



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on Monday 11 June at 7.30pm, which Councillors are summonsed to attend.

Town Clerk  
06/06/2018

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

## AGENDA

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

*Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.*

**3. PUBLIC QUESTIONS AND STATEMENTS**

*The Council will receive questions and statements from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and for members with pecuniary interests to speak on items on the Agenda. Both members and public are limited to 3 minutes per person.*

**4. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14 May 2018**

**5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA, none**

**6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS**

Various works to trees.22 & 33 Crown Road Edenbridge KENT TN8 6AN  
Ref. No: 18/01698/WTPO

Removal of a row of 5-6 Leylandii/Thuja type trees (CA) Bridges Centre High Street Edenbridge KENT TN8 5AJRef. No: 18/01666/WTCA

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**Council offices:** Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

**Office hours:** Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

**Email:** [townclerk@edenbridgetowncouncil.gov.uk](mailto:townclerk@edenbridgetowncouncil.gov.uk) **Web:** [www.edenbridgetowncouncil.gov.uk](http://www.edenbridgetowncouncil.gov.uk)

Erection of a 2 bedroom dwelling. New double garage. Land To The Rear Of 49 Ridge Way Edenbridge KENT TN8 6AU Amendment to application The scale on the proposed floor plans, elevations and sections have now been corrected Ref. No: 18/00745/FUL

**The following planning application was considered outside the meeting**

Erection of a first floor extension above existing ground floor room. **Meade Cottage 67D High Street Edenbridge KENT TN8 5AL** Ref. No. 18/01532/HOUSE

*On condition the Conservation Officer is satisfied, members support this application.*

**7. TO ADOPT THE FOLLOWING REPORTS**

- 7.1 **Planning and Transportation, 21 May**
- 7.2 **Finance Committee, 21 May**
- 7.3 **County Councillor's Update**
- 7.4 **Working Group / Delegate Reports / Clerk's and Officers' Reports**
  - 7.4.1 **Schools Update**
  - 7.4.2 **Max Cox Pavilion Update**
  - 7.4.3 **Chamber of Commerce**

**8. OTHER BUSINESS**

- 8.1 **Items Referred from Committees for decision**
  - 8.1.1
- 8.2 **Councillor training schedule**
- 8.3 **Clear up after Bonfire Night**
- 8.4 **Removal of Leylandii Screen Stangrove Park**
- 8.5 **Data Protection Officer**
- 8.6 **Celebrating 100 years of women's achievements**
- 8.7 **Council's Response to Unauthorised development and encampments**

**9. PRESS RELEASE**

*Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm)*

**10. CONFIDENTIAL ITEMS**

- 10.1 **General Security Issues Croft Court**
- 10.2 **Four Elms Road**
- 10.3 **Improvements to Stangrove Estate**
- 10.4 **Church House Pre-school**

## Report to Council June 2018

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    - 7.4.3 **Chamber of Commerce**

8. **OTHER BUSINESS**

8.1 **Items Referred from Committees for decision - none**

8.2 **Councillor training schedule**

Copies of the chart showing Councillors' learning and training requirements is attached. Very little external training was undertaken by members during the year. However, most Councillors attended the in-house social media course, and training on the NPPF hosted by an experienced planning expert. It is unlikely that there will be any new Councillor training held this year with most elections due in May 2019. SDC has advised that they will not be carrying out training for Town and Parish members, so we will seeking this elsewhere.

**KALC will continue their scheduled training which is generally advertised via the Council's weekly update or can be viewed at their website <http://www.kentalc.gov.uk>. Do members wish to highlight any other specific training they would like the Clerk to source?**

8.3 **Clear up after Bonfire Night**

Sevenoaks District Council has quoted an increase of 2.5% on last year's costs for the Bonfire Night clear up - a total cost of £940.25 + VAT. A figure of £960 has been included in the budget.

**Do members approve this figure?**

8.4 **Removal of Leylandii Screen Stangrove Park**

Sevenoaks District Council has confirmed that the removal of the overgrown Leylandii trees adjacent to the all weather pitch will take place week commencing 10 September. This is the first stage in the overdue land transfers for the relief road between ETC and SDC. A number of mature trees will be left. Once the transfers are complete, this Council can consider if it wishes to undertake any further works to this area.

### **8.5 Data Protection Officer**

This Council wisely delayed the appointment of a Data Protection Officer, as Clause 7 (3) of the General Data Protection Regulations now exempts Town and Parish council's from the requirement to appoint a one. Updated guidance is expected soon but the requirement is now discretionary. Members' previous view was that this requirement should be outsourced due to the complexity of the legislation. It may be prudent to wait a while to see if more realistic options come forward from the range of providers who were keen to sign us up previously, or to see if this requirement is ultimately moved to become part of the Internal Audit process. The Information Commissioners Office has indicated that it has realized it was impossible to be fully compliant with the legislation by 25 May 2018. We have made good progress so far, so hopefully should not fall foul of ICO by taking time to reassess this situation.

**Are members content to until later in the year before making a decision when hopefully the picture will be clearer?**

### **8.6 Celebrating 100 years of women's achievements**

Attached is information on a project to celebrate women's achievements the District Council is staging. The Clerk has advised the Museum of this initiative.

**Do members have any suggestions to put forward or would anyone like to take part in the SDC Steering Group.**

### **8.7 Response to Unauthorised Development and Encampments**

A copy of the Council's response to the above consultation has been prepared by the Clerk and Cllr B Todd and is available at Doggetts Barn. Generally it is proposed that the possibility of faster eviction (24) with police support be introduced and provision of more permanent and transit sites across the country to meet need.

**Do members wish to submit the proposed responses?**

## **9. PRESS RELEASE**

Are there any item on which Council wants to issue a press release?

*Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm)*

## **10. CONFIDENTIAL ITEMS (Papers are available at Doggetts Barn for members)**

- 10.1 General Security Issues Croft Court**
- 10.2 Four Elms Road**
- 10.3 Improvements to Stangrove Estate**
- 10.4 Church House Pre-school**

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**Minutes of the Annual Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 14 May 2018**

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Present: Cllrs T Bryant, Mrs J Davison, A Layland, S McGregor, M McArthur, V Maynard, G Middleton, Z Roberts Smith, B Orridge, M Robson, and B Todd.

In attendance: C Lane (Town Clerk), one member of the public, and no members of the press.

Cllr M McArthur was in the chair for the start of the meeting.

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs J Barnett (holiday), R Bell (traffic delay), C Pearman (holiday) and J Scholey (prior commitment).

**2. ELECTION OF CHAIRMAN, AND SIGNING OF ACCEPTANCE OF OFFICE**

Cllr M McArthur was proposed and seconded. No other nominations were made.

Resolved: that Cllr M McArthur be elected as Chairman for the ensuing year. Following which, she signed the Acceptance of Office.

**3. ELECTION OF VICE CHAIRMAN**

Cllr A Layland was proposed and seconded unopposed.

Resolved: that Cllr A Layland be elected as Vice Chairman for the ensuing year.

**4. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

Members had received the link to the Code of Conduct and were reminded to advise any changes within the 28 days

*The District Council members stated that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.*

*The meeting was adjourned*

**5. PUBLIC QUESTIONS AND STATEMENTS, none**

*The meeting was reconvened*

**6. TO CONFIRM THE MINUTES OF MEETING HELD ON 9 April**

Resolved: that the minutes of the Council meeting held on Monday 9 April 2018 be duly signed by the Chairman as a true and accurate record of the meeting.

**7. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE ON THE AGENDA - None**

**8. TO RECEIVE THE FOLLOWING REPORTS**

**8.1 Open Spaces Committee, 16 April**

Resolved: that the minutes presented by Cllr T Bryant be adopted

**8.2 Planning & Transportation Committee, 23 April**

Resolved: that the minutes presented by Cllr A Layland be adopted

**8.3 Finance Committee, 23 April**

Resolved: that the minutes presented by Cllr S McGregor be adopted

**8.4 Delegate reports**

**8.4.1 County Council Up-date**

Cllr P Lake requested projects for his members allowance.

**9. REVIEW OF DELEGATED ARRANGMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

Resolved: that the Terms and Conditions of the Council's committees, sub-committees, working groups and task and finish groups, containing the powers delegated to them be approved. It was noted that delegated powers are only given to full committees of the Council and non-councillors do not have any voting rights.

Resolved: to approve the delegated powers for the Clerk: to authorize expenditure on works of extreme urgency to a limit of £1,000, or £5,000 with approval of the Chairman of the appropriate Committee or Council, Financial Regulation 4.5 and procedural powers as listed in the Council Standing Order 15.

**10. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS, APPOINTMENT OF NEW COMMITTEES, ETC, CONFIRMATION OF THE TERMS OF REFERENCE**

Resolved: to accept the Terms of Reference of the Council's committees, sub-committees, working groups and task and finish groups.

**11. APPOINTMENT OF REPRESENTATIVES TO COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

<b>OPEN SPACES</b>	<b>EMERGENCY PLANNING</b>	<b>PLANNING</b>	<b>FINANCE</b>	<b>FORWARD PLANNING</b>	<b>PERSONNEL</b>
J Barnett T Bryant A Layland M McArthur G Middleton S McGregor M Robson B Todd	R Bell T Bryant J Davison A Layland M McArthur S McGregor G Middleton Z Roberts Smith M Robson B Todd	R Bell T Bryant J Davison A Layland M McArthur S McGregor G Middleton R Orridge J Scholey B Todd	R Bell T Bryant J Davison A Layland S McGregor M McArthur R Orridge Z Roberts Smith J Scholey B Todd	J Barnett R Bell T Bryant J Davison A Layland M McArthur S McGregor V Maynard G Middleton R Orridge C Pearman Z Roberts Smith J Scholey B Todd	A Layland M McArthur J Scholey S McGregor R Orridge

Community Infrastructure Board	Internal Audit Group including one newer Cllr	Lease/ SLA Negotiating	Schools Feasibility T&F	Aviation Consultation T & F	Parking T & F	Community Development Committee
<b>J Davison</b> A Layland M McArthur S McGregor J Scholey <i>Clerk</i> <i>RFO</i>	<b>J Scholey</b> A Layland Z Roberts Smith B Todd	<b>C Pearman</b> J Scholey Chairman of Open Spaces G Middleton  <i>Clerk</i>	<b>R Bell</b> A Layland C Pearman Z Roberts Smith B Todd  <i>Clerk &amp; Officers as required</i>	R Orridge <b>C Pearman</b> G Middleton  <i>Officers as required</i>	J Barnett R Bell <b>S McGregor</b> B Todd  <i>Officers as required</i>	A Layland M McArthur <b>C Pearman</b>

Resolved: to accept the proposed appointments to committees, working groups and task and finish groups.

**12. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

External Body and contact details	When does it meet	How often does it meet	How necessary?	Councillors
<b>Edenbridge Primary School Associate Governor/Marketing</b>  <a href="mailto:office@edenbridge.kent.sch.uk">office@edenbridge.kent.sch.uk</a>	Flexible to suit members	6 times a year,+ 6 optional Governors meetings	Advisable	1. B Todd  Sub R Bell
<b>Recreation Management ERFC/ECC/Nomads</b>  <a href="mailto:townclerk@edenbridgetowncouncil.gov.uk">townclerk@edenbridgetowncouncil.gov.uk</a>	Day time	Half yearly	Lease monitoring	1 Zoe Roberts Smith 2. C Pearman
<b>Edenbridge Town Village Hall Management Committee</b>  <a href="mailto:jimburbridge@hotmail.co.uk">jimburbridge@hotmail.co.uk</a>	Evening – 7.30pm	Usually 3 times a year	Essential	1. B Todd 2. T Bryant
<b>Edenbridge Twinning Association</b>  <a href="mailto:secretary@edta.org.uk">secretary@edta.org.uk</a>	Flexible, to suit members`	Once a month (except Dec/Jan)	Essential/ Constitution	1. Chairman of Council 2. S McGregor
<b>Eden Valley Chamber of Commerce</b>  <a href="mailto:info@edenvalleychamber.org.uk">info@edenvalleychamber.org.uk</a>	Evening – 6pm (1½ hrs max)	First Tues of the month	Essential	1. A Layland Sub C Pearman
<b>Eden Valley Museum Trust</b>  <a href="mailto:curator@evmt.org.uk">curator@evmt.org.uk</a>	Usually evening – 7.30pm	Quarterly	Essential	1. B Orridge Sub V Maynard

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<b>Great Stone Bridge Trust</b>  Mr Ross – 01342 323687	Afternoon	Between 4 and 8 times a year	Essential	1. C Pearman – 4 years, Sept 2015  2. B Todd – 4 years, Jan 2018
<b>KALC &amp; Sevenoaks Area Committee</b>  Philip McGarvey <a href="mailto:mcgarveycllr@talktalk.net">mcgarveycllr@talktalk.net</a>	Evening	Quarterly	Essential	1. M Robson  2. J Barnett
<b>Partners And Community Together (PACT)</b> Maxine Quinton 01732 227377 <a href="mailto:maxine.quinton@sevenoaks.gov.uk">maxine.quinton@sevenoaks.gov.uk</a> Town Clerk	Morning	Quarterly	Advisable	1. B Todd  2. A Layland
<b>Edenbridge Citizens' Advice Bureau</b> Jill Eyre 03000 422 888 <a href="mailto:edenbridge@cabnet.org.uk">edenbridge@cabnet.org.uk</a>	Evening	Quarterly	Advisable	1. James Barnett 2. Temp Zoe Roberts Smith Sub V Maynard
<b>The Edenbridge Partnership</b>  Kathy Staff 01732 865368 <a href="mailto:kathy@edenbridgetowncouncil.gov.uk">kathy@edenbridgetowncouncil.gov.uk</a> Deputy Clerk	Day time	Quarterly first Fri of the month	Essential	1 C Pearman  2. A Layland
<b>Friends of Edenbridge Parish Church</b>  <a href="mailto:janebrown9@btinternet.com">janebrown9@btinternet.com</a>	Evening – 8pm	3 to 4 times a year	Advisable	1. V Maynard  Sub J Scholey
<b>Sevenoaks District Arts Council</b> Doreen Pascall <a href="mailto:doreen@pascallhome.freemove.co.uk">doreen@pascallhome.freemove.co.uk</a>	Council reps not elected to Executive Committee	Every 2 months but rep only required at AGM	Advisable	G Middleton  Sub M McArthur
<b>Edenbridge Rail Travellers' Ass</b> Geoff Brown  <a href="mailto:gbrown887@btinternet.com">gbrown887@btinternet.com</a>	Evening – 8pm	Every 2 months	Advisable	1. M Robson  Sub G Middleton
<b>Uckfield Railway Line Parishes Committee</b> Ian Smith <a href="mailto:ianbsmith@yahoo.com">ianbsmith@yahoo.com</a> Led by Buxted Parish	Evening	Quarterly	Advisable	1. M Robson  Sub G Middleton
<b>Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership)</b>  <a href="mailto:sharon@sussexcrp.org">sharon@sussexcrp.org</a>	Morning	Quarterly	Advisable	1. M Robson  Sub G Middleton
<b>North Downs Line Community Rail Partnership (Buxted)</b>  <a href="mailto:sharon@sussexcrp.org">sharon@sussexcrp.org</a> Tourism Officer	Daytime	Quarterly	Advisable	1. M Robson  Sub G Middleton
<b>Eden Valley Tourism Forum</b>  <a href="mailto:lindsey@edenbridgetowncouncil.gov.uk">lindsey@edenbridgetowncouncil.gov.uk</a> Tourism Officer	Day time	Half yearly	Advisable	1 G Middleton 2.M McArthur



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<b>Eden Centre Board</b> <a href="mailto:matt.hayden@kent.gov.uk">matt.hayden@kent.gov.uk</a> Town Clerk	Day time	Quarterly	Essential	1. J Davison Sub A Layland
<b>Campaign to Protect Rural England</b> Sevenoaks PK Committee <a href="mailto:susanpittman@btinternet.com">susanpittman@btinternet.com</a>				(1. E Cookson)
<b>Edenbridge Youth Consortium</b> <a href="mailto:kate.craib@wkha.org.uk">kate.craib@wkha.org.uk</a> Town Clerk	Day time	Quarterly	Advisable	1. B Todd 2. C Pearman
<b>Neighbourhood Planning Steering Group</b> <a href="mailto:kathy@edenbridgetowncouncil.gov.uk">kathy@edenbridgetowncouncil.gov.uk</a> <a href="mailto:fay-skinner@hotmail.co.uk">fay-skinner@hotmail.co.uk</a> Deputy Clerk	Probably daytime	Monthly	Advisory	1. S McGregor 2. A Layland
<b>NP Working Groups Group</b> <a href="mailto:kathy@edenbridgetowncouncil.gov.uk">kathy@edenbridgetowncouncil.gov.uk</a> <a href="mailto:fay-skinner@hotmail.co.uk">fay-skinner@hotmail.co.uk</a>	Usually Evenings	Monthly	Advisory	1. R. Bell 2. T Bryant 3. C Pearman 4. B Orridge 5. M McArthur
<b>Eden Valley Footpaths Forum</b> <a href="mailto:annette@annettehards.org.uk">annette@annettehards.org.uk</a> Tourism Officer		Half yearly		1. S McGregor 2. A Layland
<b>Youth Forum</b> <a href="mailto:cheryl.banks@westkentextra.org">cheryl.banks@westkentextra.org</a>		Monthly		1. B Todd 2. R Bell
<b>Edenbridge Economic and Business Forum</b> <a href="mailto:alhsconsultant@aol.com">alhsconsultant@aol.com</a>		Quarterly		1. Chairman 2. A Layland 3. G Middleton
<b>CCG Board for Edenbridge Combined Hospital and Medical Practice</b>				1. M McArthur 2. A Layland 3. B Todd 4. B Orridge

Resolved: to accept the proposed representations on or working with external bodies with brief informative notes required from the Twinning Association Meetings, and on any exceptional items from other meetings at Councillors' discretion. Travel expenses to be paid for attendance at meetings outside the Parish.

### 13. REVIEW AND ADOPTION OF STANDING ORDERS

Members noted that NALC had published amended Standing Orders reflecting recent changes in legislation.

Resolved: to amend and adopt the revised NALC Standing Orders in line with this councils policy legislation.

### 14. REVIEW OF ARRANGEMENTS, INCLUDING CHARTERS, WITH OTHER LOCAL AUTHORITIES, GROUPS OR ORGANISATIONS, AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

The following arrangements are currently in place:

Edenbridge Community Warden Partnership: Contributing £7,000 towards the work of the Warden and receiving a payment of £2,625 for providing management and administration services. The Council has Leases and/or Agreements with a number of other users and individuals for the use of its land and buildings, which are reviewed annually each November

Sevenoaks District Council: Ground maintenance, and playground inspection	£2,149.00
W.I. Hall: Administration and payroll services	£1,974.77
Edenbridge Citizens' Advice Bureau: Payroll services	£ 128.09
Freshwater Properties: Some maintenance services at the Leathermarket	£2,667.16
War Graves Commission: Maintenance of the War Graves.	£ 300.00
Summer Fun Activities Days: ETC in partnership with other Councils	£1,850.00
St John URC, Marsh Green: Grass cutting per cut if required	£ 62.04
Gt Stone Bridge Trust: Grass cutting per cut.	£ 89.42

Resolved: to approve the existing arrangements.

**15. REVIEW OF THE POWER OF COMPETENCY, ELIGIBILITY AND REVIEW OF ARRANGMENTS TO CONFIRM ELIGIBILITY**

The Clerk currently holds the qualification required for the Council, should it so wish, to pass a motion and adopt the Power of Competency.

Resolved: not to adopt the Power of Competency until necessary, and continue to rely on the existing powers in s137 of the Local Government Act 1972 to undertake actions.

**16. REVIEW OF LAND AND ASSETS INCLUDING BUILDINGS AND EQUIPMENT**

Resolved: Cllrs B Todd and G Middleton should review the Council's land and asset holdings

Resolved: Cllrs Z Roberts Smith and T Bryant should check the equipment with the asset register.

**17. ADOPTION OF FINANCIAL REGULATIONS AND RISK ASSESSMENT POLICY**

Resolved: to adopt the Financial Regulations and Risk Management Policy. The Council's Internal Audit Review Group to review the process of management, monitoring and amendment of the Governance Risk Assessment within the next 12 months.

**18. REVIEW AND CONFIRMATION OF ARRANGMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

Members reviewed the soundness of the Council's insurance arrangements at the Finance meeting held in April. The Asset Register was updated in October. The Council has taken out a long term agreement to remain with WPS (Aviva) until 1 July 2020.

**19. REVIEW AND ADOPTION OF COUNCIL'S AND EMPLOYEES' MEMBERSHIPS AND SUBSCRIPTIONS PAID**

Resolved: to approve the following

	2017/18	Membership Status	Renewal
Kent County Playing Fields Association	20.00	Full	1 <sup>st</sup> April
Institute of Groundsmanship	135.00	Affiliated	31 <sup>st</sup> October
Open Spaces Society	45.00	Parish Council	1 <sup>st</sup> November
Direct Information Service NALC	90.00	Full	1 <sup>st</sup> April
Kent Association of Local Councils	1,250.00	Full	1 <sup>st</sup> April
Gatwick Area Conservation Campaign	10.00	Parish Council	1 <sup>st</sup> May
Action with Communities in Rural Kent	65.00	Full	1 <sup>st</sup> April
Council for Protection of Rural England	36.00	Parish Council	1 <sup>st</sup> Nov
Society of Local Council Clerks	358.00	Full	1 <sup>st</sup> Feb
Institute of Cemetery and Crematorium	90.00	Full	1 <sup>st</sup> April
Information Commissioner	35.00		1 <sup>st</sup> November

**20. CONFIRMATION OF AUTHORISED SIGNATORIES FOR COUNCIL'S BANK ACCOUNTS**

Resolved: that Cllr B Orridge should join Cllrs A Layland, S McGregor, M McArthur, J Scholey and B Todd and be authorised as the signatories to the Council's bank accounts.

**21. CONFIRMATION OF THE APPOINTMENT OF THE INTERNAL AUDITOR AND ASSURANCE OF THEIR INDEPENDENCE, ADOPTION OF THE INTERNAL AUDIT PLAN**

Mr Tim Hill had confirmed his independence to members and staff.

Resolved: that Mr Tim Hill should be appointed as the Internal Auditor for the Council.

Resolved: to adopt the Internal Audit Plan for 2018/19 copies to be provided to the Internal Auditor the RFO and the Clerk.

**22. AUTHORISATION FOR PAYMENTS TO BE MADE BY DIRECT DEBIT AND ELECTRONIC PAYMENTS**

Sevenoaks District Council	Council Tax
Focus 4 U Ltd	Telephone /Broadband
Aviva Health	Insurance
Barclays Bank	Bank charges
British Gas	Electricity
British Gas	Gas
E.ON Energy	Street Lighting
Petrocell	Fuel
Information Commissioner's Office	Data Protection
O2	Mobile phones
Open Spaces Society	Membership
Water Wellbeing	Water
Aviva Insurance	Insurance
Institute of Groundsmanship	Membership
Action with Communities in Rural Kent	Membership
Ofcom	Radio Licenses
Sage Software	Payroll Software support

Resolved: to authorise the Finance Officer to pay the suppliers proposed by direct debit and wherever possible make all other payments electronically to reduce bank charges.

**23. REVIEW OF PAY AND CONDITIONS OF STAFF**

*Before considering this item, Council considered Standing Order 26a and decided not to exclude press and public on this occasion.*

Resolved: that, in line with the staff's terms of employment, any nationally agreed pay award be paid, and that subject to satisfactory service, eligible staff should continue to receive triennial awards and Medical Health cover if employed for over two years each April.

Currently only one member of staff is not in the pension scheme, she falls under the level of earnings to be eligible to insist on joining a scheme, and chose not to opt in. All other staff are compliant through the Kent Pension Scheme.

**24. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE**

Resolved: to re-adopt the procedure.

**25. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION REGULATION 2018**

Resolved: to adopt a new Information and Data Protection Policy and a Retention and Disposal Policy for handling requests and the protection of data, both reflecting the recent changes in legislation.

No requests for information were received in the last 12 months.

**26. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA CONTAINED IN THE COMMUNICATION AND COMMUNITY ENGAGEMENT STRATEGY**

Resolved: to re-adopt the policy.

**27. CONFIRM THE DATES AND TIMES OF ORDINARY MEETINGS OF THE FULL COUNCIL**

Resolved: that the list of dates of the full Council and committee meetings as advertised on the website be approved.

**28. REVIEW OF COUNCILLORS' TRAINING AND REQUIRMENTS**

A review of the Councillors training requirements has been delayed until the June meeting.

**29. HEALTH & SAFETY PERFORMANCE REVIEW 2017**

	2017		
Employee Claims	0		
RIDDOR reportable incidents	0		
Other accidents/incidents across the Council	1		
Near misses	0		
Enforcement notices issued against the council	0		
Any accident trends identified	0		
Are there any outstanding enforcement issues	0		

2017 RIDDOR Reportable 0 Accidents and Incidents

Annual Accident statistics (no of incidents/working days (252)/no of staff 10)) Total 0.00

Members of Public (no of incidents/days in the year (365)/no of residents (8000)) Total 0.00

Noted: minor incident finger injured by spike on gate when unlocking. Action taken: spike filed

Members were requested to note this review which was previously presented in January 2018

**30. ENVIRONMENTAL POLICY STATEMENT REVIEW 2018**

Resolved: to re-adopt the policy.

**31. TO CONSIDER THE CURRENT PLANNING APPLICATIONS**

Variation of condition 4 (proposed curtilages of each property) and condition 5 (approved plans) of application 17/00229/FUL to change of use of 3 offices to create 2 semi detached dwellings. Removal of rear porch and internal pre - fabricated walls, insertion of conservation style roof light in utility, with associated bin storage and landscaping with amendment to alter the boundary wall and residential curtilage for each dwelling and bin storage areas. **92 High Street Edenbridge KENT TN8 5AR Ref. No: 18/01320/CONVAR**

*Members wish the Conservation Officer to check the impact the proposal will have on the listed Building and its curtilage.*

Listed Building Consent to make minor alterations to SE/17/00300/LBCALT and to alter the boundary wall and residential curtilage for each dwelling and bin storage areas, and provide full details as set out in the LBC conditions. **92 High Street Edenbridge KENT TN8 5AR Ref. No: 18/01321/LBCALT**

*Members wish the Conservation Officer to check the impact the proposal will have on the listed Building and its curtilage.*

The erection of a garden studio at the rear. **7 Elm Cottages Hilders Lane Edenbridge KENT TN8 6LB Ref. No: 18/01269/HOUSE**

*Members have no comment to make on this proposal.*

Conversion of stables into a three bedroom house. Erection of a part two storey part single storey extension to rear including roof lanterns. Creation of first floor to include four velux windows. Changes to external fenestration. **Land North Of Wheatsheaf Inn Marsh Green Road Marsh Green Edenbridge KENT TN8 5QL Ref. No: 18/01123/FUL**

*Providing the officer has checked that the building has not previously been extended members have no objection to this development.*

Erection of steel frame, profile clad building. **Crown Oak Buildings Gabriels Farm Marsh Green Road Marsh Green Edenbridge KENT TN8 5PP Ref. No: 18/01093/FUL**

*Members strongly object to this planning application which is in all intent and purpose identical to the 2014 application for Gabriels sheds. This was recently upheld as unsuitable development in the Green Belt due to its height, bulk, and mass and members believe those thoroughly explored conclusions still apply.*

Demolition of existing bungalow and detached garage and the erection of 7 residential dwellings with associated parking. AMENDED Acoustics report and revised plans reducing the number of

dwellings. **Orchard Bungalow Four Elms Road Edenbridge KENT YN8 6AT Reference SE/17/01034/FUL**

*Members believe that the high acoustic fencing and the additional confirmation from the acoustic report that these measures are sufficient have addressed their previous concerns in this respect.*

Development of a 3 storey Residential building. AMENDED amended access into site and new refuse storage area. **Swan Inn Swan Lane Edenbridge KENT TN8 6BA SE18/00690/FUL**

*Members continue to object most strongly to this application, as they did to the previous ones.*

*There is a history of neighbouring residents' complaining about noise emanating from the Swan Inn (some officially made to Environmental Health and some made unofficially to local members). The proposed development is very close to the Swan Inn and its open area at the front, which is used in summer months.*

*It is over-development and, with only nine parking spaces for nine flats, will impact on nearby roads that are already under a lot of pressure. There is poor public transport locally and cars are essential in this rural location.*

*The houses down the lane by Uplands are very close and would be over-looked by the proposed three storey development. It is too oppressive, will be significantly higher than the buildings on either side (Swan Inn and Uplands) and will have a detrimental effect on the street scene.*

*The proposed flat roof does not fit with the Edenbridge Design Statement, and is contrary to design in that part of Edenbridge. The NPPF requires buildings to be of good design.*

*The revised exit would still be onto Main Road, the busy access route from the north of the town. There is already a lot of traffic coming out of Swan Lane, the exit adjacent to Uplands (with Meadow Lane opposite), Eden Chase and Pit Lane. This proposed additional exit is right by the bus shelter and bus stop, and there is no nearby logical place for these to be relocated. School children congregate here in the morning.*

*In addition, the Swan Inn frequently has display boards on the corner of Swan Lane and Main Road, which already impact on the sight lines of traffic leaving Swan Lane. The proposed entrance to the development would be adversely affected by these display boards.*

Construction of awning/lean to over patio doors. **5 High Street Edenbridge KENT TN8 5AB**  
**Ref. No: 18/01099/FUL**

*Already considered: Members had no objection*

Various works to trees.

Various works to 1 Oak tree. 11 St Johns Way Edenbridge KENT TN8 6GA Ref. No: 18/01292/WTPO | Received: Tue 24 Apr 2018 | Validated: Tue 24 Apr 2018 | Status: Application - Pending Consideration

Reduce the crown and re-shape 1 Oak tree. **Bower Wood Crouch House Road Edenbridge KENT TN8 5EH** Ref. No: 18/01363/WTPO |

## 32. OTHER BUSINESS

### 32.1 Annual Return,

The Chairman read out for consideration by members the nine statements of the Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return. There were no matters of concern. Copy attached at end of minutes.

Resolved: that the Chairman and Clerk should complete, sign and date Section 1 on behalf of the Council.

### **32.2 Annual Accounts 2017/2018 / Allocation of Balances,**

The Annual Accounts were presented, examined and approved. The Council's Internal Auditor had carried out his end of year Audit and completed Section 3 of the Audit prior to the meeting. The dates for examining the accounts, under the public rights and publications legislation, will run from 2 June to 13 July. Copy attached at end of minutes.

- Resolved: to approve the Annual Accounts as a true and accurate record which were signed on the Council's behalf by the Chairman.
- Resolved: the Chairman should sign and date the Accounting Section (Section 2) of the Annual Return on behalf of the Council.
- Resolved: that the balances at the end of year of £9,460.10 be allocated towards election expenses in anticipation of the invoice for the recent by election.

### **32.3 Pension Adjustment**

Members noted the advice from the Kent Pension Fund and

- Resolved : to approve the underpayment of £736.23.

### **32.4 Community Infrastructure Levy (CIL) Spending Board**

Members were advised that an amendment has been made to the application process for grants from the District Council portion (75%) of the CIL funding. (Appendix X1 – Community Infrastructure Levy Spending Board). As a result the application made by this Council for funding towards renovation of the public toilets has been unsuccessful, as there is insufficient evidence to show that the required Planning Permission has been sought.

- Resolved: that the bid be re-submitted in the next round of applications, 14 May – 30 July, once the application had been submitted.
- Resolved: to raise with SDC concerns over inconsistent interpretation of the procedures.

Notification of the funding being passed to this Council from developments that have commenced in this area between 1 October 2017 and 31 March 2018 has been received, and has gone into the Council's Bank Account.

Section A	<u>£2,657.22</u>
Section B	<u>£4,095.91</u>
	<u>£6,753.13</u>

A copy of the Annual CIL Return 2017/18 was attached for member's consideration.

- Resolved: to approve the Annual CIL return and programme a meeting of the Edenbridge Board in May or June to consider possible future projects e.g. Wayfinders.

### **32.5 20mph Zone, Wayfinder signs and Car Park Entrance Consultation**

The Town Council hosted an informal consultation on the above proposals on Saturday 12 May. Highways declined to attend but had starting their formal consultation process unexpectedly Friday 11 May. The early results from the 20mph consultation were considered, however some required further time to consider the proposal.

- Resolved: to delegate authority for responding to Kent Highways formal consultation on the 20mph zone to the Planning and Transportation meeting on 21 May, with an opportunity for members to view the consultation in Doggetts Barn prior to the meeting. The results of the Wayfinders and re-opening of the car park to be considered by the parking group.

### **32.6 General Data Protection Regulations 2018**

The implementation of the new regulations has, and remains, an onerous task for the Council and its resources. The data audit was completed and a Red Yellow and Green Actions list was circulated for member's information, along with the draft of the Consent form. The council has made good progress but there is a significant amount of work still to become fully compliant. The position on the appointment of a Data Protection Officer is the subject of a number of proposed amendments to the Bill currently being considered by Parliament. Tom Tugendhat MP has been asked to support the amendment seeking to remove the requirement for Town and Parish Councils to appoint a Data Protection Officer from the Bill. This matter will be discussed once the outcome of the amendment is known. Further additional cost may be identified once the Impact Assessment has been completed, as it may also be necessary to review the Council's Insurance cover to include Cyber Security.

It was suggested a training session be arranged where members can consider the impact assessment and familiarize themselves further with the developing legislation. It is anticipated that this will take place in June.

To ensure that by 25 May the Council has updated consent forms from individuals, for data it controls or processes two privacy notices are required, a general privacy notice and a privacy notice for staff, councillors and role holders, which includes volunteers. It was agreed to invite the volunteers to an event in Rickards Hall at 3.30pm on Thursday 17 May to explain the documents, and hopefully get them completed. Cllr Alan Layland is to give a short presentation on relevant H&S and manual handling which should make the session more interesting.

Resolved: to adopt the Data Audit, privacy notices and consent form.

Resolved: to seek suitable data protection training for Councillors.

### **32.7 Annual General Meeting E&DRTA 17 May 2018**

Resolved: that Cllr G Middleton should attend this meeting in addition to Cllr M Robson as the dissolution of the Association may be proposed at the meeting. Members hoped that this situation could be avoided as the Association has been invaluable in assisting this Council to gain improvements in rail services.

### **32.8 West Kent Youth Provision Report**

Members noted the report from West Kent Extra giving an update of their activities, explaining the recent difficulties in providing detached youth work, and announcing that, with funding from SDC, there will be a new Edenbridge 8-12's club running on Thursdays from 3.45pm - 5.45pm, with a nurture group 5.45pm to 7.45pm.

Resolved: to write to West Kent Extra and Sevenoaks District Council to thank them for the establishment of the 8-12 provision.

### **32.9 South East Water – Draft Water Resources Management Plan 2019**

Members noted the response submitted by Cllr C Pearman.

### **32.10 Traveller incursion Marsh Green 6 -9 May**

Members noted details of the short traveller incursion by two caravans and three vehicles on Marsh Green on Bank Holiday Monday. They accessed via lower sections on the edges of the Green. The Clerk and an Officer from SDC carried out a site/welfare visit. Notices were to be served at noon on 9 May but they left of their own accord on Wednesday morning. They were requested to bag up their rubbish, which they did and the groundstaff reported that the site was clean.

Resolved: to ask Open Spaces to consider the lower sections on the edges of the Green, to see what else might be possible to prevent further encampments.



*In view of the confidential nature of the following items to be discussed, the chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.*

**33. CONFIDENTIAL ITEMS**

**33.1 Four Elms Road**

Members considered and declined the offer of the transfer of a parcel of land from Cooper Estates to this Council for the purpose of building a Medical Facility. It also declined the further land for the development of a school.

Resolved: that the clerk should respond thanking Cooper Estates for the offer and suggesting that they deal directly with any parties interested in taking this forward.

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Edenbridge Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

May Council 32.1

dated

14/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

*[Signature]*  
*[Signature]*

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
 Authority web address

AUTHORITY WEBSITE ADDRESS


## Section 2 – Accounting Statements 2017/18 for

## Edenbridge Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	477,386	579,166	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	462,278	476,826	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	143,443	116,313	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	266,459	276,063	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	237,481	338,723	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	579,166	557,519	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	582,322	605,079	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,497,939	3,632,601	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

03/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/08

and recorded as minute reference:

May Council 32.2

Signed by Chairman of the meeting where approval of the Accounting Statements is given



## Annual Internal Audit Report 2017/18

### Edenbridge Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/05/2018

Name of person who carried out the internal audit

Mr T Hill

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

03/05/2018

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Consolidated Balance Sheet

31/03/17 £		31/03/18 £
	<b>Long Term assets</b>	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>	<b>0.00</b>
	<b>Current assets</b>	
517,529.55	Investments	529,355.55
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
10,196.27	VAT Recoverable	14,892.05
1,967.82	Debtors	17,672.45
0.00	Payment in Advance	0.00
64,792.67	Cash in Hand & at Bank	75,723.65
594,486.31	<b>TOTAL CURRENT ASSETS</b>	<b>637,643.70</b>
594,486.31	<b>TOTAL ASSETS</b>	<b>637,643.70</b>
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
15,173.00	Creditors	79,922.24
147.20	Receipts in Advance	202.40
15,320.20	<b>TOTAL CURRENT LIABILITIES</b>	<b>80,124.64</b>
579,166.11	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>557,519.06</b>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
579,166.11	<b>NET ASSETS</b>	<b>557,519.06</b>
	<b>Represented by</b>	
109,962.86	General Fund	9,460.10
61,801.64	Contingency & Unallocated Resv	350,514.84
1,000.00	Cemetery	1,000.00
756.25	Lighting XXX	0.00
7,504.14	Election	7,504.14
33,950.02	Neighbourhood Plan	33,358.71
127,025.29	Property Fund XXX	0.00
130,831.30	Depreciation Equipment & tools	13,000.00
5,631.06	30 Year Building Plan	31,425.00
8,679.50	10 year Building Plan	6,100.00
49,945.00	Open Spaces 30 Year Plan	105,000.00
33,846.19	Open Spaces 10 Year Plan	-4,930.00
8,232.85	Community Warden	5,086.26
579,166.10		557,519.05

Signed

Chairman

Date

AUDIT OPINION



Responsible Financial Officer



# Income and Expenditure Account

31/03/17 £		31/03/18 £
	<b>INCOME</b>	
10,740.76	Cemetery Income	13,021.80
44,096.73	Central Services/EP/Council (incl Grants & Sale of Assets)	45,602.87
0.00	Church House Income	0.00
12,396.00	Community Warden	11,343.00
0.00	Drawings from Capital Fund	0.00
0.00	Footpaths/Tourism Development Income	0.00
42,249.88	Income CIL	11,427.87
1,823.22	Interest & Investments	3,543.08
32,136.00	Open Spaces Income	31,374.34
462,278.00	Precept	476,826.00
0.00	Public Services Income (Toilets & Lighting)	0.00
0.00	Rickards Hall Income	0.00
0.00	WI Income	0.00
605,720.59	<b>INCOME TOTAL</b>	593,138.96
	<b>EXPENDITURE</b>	
0.00	Cemetery Expenditure	0.00
265,888.74	Central Services/EP/Council/General Administration	312,185.77
9,571.23	Church House Expenditure	10,565.45
18,393.09	Community Warden	20,482.81
0.00	Expenditure	0.00
22.54	Footpaths/Tourism Development Expenditure	7.43
0.00	Grants (excl Section 137)	0.00
0.00	Loan Repayments	0.00
188,589.35	Open Spaces Expenditure	251,007.24
0.00	Provision for Doubtful Debts	0.00
0.00	Public Services Expenditure (Toilets & Lighting)	0.00
12,825.38	Rickards Hall Expenditure	9,881.29
8,650.00	S. 137 Payments	10,656.02
0.00	Tourism assistant	0.00
0.00	WI Hall Expenditure	0.00
503,940.33	<b>EXPENDITURE TOTAL</b>	614,786.01
7,316.96	Balance as at 01/04/17	109,962.86
605,720.59	Add Total Income	593,138.96
613,037.55		703,101.82
503,940.33	Deduct Total Expenditure	614,786.01
0.00	Stock Adjustment	0.00
865.64	Transfer to/ from reserves	-78,855.71
109,962.86	Balance as at 31/03/18	9,460.10

**Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 21 May 2018 at 7.30pm**

---

Present: Cllrs Mrs J Davison, A Layland (Chairman), M McArthur, G Middleton, B Orridge, J Scholey, B Todd (Vice Chairman).

In attendance: Finance Officer, Admin Officer, one member of the public, no press.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs R Bell (unwell) and S McGregor (holiday). Cllr T Bryant was absent.

**2. DECLARATION OF INTERESTS OR PREDETERMINATION – none**

**3. ELECTION OF CHAIRMAN**

Cllr A Layland was nominated as Chairman and, there being no other nominations, members

Resolved: Cllr A Layland be elected Chairman for the ensuing year.

**4. ELECTION OF VICE CHAIRMAN**

Cllr B Todd was nominated as Vice Chairman and, there being no other nominations, members

Resolved: Cllr B Todd be elected Vice Chairman for the ensuing year.

*The meeting was closed*

**5. PUBLIC QUESTIONS**

A member of the public spoke about improvements to general safety in the Croft Lane area and requested that it be discussed at full Council – the item will go to June Council.

*The meeting was reopened*

**6. TO RECEIVE AND SIGN THE MINUTES OF THE PLANNING & TRANSPORTATION COMMITTEE HELD ON 23 April 2018**

Resolved: that the minutes be signed by the Committee Chairman as a true and accurate record of the meeting.

**7. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE, FOR REPORT ONLY – none**

**8. PLANNING APPLICATIONS TO BE CONSIDERED**

Demolition of existing garage /store building and erection of a new detached one bedroom mews house. **Land West Of Smith And Sons Funeral Directors 2 High Street Edenbridge KENT TN8 5AG** Ref. No: 18/01448/FUL

*Members support this application.*

Proposed building to contain stables, tack and storage for farm machinery. **The Secret Garden Marsh Green Road Marsh Green Edenbridge KENT TN8 5PP** Ref. No: 18/01455/FUL

*Members support this application.*

**For information**

Replace four dropped kerbs. **65 Ridge Way Edenbridge KENT TN8 6AP** Ref. No: 18/01239/LDCPR

**The following planning application was considered outside the meeting**

Erection of a first floor extension above existing ground floor room. **Meade Cottage 67D High Street Edenbridge KENT TN8 5AL** Ref. No. 18/01532/HOUSE

*On condition the Conservation Officer is satisfied, members support this application.*

**9. SDC PLANNING DECISIONS – noted**

**10. PLANNING BUSINESS**

**10.1 SDC parking and other improvements update for Stangrove Estate**

A letter from SDC to residents of Stangrove Estate, with updates to their earlier consultation, was noted, as well as the fact the Stangrove Community had sent an alternative proposal for solving issues on the estate to SDC.

**10.2 Listing for the Star Inn**

The SDC Conservation Officer had confirmed the Star Inn is within the Edenbridge Conservation Area and the protection provided by conservation area status is the best the building can receive under current planning legislation, second only to the building being statutorily listed. Under current legislation, the demolition of a building in a conservation area requires planning permission and it is a criminal offence to demolish a building within this area without permission in place. Members

Resolved: they were satisfied that sufficient protection is in place for the Star Inn.

**10.3 CPRE response to draft revisions to the NPPF**

The CPRE response to the Government's consultation on draft revisions to the NPPF was noted.

**11. TRANSPORT BUSINESS**

**11.1 Road issues**

**11.1.1 Kent Highways formal consultation to 20mph zone Edenbridge High Street and surrounding roads**

After extensive discussions, a recorded vote was requested. Cllrs A Layland, M McArthur, J Scholey and B Todd voted to support KHS's 20mph zone proposal, and Cllrs Mrs J Davison, G Middleton and B Orridge voted against. The motion was carried and it was

Resolved: to support the proposal, but members wished it to be extended north to the traffic lights by the junction with Station Road, to encompass the entrances to the Scout Hut, the WI Hall, Edenbridge Town station and Minstrels Close.

**11.2 Rail issues**

**11.2.1 Update**

Cllr G Middleton gave a verbal update on the recent AGM held by the Edenbridge & District Rail Travellers' Association. There is currently a vacancy for Secretary and Cllr Middleton requested help in advertising this vacancy on behalf of the Association.

**11.3 Aviation issues – none**

**11.4 Highways report – noted**

**12. PRESS RELEASE**

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 8.22pm



**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 21 May 2018 at 8.30pm**

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Present: Cllrs Mrs J Davison, A Layland, M McArthur, B Orridge, Z Roberts Smith, J Scholey (Vice Chairman) and B Todd.

In attendance: (Admin Officer), (Finance Officer). No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs R Bell (unwell) and S McGregor (holiday). Cllr T Bryant was absent.

**2. DECLARATION OF INTERESTS OR PREDETERMINATION – none**

**3. ELECTION OF CHAIRMAN**

Cllr S Mc Gregor was nominated as Chairman and, there being no other nominations, members

Resolved: Cllr S Mc Gregor be elected Chairman for the ensuing year.

**4. ELECTION OF VICE CHAIRMAN**

Cllr J Scholey was nominated as Vice Chairman and, there being no other nominations, members

Resolved: Cllr J Scholey be elected Vice Chairman for the ensuing year.

**5. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 23 APRIL 2018**

Resolved: that the minutes of the Finance Committee meeting held on 23 April be signed by the Committee Chairman as a true and accurate record of the meeting.

**6. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**

None.

**7. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

Members noted in detail the income and expenditure transactions for the month and

Resolved: that Cllrs J Scholey and B Todd should sign the Financial Statement for the end of April confirming the analysis of receipts and payments paid expenditure transactions, and authorising the payments of unpaid expenditure transactions. To approve the financial comparisons and to accept the transfers into and out of reserve accounts.

## **7.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: £3,500.00 Community Warden

### **Revenue reserves**

Transfer In: Nil

Transfer Out: £65,000.00

## **7.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:**

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## **7.8 Invoices outstanding for more than 3months**

Nil

**7. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

Cllr Z Roberts Smith asked if the RFO could find out from Edge IT systems if it would be possible to also show percentages on the comparisons report.

**8. FINANCE BUSINESS**

**8.1 Ground staff mobile phone**

The ground staff mobile phone contract is due for renewal in July this year and the RFO had contacted Focus Group, which supplies the o2 mobile contract. They had provided 2 tariff options, both included a free Samsung Galaxy J3. Members

Resolved: to accept the new contract to include 4gb of data usage for the next 24 months at a cost of £19.50per month which was well within the budgeted figure for this year.

**8.2 Street lighting maintenance contract**

Members were advised of notification of a price increase to the street lighting contract and noted there had not been an increase for almost 4 years, but last year the increase was 4% and this year is 3%.

Members discussed the situation at length and

Resolved: the RFO should write to the company asking for absolute clarity that the price will be fixed for the next 3 years. If this is not the case the Council will be looking for an alternative provider. The shortfall of £177 in this year's budget should be taken from contingencies.

**8.3 CIL Payment**

Members were pleased to note that a further CIL payment had been received at the end of April. The amount was £6,753.13, covering the period 1 October 2017 to 31 March 2018. The total amount received to date is £59,891.89.

**8.4 Open Spaces Society**

Open Spaces Society had written to the Council appealing for a further donation, as it is fifty years since the Countryside Act became law in 1968. A copy of their letter was circulated. Members

Resolved: the RFO should write to the Open Spaces Society advising them the Council has a Footpaths working group maintaining the footpaths within the parish.

**9. FINANCE CORRESPONDENCE**

None

**10. PRESS RELEASE**

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 9.02pm

# Paid Expenditure over £500.00 Apr

Start of year 01/04/18

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
DD180403	03/04/18	38745	£904.13	Aviva	Buildings Insurance 2050/1
DD180416	16/04/18	38698	£803.06	E-On UK Plc	Public Street lighting 3130
IB180420	20/04/18	38699	£4,411.68	KCC Pension Fund	2000/3
IB180425	25/04/18	38669	£532.68	World of Power	Pressure washer Community Warden (grant) 4040
IB180425	25/04/18	38670	£2,599.80	Valley Builders	Churchyard wall repairs 3140/5/3
IB180425v	25/04/18	38671	£37,457.00	Valley Builders	Buildings repairs Doggetts Barn & Church House 2063
IB180425	25/04/18	38682	£693.70	Edge IT Systems Ltd	Annual Finance & Cemetery support fees 2020/6
IB180425	25/04/18	38709	£2,742.60	PS Technology	Computer service contract 2020/6
IB180425	25/04/18	38719	£6,000.00	Eden Valley Museum Trust	Service Level Agreement 2018/19 1060
IB180425	25/04/18	38720	£7,500.00	West Kent Extra	Service Level Agreement HOUSE Project 2018/19 1070

# Received Income over £500

April 2018

Start of year 01/04/18

Paying Ref	Paid date	Net Cttee	Details
10200	05/14/18	£1,282.71	Ritagate Ltd T/A Bray
10200	05/04/18	£13,954.66	Trustees of Public Recreation Ground
DC180405	05/04/18	£1,805.50	Edenbridge Rugby Football Club
DC180424	24/04/18	£1,345.05	Ritagate Ltd T/A Bray Associates
DC180425	25/04/18	£666.79	Freshwater Group of Companies
10204	26/04/18	£585.65	Sale of bags
DC180427	27/04/18	6,753.13	Sevenoaks District Council
DC180430	30/04/18	£248,649.00	Sevenoaks District Council
			Market rent January - March
			Charity Account transfer
			1 <sup>st</sup> half yearly rent
			Market rent April- June
			Leathermarket maintenance
			CIL Payment
			Precept

**EDENBRIDGE TOWN COUNCIL**  
**COUNCILLOR'S DELEGATE REPORT**

**Name of working group: School Feasibility**

**Date of meeting:**

**Date of report: 04/06/18**

**Councillor's name: Roger Bell**

**Report: Progress Report**

The bidding round for Free School applications scheduled for October 2017 was put on hold to await policy announcement from the DfE Secretary of State

To move our application forward Harris Federation applied to DfE to exchange approved Free School developments (2) in Kent for a Free School in Edenbridge, February 2018, as no announcement had been forthcoming.

- Rejected as DfE wanted to wait for an announcement on school development in UK by the Secretary of State.

Secretary of State announcement May 2018 focused on 'Opportunity Areas'; parts of the country where education is underperforming and there is a significant 'basic need'

Harris have taken counsel from DfE and have been informed that Edenbridge would not meet DfE criteria. There are only 35 projects that will be approved nationally in this round. Harris are not pursuing an application

The next round will have the same criteria and Harris have stated they will not work towards placing an application.

The New Schools Network confirm this situation.

Abbey Lloyd representing Da Vinci School proposal are also in the same situation.

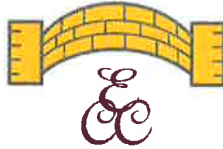
Unlike Harris, Da Vinci can make an immediate application but have not secured property or land to develop a school.

Da Vinci have suggested we join forces and lobby KCC (Ian Watts) and the Regional Schools Commissioner (Dominic Harrington) and lobby to take a 'presumptive' route; this bypasses the bidding process and establishes a school on a presumptive basis for need. They feel by working together and gaining substantial local support this may be feasible.

KCC will save more than £500,000 by not bussing our students out of Edenbridge! (Da Vinci research).

We will explore this route and report back to council on the feasibility of taking up the Da Vinci proposal.

EDENBRIDGE CC



**Matt Cox Community Pavilion Project Update**

11<sup>th</sup> May 2018

We now have sufficient funds in place to execute the project.

Planning permission is in place, and we have made a preliminary selection of our preferred building partner. We are now in detailed conversations with them, with a view to sign a contract before the end of May.

Our self-raised funds total has now reached £133,500. In addition we have £207,600 in grant awards and promises from partners.

(Our partnership bodies include: The ECB, Sport England, Edenbridge Town Council, John Coleman Trust, Aberdeen Asset Management, Kent County Council, Gatwick Airport Community Trust, and The Great Stone Bridge Trust, Warren Meadows Trust.)

We also have access to a £50,000 interest free loan facility from the ECB.

Current Total Available Funds = £391,100

After further costing reviews the latest tender from our preferred partner is £378,000 including VAT.

We will continue to fund raise, as we wish to minimise the need for the club to draw on the ECB loan, and estimate we will achieve a minimum of an additional £20,000 by the end of the year from events and new grant awards.

We have made a one change to the timing of the build, it has been moved to the beginning of September, as we do not want to disrupt the operation of the club during the cricket season. The plan is now to break ground in the first week of September and complete the build before Christmas.

I will be contacting you shortly to identify any documentary evidence you require and understand your process for drawing down of funds. In the mean time please contact me with any immediate questions.

We understand that there is still a lot of work to do to execute the project, however we are very pleased that our efforts and the generosity of our partners have now got us to the point of having a funded viable project.

Yours Sincerely

Jonathan Watts  
Edenbridge CC  
Email: [jonathanpaulwatts@virginmedia.com](mailto:jonathanpaulwatts@virginmedia.com)  
Mob Phone: 0790 0051948

## **Eden Valley Chamber of Commerce Vincent House Project Summary**

It is the intention of the Eden Valley Chamber of Commerce to establish a **Business Support Centre** for the Eden Valley area, based at Vincent House in Fircroft Way Edenbridge. Now that we have obtained the agreement of the freeholders (RAMAC Developments) to proceed "in principle" with the project, we can begin the detailed planning and raising finance.

Vincent House will become the permanent headquarters and administrative centre of the Eden Valley Chamber of Commerce and we will create a "state of the art" business support centre which will be available for local businesses to use for presentations, training, seminars, disaster recovery etc for a reasonable fee.

There will be space and resources made available for business "start ups" and micro businesses from which new entrepreneurs can operate at the earliest stages of their development, and for the many smaller businesses which run from home (but occasionally need a more businesslike area from which to operate) on an "ad hoc" basis. Space will be let on an hourly, daily or weekly basis. The chamber will use the building as its administrative centre and to conduct its meetings as well as a place from which to run its numerous events both commercial and community (The Edenbridge Motor Show and the annual French Market for instance).

We will create a "young chamber" which will involve approaching local senior schools to offer the opportunity for youngsters who are about to enter the world of work to meet with local employers. They will learn what is expected of them in the workplace as well as giving the employers the opportunity to meet prospective employees in a neutral environment.

Wherever possible, we will also help support many other local events and organisations by providing a centre from which to run.

**The Eden Valley Business Support Centre** will be run as a non profit making enterprise charging nominal fees for the support it provides to the businesses of the region and by letting out its facilities and we will look at other funding streams which will help support the centre.. We already have interest being shown by many businesses in the town that would use the facilities for business presentations and training as well as other companies and organisations outside the area who would also wish to use it.

We are supported by our local MP Tom Tugendhat, the town council, Sevenoaks District Council, our Kent County councillor and KCC itself and we have begun to look at possible funding sources. We will incorporate the latest technology and we anticipate a full development cost of £200,000 – £250,000 to create a "state of the art venue" and believe that there are plenty of possibilities for funding. We have within the chamber the expertise to run the project and we will use the paid services of as many local tradesmen and suppliers as we can, making it truly part of the business community.

Eden Valley Chamber of Commerce



## Councillor learning/training requirements

Name	New Councillor	Code of Conduct	Roles & Responsibilities	Governance and Finance	Planning	Community Involvement	Social Media	Emergency Planning/ Radio	E/P or Flood Warden	Other	Other Required
Cllr J Barnett	June 15	Jan 17	Yes	July 15	July 16 Jan 17	Jan 17		N/R	2015		GDPR
Cllr R Bell	Yes	Yes	Yes	July 15	April 18	Yes	Jan 18	Licence			GDPR
Cllr T Bryant	June 15	Jan 17 Jan 17	Yes	July 15	April 18	Jan 17	Jan 18		2015		GDPR
Cllr Mrs J Davison	N/R	Sept 15 Jan 17	N/R	Yes	Jan 17 April 18	Jan 17	Jan 18		2015		GDPR
Cllr A Layland	N/R	Sept 15 Jan 17	Nov 17	July 15	April 18 May 18	July 14 Jan 17	Jan 18	Course attended	2018	Environmental 2014	GDPR
Cllr V Maynard	N/R	N/R	N/R	July 15	Yes	N/R	Jan 18		2014	Environmental 2018	GDPR
Cllr M McArthur	N/R	Sept 15	N/R	July 15	Jan 17 April 18	Yes	Jan 18	Licence	2015		GDPR
Cllr S McGregor	N/R	Sept 15 Jan 17	N/R	N/R	Jan 17 April 18	Jan 17	Jan 18	Licence			GDPR
Cllr G Middleton	Yes	Yes	Yes	Yes	April 18	Yes	Yes	Yes	Yes		GDPR
Cllr B Orridge	N/R	Jan 17	N/R	July 15	Jan 17 April 18	Jan 17	Jan 18				GDPR
Cllr C Pearman	N/R	Jan 17	Yes	July 15	Yes	Jan 17	Jan 18	Licence	2014		GDPR
Cllr M Robson	N/R	Sept 15 Jan 17	N/R	July 15	July 16 Jan 17	Jan 17	Jan 18	Licence			GDPR
Cllr Z Roberts Smith	Yes	Yes	Yes	Yes	April 18	Yes	Yes	Yes	Yes		GDPR
Cllr J Scholey	N/R	Sept 15	N/R	July 15	April 18	N/R	Jan 18		2014		GDPR
Cllr B Todd	June 15	Sept 15	Yes	August 2016	July 16 April 18	Yes	Jan 18	Licence	2015		GDPR

**Required Offered** Attended/ not required/up to date

1. Group Learning - In Edenbridge by a visiting speaker, training video etc.
2. Training Events - Attendance at organised training events or conferences organised, for example, by the District or County Council, KALC or SLCC
3. Formal Qualifications - Certificate of Local Government policy (2 Years) or Working with your Council (approx 6 months)
4. Paper Based Learning - Self-taught, for example through information provided in the council agenda, study of consultation documents, study of local and government aims and objectives
5. Web Based Learning - Self-taught through use of internet to study any aspect of local or government activity. **File/Staff/training/2018/update June 2018.**