

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 9th February 2026, 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 4th February 2026

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.**
 - a) To agree the minutes of the Full Council meeting held on the 12th January 2026, the minutes will be taken as read, then signed and initialled by the Chairman.

¹ Tovil Parish Council, Public Participation Policy

² Tovil Parish Council, Public Participation Policy

- 3. Finance**
- a) **To approve the Payments Schedule for February** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.
 - b) **To note the bank reconciliation for January in conjunction with the Bank Statement.** - Chairman to sign and date the reports
 - c) **To receive the payments and receipts report for January.**
 - d) **To note the Progress against the Budget Report.**
 - e) **To note the Councillors authorising payments for February on behalf of the Council.**
- 4. To receive updates from-**
- County and Borough Councillors
 - Police report
 - KALC Representative
 - Tovil Seniors Club
 - Clerk’s report
- 5. To receive:** The Projects and Actions Tracker
- 6. To receive:** A presentation from Andrea Griffiths of CRPE Kent, for the Council to decide whether to join as members at a cost of £5pm.
- 7. To discuss and decide action:** Whether the Parish Council wishes to install a Defibrillator and whether there is a suitable location.
- 8. To discuss and decide action:** Whether the Parish Council or local groups would like to participate in the ‘Maidstone Big Day Out’ taking place on Saturday 13th June.
- 9. To discuss and decide action:** Review and re-adoption of remaining policies
- I. Pay Policy
 - II. IT Policy (must be agreed and adopted no later than 31/03/26)
 - III. Co-option Policy
 - IV. Fire Safety and Emergency Evacuation Policy
 - V. Health & Safety Policy
 - VI. GDPR Breach Notification
 - VII. GDPR Document Retention Policy
 - VIII. GDPR General Privacy Notice
 - IX. GDPR Subject Access Procedure
- 10. To discuss and decide action:** To provide a letter in support of the amendments/alterations on the CAAMP Document in reference to the Loose Valley Conservation Area. Cllr Alan Smith provided some further information.
- 11. To discuss and agree:** Whether to proceed with the drafted HIP pre consultation engagement survey created by the Clerk, and to approve the printing costs of £128.26 based on 1500 printed copies.

12. **To agree:** For the Clerk to be added as Programme Administrator for the Corporate Purchase card with Unity Trust, and for the removal of all unnecessary card holders and/or administrators.
13. **To discuss and decide action:** For Tovil Parish Council to support the movement of an existing lamppost on Hayle Mill Road to provide protection of the Listed Building of Hayle Mill from traffic damage.
14. **To discuss and decide action:** In relation to the request for the payment of the insurance policy for Hayle Park Nature reserve at a cost of £1251.21.
15. **Planning Report:**

The following applications have been APPROVED by MBC:

[Application number: 25/504475/FULL](#) 5 Pine Place Tovil Kent ME15 6EF, Garage conversion into a habitable room.

Notified by MBC 26/01/26

The following applications have been RECEIVED by MBC: None

The following applications have been REFUSED by MBC: None

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

Date and details of next meeting: Monday 9th March 2026 at 7pm