WESTERHAM TOWN COUNCIL

Minutes of the virtual Annual Council Meeting held on Thursday 6th May 2021 at 7pm

Present:	Councillors:	Mrs H Ogden (HO) Chairman Mrs L Bird (LB), Mr E Boyle (EB), Mrs D Coen (DC), Mr C Elsdon-Wortley (CEW) Mr B Holt (BH), Dr S Kay (SK), Dr J Lord (JL) from item 13 Mr C Pither (CP), Mr N Robson (NR), Mrs S Sheen (SS) and Mr K Thompson (KT)
In attendance:	Town Clerk:	Mrs A Howells (AH)
	Finance Officer:	Mrs D Marshall (DM)
		SDC Cllr Diana Esler

Item		Action
1.	**Election of a Chairman** Cllr Bird proposed that Cllr Ogden be appointed Chairman of Westerham Town Council for 2021/22; this was seconded by Cllr Sheen. There were no other nominations. Voting: Unanimous.	
2.	**Chairman's Declaration and Acceptance of Office** Cllr Ogden read this document to the meeting and signed it in the virtual presence of the Proper Officer.	
3.	**Election of a Vice-Chairman** Cllr Bird proposed that Cllr Boyle be appointed Vice-Chairman of Westerham Town Council for 2021/22 this was seconded by Cllr Ogden. There were no other nominations. Voting: Unanimous Cllr Boyle read the Declaration and Acceptance of Office document to the meeting and signed it in virtual presence of the Proper Officer.	
4.	**Apologies for Absence** None. Cllr Ogden reported that Cllr Alan Jowett had resigned from the Council with immediate effect, Cllr Jowett's expertise and experience would be greatly	

	missed. It was agreed Cllr Ogden would send a letter thanking him for all his hard work, patience and persistence.	
5.	**Declarations of Interest not previously declared** Cllr Elsdon-Wortley - Item 14 (Non-Pecuniary Interest)	
6.	**Membership and Chairman of Committees** A list of proposed membership of Committees and Chairman had been circulated; this was agreed.	
7.	**Representatives on outside bodies** Confirmed as: Parish Paths — tbc Crockham Hill Hall Committee Trustee — Deborah Coen KALC – Sevenoaks Area — Sharon Sheen Westerham Hall Management Committee — Bob Holt Police Liaison Councillor — Bob Holt Youth Councillor — Eddie Boyle Westerham Town Partnership — Eddie Boyle CPRE Kent — Stewart Kay/Clive Pither Edenbridge Partnership — Deborah Coen SDC Health Action Team — Town Clerk Barley Charity — Council Chairman, Council Vice-Chairman, Chairman of either Y&C or F&GP Edenbridge & Westerham Citizens Advice — Helen Ogden Westerham Sports Association — APFOS Cllr Flood Warden — Bob Holt/Keith Thompson Rural Market Towns — Bob Holt Crockham Hill WMPF Trust — 3 APFOS Committee/ + Crockham Hill Cllr /cllr	
8.	**Minutes of the Council Meeting on 15th March 2021** **It was resolved** to approve and sign the minutes of the meeting held on 15th March 2021.	
9.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** 4 Cllr Ogden reported that Westerham Hall was not going to be used as a vaccination centre. 7 Cllr Ogden reported that there had been no response to the letter; Cllr Ogden and the Clerk to follow up. 8 The initial meeting was to be held in May. 10 Two flags had been purchased. 11 The initial meeting was to be held in May.	HO/AH
10.	**Public Session** SDC Cllr Diana Esler reported that SDC Cllr Maskell and KCC Cllr Chard had	

	sent their apologies. Cllr Esler reported that from 25th May 2021 she would be Chairman of SDC and the focus of her year would be drawing attention to and celebrating all things in Westerham and Crockham Hill. Cllr Esler outlined the events she had planned so far and these would be circulated. The charity she would be supporting was DAVSS – Domestic Abuse Volunteer Support Service. Cllr Ogden congratulated her on behalf of Westerham Town Council.	AH
11.	**<u>Power of General Competence</u>** A paper had been circulated regarding the Power of General Competence and following discussion it was agreed that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965, WTC would adopt the General Power of Competence. **Resolved:** That from this date, until the next relevant annual meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) Order 2012 No. 965, WTC would adopt the General Power of Competence.	

12.	**<u>Holding of remote or face to face meetings</u>**
	Cllr Ogden had circulated a briefing paper regarding the return of face to face meetings. However advice had changed since the report had been circulated and face to face meetings should now be held subject to a risk assessment and the restriction of its premises. Following discussion the following was resolved:
	Resolved: In the light of the conflicting requirements of legislative requirements for Local Council meetings and Covid 19 restrictions Council resolved:
	• that having in mind its Duty of Care to Councillors, Council Officers and members of the public and the restrictions of its premises had conducted a risk assessment of its Chamber and would
	  o endeavour to hold its Committee meetings where a quorum of three plus an Officer was required face to face with suitable Covid safety measures in place and notice of these included in the issued agenda. The detailed arrangements would be delegated to the Committee Clerk in consultation with Chairmen. If meetings cannot be held safely, they would be postponed.
	  o postpone its Full Council meeting scheduled for July 12 until such time as the post June 21 Covid arrangements were clear.
	  o review these arrangements in the light of future announcements on Covid restrictions: these reviews to be conducted by the Chairman and Town Clerk.
		HO/AH

13.	**<u>Use of King George's Playing Field</u>** A report from the National Grounds Maintenance Association had been circulated together with a Feasibility Assessment from the Finance Officer. The Finance Officer was thanked for her comprehensive report. Following lengthy discussion it was unanimously resolved: **Resolved:** • that It was not possible to accommodate cricket on King George's Field	

	without compromising WTC's obligations to football both now and in the future. • Cricket would not form part of the consultation regarding the development of KGF. • There maybe an option for Westerham Cricket Club to play at Crockham Hill Playing Field in the future. • Both reports to be made available to the Club if requested. • A letter to be sent to Westerham Cricket Club informing them of WTC's decision.	HO
14.	**To receive and consider the following Minutes of Committee:** 14.1 **Planning and Development – 18.03.21** Cllr Robson presented the Minutes. **Resolved**: that the minutes be adopted. 14.2 **Planning and Development – 10.04.21** **Resolved**: that the minutes be adopted. 14.3 **Planning and Development – 15.04.21** **Resolved**: that the minutes be adopted. 14.4 **Planning and Development – 29.04.21** There had been significant objections to the Bloomfield application, the Planning Officer was minded to approve the application. This had not been taken to SDC Development Control Committee as there were no adequate planning reasons and the objections had been addressed with the use of conditions. Members of the Planning Committee approved the Minutes **Resolved**: that the minutes be adopted. 14.5 **Youth and Community – 19.04.21** Cllr Boyle presented the Minutes. 5.2 Outreach work had been taking place during lockdown and two of the Committee would be joining a session in May. 5 Youth Club – The Youth Bus would be commencing twice a week from June. Members of the Y&C Committee approved the minutes. **Resolved:** that the minutes be adopted. 14.6 **Annual Town Meeting – 21.04.21** Council approved the minutes subject to minor amendments. **Resolved:** that the minutes be adopted. 14.7 **Highways and Lighting – 26.04.21** Cllr Bird presented the Minutes. The Assistant Clerk was meeting KCC on 11.05.21 with a number of queries and outstanding issues. Members of the H&L Committee approved the minutes. **Resolved:** that the minutes be adopted. 14.8 **Finance and General Purposes Committee – 29.04.21** Cllr Sheen presented the minutes. Members of the F&GP Committee approved the minutes. **Resolved:** that the minutes be adopted.	
15.	**Finance** 15.1 **Payment List to 31.03.21**	

	Cllr Sheen had no issues to bring to the Council's attention. There were no queries. 15.2 **Committee End of Year Accounts 2021/22** Cllr Sheen reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved. Cllr Sheen reported that the cost of Covid was approximately £11K but that this had been offset by the saved cost of not providing youth services during the pandemic. 15.3 **Report from Internal Auditor** The report from the Internal Auditor had been circulated and there were no issues to bring to the Council's attention. Thanks were given to the Finance Officer for all her hard work in a very challenging year. 15.4 **Annual Governance Statement 2021/22** The Annual Governance Statement was read out by Cllr Sheen; there were no queries. Following discussion the Annual Governance statements were approved. **Resolved:** to approve and sign the Annual Governance Statement 2021/22. 15.5 **Annual Accounting Statement 2021/22** The Annual Accounting Statement was read out by Cllr Sheen; there were no queries. Following discussion the Annual Accounting statements were approved. **Resolved:** to approve and sign the Annual Accounting Statement 2021/22. 15.6 **Reserves** These were noted. 15.7 **Reinvestments** There were no reinvestments to approve at this time. 15.8 **Virements/rollovers** The Finance Officer had circulated a list of virements and rollovers. These were all agreed. 15.9 **Allotment reserve** The Clerk had circulated information regarding low grade asbestos that had been found on one of the allotment sites. Following discussion it was agreed to hire a skip at a cost of £700 from the allotment reserve. 15.10 **Grant** A grant application had been circulated from Air Ambulance. Following discussion a grant of £500 was agreed.	DR AH/DM
16.	**Correspondence** 16.1 A request had been received from WTP regarding 'A' Boards around The Green for their event. Following discussion this was agreed subject to the board outside Winstons being moved to accommodate customers on The Green. 16.2 A request had been received from a resident for trees to be planted on The Green. A response from APFOS had been circulated and following discussion it was agreed to respond that the site was not appropriate. 16.3 Following WTC's letter of condolence to Buckingham Palace, a response had been received and was noted.	AH AH

17.	**<u>Date of next meeting</u>** To be confirmed	
	Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.	
18.	**<u>Remuneration and Benefit Policy</u>** The Policy had been circulated and following discussion was agreed. Officers were thanked for their hard work in such a challenging year.	

The meeting was concluded at 9.00 pm

Minutes confirmed as a correct record:

Chairman