

**MINUTES of the Annual Meeting of EDENBRIDGE TOWN COUNCIL, held via ZOOM on Thursday 6 May 2021, at 7.30 pm.**

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Present: Cllrs J Aldridge, A Baker, S Compton, A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, J Scholey, P Smith, S Sumner, S Taylor and B Todd

In attendance: Town Clerk; Deputy Clerk; Responsible Financial Officer; Planning and Administration Officer.  
There were no members of the public and no members of the press.

*The Chairman (Cllr Layland) read an advisory statement on the guidelines for conducting remote meetings due to the Government changes to holding and attending meetings under the Coronavirus Act 2020 S78. Town Council Standing Orders continue to apply.*

**Annual Meeting business**

**1. ELECTIONS**

**1.1. Election of Chairman for the ensuing year**

Cllr McArthur proposed Cllr Todd for Chairman; Cllr Scholey seconded. Members unanimously

**Resolved:** Cllr Bob Todd as Chairman of the Town Council.

**1.2. To receive the Chairman's declaration of office**

Received verbally. Cllr Todd would sign the declaration of office in the council office.

**1.3. Election of the Vice-Chairman**

Cllr McArthur proposed Cllr Baker for Vice-Chair; Cllr Compton seconded. Members voted by a majority and,

**Resolved:** Cllr Angela Baker as Vice-Chairman of the Town Council

**1.4. To receive the Vice-Chairman's declaration of office**

Received verbally. Cllr Baker would sign the declaration of office in the council office.

**2. TO RECEIVE APOLOGIES FOR ABSENCE**

None.

**3. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON [22 April](#)**

**Resolved:** that the minutes of the Council meeting held on 22 April 2021 be duly signed by the Chairman as a true and accurate record of the meeting; pages 9520-9521.

**4. TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETINGS**

**4.1 Planning and Transportation Committee –[15 March](#) (9506-9509); Planning Committee – [6 April](#) (9517-9519)**

**Resolved:** the minutes of the meetings and numbered – 15 March (9506-9509); 6 April (9517-9519) to be adopted.

**4.2 Community Infrastructure Levy Board – [15 March](#) (9510-9512)**

**Resolved:** the minutes of the meeting and numbered – 15 March (9510-9512) to be adopted.

**4.3 Finance Committee – [22 March](#) (9513-9515)**

**Resolved:** the minutes of the meeting and numbered – 15 March (9513-9515) to be adopted.

**4.4 Personnel Committee – [26 March](#) (9516)**

**Resolved:** the minutes of the meeting and numbered – 26 March (9516) to be adopted.

**4.5 Open Spaces Committee - [19 April](#)**

**Resolved:** the minutes of the meeting and numbered – 19 April (9522-9527) to be adopted.

**5. TO REVIEW THE DELEGATED ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF (as detailed in the Terms of Reference) AND APPOINTMENT OF ANY NEW COMMITTEES**

**5.1 Finance and Governance Committee (10)**

**5.2 Planning and Transportation Committee (12)**

**5.3 Open Spaces Committee (10)**

**5.4 Emergency Planning Committee (8)**

**5.5 Community Infrastructure Levy (CIL) Board (15)**

**5.6 Charities and Grants (15)**

**Sub-committees**

**5.7 Personnel Committee (7)**

**Steering Group**

**5.8 Forward Planning Steering Group**

**Working Groups**

**5.9 Lease/SLA negotiation Group**

**5.10 Open spaces play and activity areas – current project Recreation refurbishment**

**5.11 Parking Group**

**5.12 Market Yard Car Park Parking Group**

**5.13 Planting Trees and Wildflower areas Group**

**5.14 Internal Audit / Council Risk Group**

**5.15 Aviation Consultation Group**

Items 5.1 to 5.15, Members unanimously,

**Resolved:** to continue with the existing number of Committees, Sub-Committees, and its delegated arrangements (as detailed in The Terms of Reference).

**Staff**

**5.16 Delegated powers to Town Clerk and Officers**

**5.17 Delegation for [procurement procedures](#)**

Items 5.16 to 5.17, Members unanimously,

**Resolved:** to continue with the existing delegated powers and arrangements for the Town Clerk and Officers delegated powers; and the current procurement procedures.

**New Committees/sub-committees**

**5.18 To consider any additional committees**

Members **agreed**, there were already sufficient committees.

**6. TO CONFIRM [TERMS OF REFERENCE](#) (last reviewed by Finance and Governance 15 February 2021)**

Members unanimously,

**Resolved:** to continue with and adopt the current Terms of Reference.

**7. To appoint members for each Committee**

Each committee was separately reviewed:

**7.1 Finance and Governance Committee (10)**

Membership was **agreed:** Cllrs Aldridge, Baker, Compton, Damodaran, Layland, Lloyd, McGregor, Scholey, Sumner and Todd.

**7.2 Planning and Transportation Committee (12)**

Membership was **agreed:** Cllrs Aldridge (SW), Baker (SW), Compton (NE), Jennings (NE), Layland (NE), Lloyd (SW), McArthur (SW), McGregor (NE), Read (SW), Scholey (NE), Sumner (NE) and Todd (NE).

**7.3 Open Spaces Committee (10)**

Membership was **agreed:** Cllrs Aldridge, Baker, Damodaran, Jennings, Layland, Lloyd, McGregor, Todd, Read and Taylor.

**7.4 Emergency Planning Committee (8)**

Membership was **agreed:** Cllrs Aldridge, Baker, Compton, Damodaran, McArthur, McGregor, Taylor and Todd.

**7.5 Re 5.17 if there are any new committees to appoint members**

There were no new committees.

**8. To appoint the members of the Working Groups**

Each committee was separately reviewed:

**8.1 Lease/SLA negotiation Group**

Membership was **agreed:** Cllrs Baker, Lloyd, McGregor, Smith, Taylor and Todd.

**8.2 Parking Group**

Membership was **agreed:** Cllrs Aldridge, Baker, Compton, Damodaran, Layland and Read.

**8.3 Internal Audit / Council Risk Group**

Membership was **agreed:** Cllrs Layland, Lloyd, Scholey, Smith, Sumner and Todd.

**8.4 Aviation Consultation Group**

Membership was **agreed:** Cllrs Aldridge, Baker, Compton, Lloyd, McArthur and Taylor.

**8.5 Planting Trees and Wildflower areas Group**

Membership was **agreed:** Cllrs Baker, Lloyd, and Todd, plus the Community Warden and Head Groundsman.

**8.6 Open spaces play and activity areas (Recreation refurbishment)**

Membership was **agreed:** Cllrs Baker, Jennings, Layland, Lloyd and Todd.

**8.7 Market Yard Car Park Parking Group**

Membership was **agreed:** Cllrs Baker, Layland, McGregor and Todd.

**9. To confirm and adopt the following:**

**9.1 Standing Orders (last reviewed and adopted 9 March 2021)**

**9.2 Financial Regulations**

9.1-9.2 Members unanimously,

**Resolved:** to continue with and adopt the current Standing Orders and the Financial Regulations.

**10. TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT AND BUSINESS**

Arrangements carried out by Edenbridge Town Council on behalf of:

**10.1 Citizens Advice Bureau: Payroll**

**10.2 Freshwater Properties Group: some maintenance and waste clearance for Leather Market**

**10.3 Great Stonebridge Trust: Grass cutting services**

**10.4 Sevenoaks District Council: Ground maintenance services, Town Field and playground inspection, weed spraying on residential estate**

**10.5 War Graves Commission: Maintenance of War Graves**

**10.6 WI Hall: Hall booking facility/service; payroll**

10.1-10.6 Members unanimously,

**Resolved:** to continue with arrangements which it carries out on behalf of other organisations and those listed in 10.1-10.6 above.

**Professional services engaged**

**10.7 Ellis Whittam**

**10.8 PS Technology**

**10.9 Solicitors – Wilkin Chapman**

**10.10 Streetlight Maintenance – Streetlights**

**10.11 Summer Fun Days – Play Place**

10.7-10.11 Members unanimously,

**Resolved:** to continue with companies as those listed in 10.7-10.11 above, for its professional services and advice.

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

The following representatives for external bodies on which the Council has representatives were confirmed as below:

External Body and contact details	Councillor(s) nominate representative
<b>Recreation Management - ERF/C/ECC/Nomads</b>	1. Alan Layland
<b>Edenbridge Town Village Hall (WI Hall) Management Committee</b>	1. Angela Read
<b>Edenbridge Twinning Association</b>	1. Chairman of Council – Bob Todd 2. Stuart McGregor
<b>Eden Valley Chamber of Commerce</b>	1. Alan Layland

<b>Eden Valley Museum Trust</b>	1. Stuart McGregor (also SDC rep) 2. Alan Layland (also trustee & exec member)
<b>CCG Board for Edenbridge Combined Hospital and Medical Practice</b>	1. Chairman of Council – Bob Todd 2. Alan Layland 3. Angela Read
<b>Edenbridge Patient Participation Group</b>	1. Angela Read 2. Alan Layland
<b>Edenbridge &amp; Westerham Citizens' Advice</b>	1. Alan Damodaran 2. Vic Jennings
<b>Campaign to Protect Rural England</b>	1. Nick Lloyd
<b>Eden Valley Footpaths Forum</b>	1. Nick Lloyd & Tourism Officer
<b>Edenbridge Youth Forum/Consortium</b>	1. Angela Baker 2. Bob Todd
<b>Edenbridge Cares Group</b>	1. Alan Layland 2. Margot McArthur & Town Clerk
<b>Friends of Edenbridge Parish Church</b>	1. John Scholey 2. Stuart McGregor
<b>Food Bank</b>	1. Bob Todd 2. Angela Baker (appointed 2020)
<b>KALC &amp; Sevenoaks Area Committee</b>	1. Jon Aldridge 2. Stephen Sumner
<b>Partners and Community Together (PACT)</b>	1. Bob Todd 2. Alan Layland 3. Angela Baker & Town Clerk
<b>Sevenoaks District Arts Council</b>	1. Angela Baker 2. Stephen Sumner
<b>Uckfield Railway Line Parishes Committee</b>	1. Jon Aldridge
<b>Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership)</b>	1. Cllr Todd & Debbie Bond (Planning & Transportation Officer)
<b>Uckfield &amp; East Grinstead Lines Steering Group (Sussex Community Rail Partnership) (Buxted)</b>	1. Cllr Todd & Debbie Bond (Planning & Transportation Officer)
<b>Eden Valley Tourism Forum</b>	1. Alan Layland 2. Stuart McGregor
<b>Eden Centre Community Partnership</b> <i>(to check current situation)</i>	1. Jon Aldridge 2. Alan Layland
<b>The Edenbridge Partnership</b> <i>(currently on hold)</i>	1. Alan Layland 2. Nick Lloyd & Deputy Clerk

Members noted, the Neighbourhood Planning Steering Group was being reconsidered by the Planning Committee. Edenbridge Primary School was now an academy, with no legal requirement for Council representative.

**12. TO REVIEW THE INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

Members unanimously,

**Resolved:** to confirm the Council's assets with a current fixed asset value of £4,036,148.

**13. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS AND THE ANNUAL EXPENDITURE OF £11,500**

Members noted the Council's insurance was on three-year agreement with Royal Sun Alliance Plc which was due for review in June 2022. Members unanimously,

**Resolved:** to the continuation of the insurance arrangements and the expenditure of £11,500.

20:47 Cllr Taylor left the meeting.

**14. TO REVIEW AND CONFIRM THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES (figures quoted are on last paid invoices)**

**14.1 Campaign to Protect Rural England £36 (reviewed Panning Committee 22 February)**

**14.2 Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £102**

**14.3 Edenbridge Magazine (3 editions, centre page newsletter) £519**

**14.4 Grounds Management Association £127**

**14.5 Information Commissioner Office £55**

**14.6 Institute of Cemetery and Crematorium Management £95**

**14.7 Kent Association of Local Council £1,515**

**14.8 Kent County Playing Fields Association £20**

**14.9 Open Spaces Society £45**

**14.10 Rural Kent membership £105 (reviewed and approved March 2021)**

**14.11 Society of Local Council Clerks (SLCC) Town Clerk's membership £317 (last paid April 2021)**

14.1-14.11 Members unanimously,

**Resolved:** to continue with the subscriptions as per 14.1-14.11 above.

**15. TO REVIEW OF THE COUNCIL'S [COMPLAINTS PROCEDURE](#)**

Members unanimously,

**Resolved:** to continue with and adopt the current complaints procedure.

**16. TO REVIEW THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION: [Retention and Disposal Policy](#), the [FOI publication Scheme](#), [Information and Data Policy](#) and the [Privacy Policy](#)**

Members unanimously,

**Resolved:** to continue with and adopt the current Retention and Disposal Policy, the FOI publication scheme, Information and Data Protection Policy and the Privacy Policy.

**17. GENERAL POWER OF COMPETENCE: to note the Town Council continues to meet the conditions as resolved at its meeting 13 May 2019**

Members noted and confirmed, for good practice, that it continued to meet the conditions of General Power of Competence as per the eligibility conditions under the Localism Act 2011, chapter 1 S8.

**18. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 31 MARCH 2021**

**18.1 To receive the internal auditor's report**

The Internal Auditor's report for the Annual Governance and Accountability Return (AGAR) 2021 was received and noted. The auditor had given 'yeses' for each objective ('k' and 'l' were not applicable), but with the exception for 'm' were a 'no' had been given because the notice for the *exercise of public rights 2019/20* had been published with the same date as the first date of exercise. A full report from the auditor on the review of the Council finances for 1 April 2020 to 31 March 2021 would be presented to the Finance and Governance Committee.

**18.2 To approve the annual governance statement for 2020/21**

Cllr Todd read aloud each statement under the annual governance statement in the AGAR. Members unanimously agreed each statement, and

**Resolved:** to approve the annual governance statements 1-9 for 2020/21.

**18.3 To resolve the accounting statement for 2020/21**

Members received the end-of-year accounting figures for the AGAR and cash and investments balance of £1,088,207. Members unanimously

**Resolved:** to approve the end-of-year accounting figures as recorded in boxes 1-11 for 2020/21.

**Other Council business**

**19.DECLARATIONS OF INTERESTS OR PREDETERMINATION**

None were received.

*20:56 Meeting was adjourned for agenda item 20.*

**20.PUBLIC QUESTIONS AND STATEMENTS**

None.

*20:56 Meeting was reconvened.*

**21.TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS**

**21.1 County Councillors**

None. Cllr Todd noted that the elections for the new County Councillor were taking place that day. He expressed his appreciation on behalf of Members to Cllr Lake who had served Edenbridge residents and made representations at County level for several years. In particular, with helping secondary school pupils with the school admissions. He wished him a happy retirement and asked the Town to write a letter of appreciation for his service.

**21.2 District Councillors**

None.

**22.COVID-19 (Coronavirus): update**

The Town Clerk' report was noted: All employees were back to office-based working and the Groundstaff has resumed full duties with all staff taking regular rapid lateral flow tests. Visitors were not being allowed into the office but served at the door. Calls for volunteer support and prescription collections were almost down to zero; approx. one a month currently.

**23.TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK'S AND OFFICERS' REPORTS:**

**23.1 Clerk's Report**

Received.

**24.MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA**

**24.1 SPEED INDICATOR DEVICE: TO CONFIRM THE MODEL – MINI MODEL OR ADVANCE WITH THE ADDITION OF 'SLOW DOWN' (funded by the CIL award September 2020)**

Cllr Lloyd said that he had looked at the two quotes provided. The advance extra provided the words 'slow down', but the information provided did not give the impression that this was more effective and would have a shorter battery life. The mini portable speed indicator device (SID) was smaller and therefore lighter, and a longer battery life. Members unanimously,

**Resolved:** to proceed with the quote for the Mini SID.

**24.2 TO RECEIVE AN UPDATE ON REMOTE MEETINGS FOLLOWING THE HIGH COURT JUDGEMENT (published 28 April)**

The update in the Town Clerk's reported, following a High Court legal challenge by Lawyers in Local Government and ADSO, which was supported by NALC, LGA and other national bodies which was heard on 21 April, the judgement was made and published 28 April, and says '*All councils must now return to holding physical meetings from 7 May*'. NALC has expressed its concerns for such physical meetings, *to which all members of the public are entitled to attend, will result in both a health risk given the current pandemic and to provide social distancing and other safety measures*. It will continue to lobby Government. Cllr Todd said that Members should be guided and work closely with the Town Clerk to enable face-to-face meetings.

*20:47 Cllr Taylor re-joined the meeting.*

**25. OTHER BUSINESS including items referred from Committees for decision**

**25.1 Training for Responsible Financial Officer: To approve the expenditure of £120 for the Financial Introduction to Local Administration (FILCA)**

Members unanimously,

**Resolved:** to approve the expenditure of £120 for the Financial Introduction to Local Administration (FILCA) for the RFO.

**25.2 Training for the Planning and Administration Officer: To approve the expenditure of £120 for an *enhance knowledge* equivalent to the Level 2 (step between the ILCA and CILCA)**

Members unanimously,

**Resolved:** to approve the expenditure of £120 for an enhance knowledge equivalent to the Level 2 (step between the ILCA and CILCA) for the Planning and Administration Assistant.

**25.3 To receive a request from Nomads Football Club to be able to sub-let one of its pitches to Chipstead Junior Football Club for Sunday junior football**

Members unanimously,

**Resolved:** to approve to permit Nomads Football Club to be able to sub-let one of its pitches to Chipstead Junior Football Club for Sunday junior football.

**26. CONSULTATIONS**

**26.1 [Local authority remote meetings: call for evidence](#) – closing date 17 June**

Noted.

**27. TO RECEIVE REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES**

None.

**28. TO CONSIDER ANY PRESS RELEASES**

Announcement of the new Chairman and Vice-Chair.

Speed Indicator Device, once dates were confirmed for the posts to be installed.

New Council photograph (to be taken at the July full Council meeting).

**29. MATTERS FOR FUTURE AGENDAS**

None.

**30. DATE OF NEXT MEETING – 12 July**

Meeting closed at 21:06