

WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 20th May 2024 at 7.00pm in Russell House, Market Square, Westerham

Present: Councillors: Dr J Lord (JL) - Chair
Mr E Boyle (EB), Mrs D Coen (DC),
Dr S Kay (SK), Mr N Robson (NR),
Mrs L Rodgers (LR)
and Mrs S Sheen (SS).

In attendance: Town Clerk: Mrs A Howells (AH)
Finance Officer: Mrs D Marshall (DM)

Item		Action
1.	<u>Election of a Chairman</u> Two nominations had been received for Chair of Westerham Town Council for 2024 – 2025. Cllr Kay had been proposed by Cllr Coen and seconded by Cllr Robson. Cllr Lord had been proposed by Cllr Sheen and seconded by Cllr Boyle. A secret ballot was held: - Result of ballot - 3 votes to Cllr Kay and 4 votes to Cllr Lord. Cllr Lord was duly elected as Chair of Westerham Town Council. Cllr Lord took over the Chair and thanked Cllr Kay for all he had done in a difficult year following the aftermath of the election.	
2.	<u>Chairman's Declaration and Acceptance of Office</u> Cllr Lord read the Declaration of Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.	
3.	<u>Election of a Vice-Chairman</u> Cllr Lord proposed that Cllr Boyle be appointed Vice-Chair of Westerham Town Council for 2024/25; this was seconded by Cllr Sheen. There were no other nominations. Voting: Unanimous Cllr Boyle read the Declaration and Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer. Cllr Boyle also thanked Cllr Kay for all he had done in the last year.	
4.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Bird and Bortolozzo –	

	holiday, Cllrs Hussain and Proudfoot – personal commitment. Cllr Sheen asked if Cllrs could also send apologies to Committee chairs as well as to the office.																															
5.	<u>Declarations of Interest not previously declared</u> None.																															
6.	<u>Membership and Chairman of Committees</u> A list of proposed membership of Committees and Chairman had been circulated. Following a new Chair and therefore changes that would be required to the Committees, it was agreed that the Committees would remain as they were until the next Council meeting in July and Cllr Lord would Chair the APFOS meeting on 17 th June. Resolved: To keep Committees as they were until the next meeting and for Cllr Lord to Chair APFOS in June.																															
7.	<u>Representatives on outside bodies</u> Confirmed as: <table><tr><td>Parish Paths</td><td>Neil Proudfoot</td></tr><tr><td>Crockham Hill Hall Committee Trustee</td><td>Deborah Coen</td></tr><tr><td>KALC – Sevenoaks Area</td><td>All Cllrs</td></tr><tr><td>Westerham Hall Management Committee</td><td>Linda Rodgers</td></tr><tr><td>Police Liaison Councillor</td><td>Deborah Coen</td></tr><tr><td>Youth Councillor</td><td>Amran Hussain, Keith Thompson</td></tr><tr><td>Westerham Town Partnership</td><td>Eddie Boyle</td></tr><tr><td>Health and Well-being Cllr</td><td>Amran Hussain</td></tr><tr><td>CPRE Kent</td><td>Member of Planning Council Chairman, Vice-Chairman, Chairman of either Y&C or F&GP</td></tr><tr><td>Barley Charity</td><td>Sharon Sheen</td></tr><tr><td>Edenbridge & Westerham Citizens Advice</td><td>Linda Rodgers</td></tr><tr><td>Westerham Sports Association</td><td>Keith Thompson</td></tr><tr><td>Flood Warden and Emergency Plan volunteer</td><td>All Cllrs</td></tr><tr><td>Rural Market Towns</td><td>3 Crockham Hill Cllrs and 2 APFOS Cllrs</td></tr><tr><td>Crockham Hill WMPF Trust</td><td></td></tr></table>	Parish Paths	Neil Proudfoot	Crockham Hill Hall Committee Trustee	Deborah Coen	KALC – Sevenoaks Area	All Cllrs	Westerham Hall Management Committee	Linda Rodgers	Police Liaison Councillor	Deborah Coen	Youth Councillor	Amran Hussain, Keith Thompson	Westerham Town Partnership	Eddie Boyle	Health and Well-being Cllr	Amran Hussain	CPRE Kent	Member of Planning Council Chairman, Vice-Chairman, Chairman of either Y&C or F&GP	Barley Charity	Sharon Sheen	Edenbridge & Westerham Citizens Advice	Linda Rodgers	Westerham Sports Association	Keith Thompson	Flood Warden and Emergency Plan volunteer	All Cllrs	Rural Market Towns	3 Crockham Hill Cllrs and 2 APFOS Cllrs	Crockham Hill WMPF Trust		
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8.	<u>Minutes of the Council Meeting on 18th March 2024</u> It was resolved to approve and sign the minutes of the meeting held on 18th March 2024.																															
9.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.																															
10.	<u>Public Session</u> There were no members of the public present.																															

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>To receive and consider the following Minutes of Committee:</u> Cllr Robson presented the Minutes. <u>12.1 Planning and Development – 28.03.24</u> Cllr Robson reported that a Sevenoaks District Council (SDC) draft Local Plan should be presented at their Planning meeting on 11th July. Tandridge District Council now had to start again on their Local Plan; however this would be under the new system so should be a quicker process. There was no date yet for the Covers Farm application to be heard by Kent County Council (KCC). Resolved: that the minutes be adopted. <u>12.2 Planning and Development – 11.04.24</u> Resolved: that the minutes be adopted. <u>12.3 Planning and Development – 25.04.24</u> Resolved: that the minutes be adopted. <u>12.4 Planning and Development – 09.05.24</u> Members of the Planning Committee approved the Minutes Resolved: that the minutes be adopted. <u>12.5 Youth and Community – 15.04.24</u> Cllr Coen presented the Minutes. Cllr Coen reported that the inclusion of Crockham Hill in the Emergency Plan was still to be completed. Cllr Bortolozzo was working on a litter pick for KGF on a Saturday. Cllr Coen had been invited to Sevenoaks to look at the Greatness skatepark together with SDC Cllr Gustard. Grant funding would also be discussed. The numbers for the Youth Club were not increasing. Following discussion it was agreed that the Contractor could use The Green as a more visible presence. Edenbridge Youth Club members would also be invited as they no longer had a venue to meet in. There was a waiting list for skatepark lessons in the summer, numbers on the list would be investigated to see if there was a possibility of adding a lesson to the summer programme, budget permitting. Resolved: that the minutes be adopted. <u>12.6 Highways and Lighting – 22.05.24</u> Cllr Lord presented the Minutes. Speed Watch and Police checks were ongoing on Hosey Hill. Speed Watch had taken place last week in Croydon Road. A new Speed Indicator Device was on order. Cllr Boyle reported that the cobbles leading to and from the Vicarage Hill car	DM

	park needed repairing. The Town Clerk to investigate. Cllr Bird had sent a report that there had been a disappointing response from KCC regarding the Highways Improvement Plan (HIP), KCC had stated that they had a large number of projects across Kent and none of Westerham's rated very highly. The Committee would continue to lobby KCC. Resolved: That the Minutes be adopted. 12.7 Finance & General Purposes – 31.05.24 Cllr Sheen presented the minutes. The KGF Re-development Project was on hold at the moment, therefore the archiving project would be completed. Replacement computers had been agreed, recommendations had been taken from the IT Contractor. Cllr Robson queried the purchase of new computers and screens. The specification would be sent to Cllr Robson for his comments. An LED light outside Russell House would be investigated. Members of the Finance & General Purposes Committee approved the Minutes. Resolved: That the Minutes be adopted. 12.8 Annual Town Meeting- 08.05.24 Cllr Kay presented the Minutes, there were no queries. Resolved: that the minutes be approved at the next Annual Town Meeting.	AH
14.	Finance 14.1 Payment List to 31.03.24 Cllr Sheen had no issues to bring to the Council's attention. There were minor queries. The Payment List was approved. 14.2 Committee End of Year Accounts 2023/24 Cllr Sheen reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved. 14.3 Annual Governance Statement 2023/24 The Annual Governance Statement was read out by the Finance Officer; there were no queries. The Finance Officer was thanked for her helpful briefing paper. Following discussion the Annual Governance statements were approved. Resolved: to approve and sign the Annual Governance Statement 2023/24. 14.4 Annual Accounting Statement 2023/24 The Annual Accounting Statement was read out by The Finance Officer. The Finance Officer explained that the Internal Auditor had indicated that WTC had not complied with publication requirements for the 2022/23 AGAR. However, the Internal Auditor report would explain in his report that this was beyond the control of WTC as the report had been received late from the External Auditor. Following discussion the Annual Accounting Statement were approved. Resolved: to approve and sign the Annual Accounting Statement 2023/24. 14.5 Reserves These were noted. 14.6 Virements/rollovers The Finance Officer had circulated a list of virements, accruals, rollovers and End of Year Movements to reserves. These were all agreed.	

	Resolved: All virements, accruals and rollovers were agreed. 14.7 Grant to Air Ambulance Following discussion, it was agreed to award a grant of £500. Resolved: To award a grant of £500 to the Air Ambulance. 14.8 Grant to Westerham Town Partnership Following discussion, it was agreed to award a grant of £500 to WTP. Resolved: To award a grant of £500 to Westerham Town Partnership for a marquee for the September Fayre. Cllr Sheen was thanked for her helpful summary.	
15.	<u>Correspondence</u> 15.1 A thank you email for the WTC Grant had been received from Sevenoaks Volunteer Transport Group. 15.2 A thank you letter for the WTC grant had been received from Holy Trinity Church, Crockham Hill. 15.3 An invitation had been received from the National Trust, Quebec House to witness the handing over of a uniform from the Scottish 78th Fraser Highlanders; the largest regiment to fight at the Battle of Quebec. Cllr Lord and the Town Clerk to attend.	
16.	<u>Date of next meeting</u> Monday 8th July 2024	

The meeting was concluded at 8.55 pm

Minutes confirmed as a correct record:

Chairman