and decide action:** Lights down PROW Reeds cut through 0274/KB50/1
- 14. **To discuss and decide action:** Grant application received from Greensands Health Centre
- 15. **To discuss and decide action:** To receive quotes for the Bench repair of the carved bench located alongside the Riverside Footpath

16. **To discuss and decide action:** Burial Ground Wall repair, to review quotes if received and discuss next actions.

17. **Planning Report:**

The following applications have been received by MBC:

None

The following applications have been APPROVED by MBC:

[25/502837/LAWPRO](#) 16 Postley Road Maidstone Kent ME15 6TR, Lawful Development Certificate for proposed erection of two single storey rear extensions: loft conversion with side and rear dormers: cycle store: and conversion of dwelling into 6 Bed 6 Person HMO (C4 use).

Notified by MBC 08/09/2025

25/502976/ADV Tovil Post Office 4 - 6 Church Street Tovil Kent ME15 6RB. Advertisement Consent for retrospective application for changes of top illuminated signage at front and side elevations.

Notified by MBC 16/09/2025

The following applications have been REFUSED by MBC:

None

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

Date and details of next meeting: Monday 10th November at 7pm