

TOVIL PARISH COUNCIL

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



Minutes of the Full Council Meeting held on Monday 8th September 2025 at 7pm at Tovil Working Men's Club.

Chairman: Cllr Paul Wilby

Those Present: Cllrs Abigail Hogg, Eileen Lewis, Susan Hogg, Michael Hogg, Paul Thomas, Bryan Stovell, Alan Smith, Farris Willson, Tony Hemsted.

Ms Rachel Newcomb – Clerk

Those in attendance: Several members of the Public were in attendance.

BUSINESS TO BE TRANSACTED

1.
 - (a) **Apologies for absence received by the Council.** Apologies were received from Cllr Alison Chew for personal reasons.
 - (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.** Cllr Abigail Hogg declared an 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 the full council meeting from the 14th July 2025.** The minutes were agreed and signed by the Chairman.

3. Finance

- a) **To approve the Payments Schedule for September –** Approved.
- b) **To note the bank reconciliation for July and August in conjunction with the Bank Statement.** Noted.
- c) **To receive the payments and receipts report for July and August.** Received.
- d) **To note the Progress against the Budget Report.** Received.
- e) **To note the Councillors authorising payments for September on behalf of the Council.** Cllrs Alan Smith and Cllr Paul Wilby will authorise the payments for September.

¹ Tovil Parish Council, Public Participation Policy

	<u>Description</u>	<u>Invoice (£)</u>
Sep-25	Clerk Expenses - August	
Sep-25	Clerk Salary - September, includes back pay.	
Sep-25	Nest - Pension August	
Sep-25	Nest - Pension September	
Sep-25	SLCC - Clerks FILCA Qualification	£ 144.00
Sep-25	ACU IT ad hoc support - Jul	£ 75.60
Sep-25	ACU IT - Monthly Charges - Jul	£ 241.88
Sep-25	ACU IT - Monthly Charges - Aug	£ 252.36
Sep-25	KALC - Nuts & Bolts Training Dec 24 (4 Cllrs)	£ 240.00
Sep-25	Tovil Seniors Club - August	£ 300.00
Sep-25	Tovil Seniors Club - September	£ 200.00
Sep-25	XLN - Telephone & Broadband	£ 113.45
Sep-25	Data Protection Fee	£ 52.00
Sep-25	Parish Council Websites	£ 376.80
Sep-25	Insurance Renewal 25/26	£ 2,425.85
Sep-25	MBC Bins June - not received - overdue ltr rcvd	£ 257.83
	Total	£ 7,470.29

4. **To discuss and decide action:** Compulsory purchase of land at Launder Way. It was **agreed** that the possibility of compulsory purchase of the land at Launder Way would be investigated and additional information sought to Full Council.
5. **To discuss and decide action:** To request MBC to clean bus shelter at Straw Mill Hill. Cllr Paul Wilby advised that a bid has been put in for this bus shelter to be replaced. It was **agreed** that if the bid was not successful, then TPC would request MBC to clean it.
6. **To discuss and decide action:** The next steps and progression of the repair of the burial ground wall along with the iron railings and gate. After a short discussion it was **agreed** to return to the estimate from the 1st quote for the repair of railings and the wall, estimate was in region of £55k, to go ahead with a reviewed estimate to repair railings and wall.

Cllr A Hogg left meeting at 19:57

7. **To discuss and decide action:** Car Park maintenance and tidy up. It was **agreed** for Pearson's to carry out the work as previously quoted for the expenditure to come out of the Grounds Maintenance budget.

Cllr A Hogg returned to the meeting at 20:04

8. **To discuss and decide action:** Email received from MBC in reference to Bus Shelter Replacement/Repair Grants. It was **agreed** not to proceed with a grant application.
9. **To Note:** The Local Government Pay Claim 2025/26. This was noted by Cllrs.
10. **To discuss and decide action:** To host a Fraud Prevention Presentation in conjunction with Kent Police. It was **agreed** for the Clerk to action and to host it at 1 St Stephen's Square.

11. **To discuss and decide action:** Purchase of Land – Straw Mill Hill. It was **agreed** to not proceed with the land purchase.
12. **To discuss and decide action:** Tovil Parish Council to support or host a coffee morning on the 26th September for Macmillan Cancer Research. It was **agreed** for the event to be hosted at 1 St Stephens Square. A budget of £50 to be spent on tea/coffee/cake, Clerk to support with event as necessary.
13. **To discuss and decide action:** Insurance renewal for the Council. It was **agreed** to accept the quote and go ahead with the insurance renewal.
14. **To discuss:** Projects for 2026/2027 to then be considered when discussing budget. Cllrs shared the below projects to be discussed further when preparing the 2026/2027 budget.
- Review current and historical projects to bring to fruition
 - Bingo or Quiz night
 - More community events
 - Carrying on with the repair Café 4/5 events planned for 2026
 - Burial Ground
 - Complete existing projects – increase planters in the Parish
 - Village Hall/Community Centre – no location known.
 - ASB project and neighbourhood plan. Increase budget?
 - MBC strong arts initiative or should we look at doing something ourselves.
15. **To discuss and decide action:** Request for Motions for KALC AGM – It was **agreed** for KALC representative Cllr Farris Willson to request a motion of more funding autonomy for Parish Council.
16. **To receive updates from-**
County and Borough Councillors – Updates were received from Cllrs Paul Thomas and Paul Wilby.

Police report – Clerk read out the report and it was noted by Cllrs.

Clerk

- 1. Review of 1st Edition of Newsletter – Noted.
 - 2. CCTV Quotes received – Clerk shared the 2 quotes with Cllrs.
 - 3. Tovil Seniors Club attendance and spending report. Shared by Clerk and Roger Hyde updated Cllrs.
 - 4. Correspondence received from Residents reference to Launder Way.
17. **Planning Report:** It was **agreed** to send comments in reference to 25/503604/FULL in favour of the planning for Bockingford Cottage. Clerk to action.
18. **Questions from Cllrs** – for information only (Limited to 15 minutes)

Date and details of next meeting – Monday 13th October at 7pm.

Meeting Closed at 21:01

Actions

Payments for September	Clerk to action, Cllrs Paul Wilby and Alan Smith to authorise.
To gather further information in reference to the Compulsory purchase of land at Launder Way	Cllr Paul Wilby and Clerk
Bus Shelter at Straw Mill Hill - See if bid for replacement is successful, if not then request for MBC to clean it – Clerk	Clerk – awaiting result of grant outcome in November.
Burial Ground Wall – to look at historical quote for repair of wall and railings.	Clerk – in process
Car park maintenance – to instruct Pearsons	Clerk – done
Fraud Prevention event	Clerk to arrange – done, booked for 18/11/25
Macmillan Coffee Morning	Clerk to arrange – done
Insurance renewal	Clerk to process renewal - done
Projects for 2026/2027	Clerk to review in readiness for budget preparation - done
Newsletter	Send to Cllrs for review and to add the contact details for the Repair Café and Tovil Seniors Club, for Chairman Cllr Paul Wilby to provide a short summary of TPC work. Print by Solopress, for early October. Done
CCTV	Engage with the Police advice surrounding CCTV – possible meeting with residents and council. Update - Dawn Clarke. Speak to Matthew Scott re funding for CCTV.
Planning	Clerk to send support comment. Done

Chairman's Signature

Date
