



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 09 May 2022 | Short Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (*Vice-Chair*), S Compton, A Damodaran, M Gemmell Smith, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, S Taylor, B Todd (*Chair*).

Notice is hereby given of the ANNUAL MEETING of Edenbridge Town Council to be held in Rickards Hall on 9 May 2022 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
26 April 2022

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. Council Meetings may be recorded.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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1 **Elections**

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


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

1.3 **Election of the Vice-Chairman**

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

2 **To Receive Apologies for Absence**

3 **To Receive, Adopt and Sign the Minutes of The Extraordinary Council Meeting Held on 14 March 2022**

 Full Council | 14 Mar 2022 v.1 | Minutes (Pages to)


4 **To Adopt the Following Reports/minutes of Meetings**

4.1 **Planning/Planning and Transportation Committee**


Planning Committee - 22 March (9697-9702);

Planning and Transportation Committee - 4 April (9706-9708);

Planning Committee - 25 April (9714-9716)


 Planning and Transport | 22 Mar 2022 v.1 | Minutes (Pages 9683 to 9685)

 Planning and Transport | 04 Apr 2022 v.1 | Minutes (Pages to)

 Planning and Transport | 25 Apr 2022 v.1 | Minutes (Pages 9714 to 9716)


4.2 **Finance Committee**

21 March (9695-9696a)

 Finance | 21 Mar 2022 v.1 | Minutes (Pages 9695 to 9697)


4.3 **Emergency Planning**

28 March (9703-9705)

 Emergency Planning | 28 Mar 2022 v.1 | Minutes (Pages to)

4.4 **Open Spaces Committee**

11 April (9709-9713)

 Open Spaces | 11 Apr 2022 v.1 | Minutes (Pages 9709 to 9713)

5 **To Receive Recommendations from Finance Committee Meeting on 21 March:**

Details in the Finance Committee minutes, agenda item 6.

5.1 **To note: the review of the predicted year-end for 2021/22 and recommended ear-marked reserves movement**

5.2 **To note: Kent County Council Covid-19 Contain Outbreak Management Fund had awarded a grant of £7,274 towards the additional expenditure costs incurred by the Council during the two years of the pandemic**

6 **To Review the Delegated Arrangements to Committees, Sub-Committees, Staff (as Detailed in The Terms of Reference) and Appointment of Any New Committees**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>

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

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

6.3 **Open Spaces Committee (10)**

6.4 **Emergency Planning Committee (8)**

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

6.6 **Personnel Committee (7) membership appointed by Finance Committee**

6.7 **Charities and Grants (15)**

6.8 **Forward Planning Steering Group**

6.9 **Internal Audit / Council Risk Group**

6.10 **Lease/SLA negotiation Group**

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

6.12 **Parking Group**

6.13 **Market Yard Car Park Parking Group**

The Parking Groups have not met in the past year, and as matters are currently reported to the Open Spaces Committee, do Members want to consider merging the two parking groups?

6.14 **Planting Trees and Wildflower areas Group**

Open Spaces Committee oversees any planting programmes and the Community Warden works with the Open Spaces manager/Deputy Clerk and Head Groundsman on planting programmes with the volunteer bulb planters. Is the Planting/wildflowers working group still required?

6.15 **Aviation Consultation Group**

Aviation Consultation Group have not met for several years, but there are members who follow activities at Gatwick and consultations. Aviation matters is also an agenda item on the Planning and Transportation Committee. Do members want to continue with this working group or are they satisfied that it is represented by the P&T Committee?

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

6.17 **Delegation for procurement procedures***

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/04/PROCUREMENT-REFERENCE.pdf>

Annex 1: Procurement

6.18 **To consider any additional committees**

7 **To Confirm Terms of Reference (last Reviewed by Finance and Governance 15 February 2021)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>

8 **To appoint/confirm members for each Committee***

Annex 2: Committee Membership 2022

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

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

8.3 **Open Spaces Committee (10)**

8.4 **Emergency Planning Committee (8)**

8.5 **Re 6.18 if there are any new committees to appoint members**

9 **To appoint/confirm the members of the Working Groups***

9.1 **Internal Audit / Council Risk Group**

9.2 **Lease/SLA negotiation Group**

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

9.4 **Parking Group**

9.5 **Market Yard Car Park Parking Group**

9.6 **Planting Trees and Wildflower areas Group**

9.7 **Aviation Consultation Group**

10 **To confirm and adopt the following:**

10.1 **Standing Orders (last reviewed 14 March 2022)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/03/21-03-Standing-Orders-adopted-08.03.21-based-on-NALC-Model-SO-revised-2020.docx.pdf>

10.2 **Financial Regulations**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/02/Model-Financial-Regs-adopted-May-16-Amended-Feb-18.pdf>

11 To Review Arrangements with Other Local Authorities, Not-For-Profit and Business

11.1 Citizens Advice Bureau

Payroll

11.2 Freshwater Properties Group

Some maintenance and waste clearance for Leather Market

11.3 Great Stonebridge Trust

Grass cutting and Water Meadow management services

11.4 Sevenoaks District Council

Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate

11.5 War Graves Commission

Maintenance of War Graves Professional services engaged

11.6 EDGE IT

(software packages for Finance, Assets register, Epitaph and Rickards Hall hire)

11.7 PS Technology

(IT support)

11.8 Fusion4/Besure

(security and fire alarms)

11.9 Continental Security

(facilities security management)

11.10 James Hallam Insurance


(Council insurance broker)

11.11 NFU Mutual Insurance

(vehicles)

- 11.12 **Keith Robertson**
(internal auditor)
- 11.13 **PKF Little John LLP**
(external auditor)
- 11.14 **Streetlight Maintenance**
Streetlights
- 11.15 **Wilkin Chapman Solicitors**
(legal advice of FOIs, contracts and agreements and other matters)
- 11.16 **Worknest**
(HR and H&S support)
- 11.17 **Canon UK**
(photocopier)
- 11.18 **SAGE**
payroll software services
- 11.19 **Summer Fun Days**
Play Place
- 11.20 **Health Assured**
(employee assistance/wellbeing mental health programmes) year 2 of 3- year agreement

- 12 **Review of Representation on Or Work with External Bodies and Arrangements for Reporting Back – See Attached List of External Bodies***
Do Members confirm the representation for each external body/organisation; and to make changes accordingly?

 Annex 3: Representatives on External Bodies

- 13 **To Review the Inventory of Land and Other Assets Including Buildings and Office Equipment**
Do Members confirm the Council's Assets and the closing balance for year-end 2021/22 of £4,085,958?

 <https://www.edenbridgetowncouncil.gov.uk/council-asset/>

14 **Confirmation of Arrangements for Insurance Cover in Respect of All Insurable Risks and The Annual Expenditure of £12,500.**

The Council's insurance is renewed July each year. This is the third year of a 3-year agreement. Last year's premium was £11,559.44. There have been additions for the SID; Monitor; IT for groundstaff; and there will be a claim for the Depot theft.

🔗 <https://www.edenbridgetowncouncil.gov.uk/policies/insurances/>

15 **To Review and Confirm the Council's And/or Staff Subscriptions to Other Bodies**

Do Members confirm the subscriptions 15.1-15.14?

15.1 **Campaign to Protect Rural England £36**

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

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

15.4 **Grounds Management Association £142**

15.5 **Information Commissioner Office £55**

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

15.7 **Kent Association of Local Council (KALC) £1,665**

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

15.9 **National Association for British Markets Authorities (NABMA) £500**

15.10 **Open Spaces Society £45**

15.11 **Rural Kent membership (Action with Communities) £115**

15.12 **Sevenoaks District Council – Premises Licence (TN8) £1,070**

15.13 **Society of Local Council Clerks (SLCC) Town Clerk's membership £327 (May 2022)**

15.14 **Stalls and Crafts £150**

16 **To Confirm the Direct Debit and Standing Orders Arrangements***

There are currently no Standing Orders.

Do Members confirm the list of direct debit arrangements, and amendments?

 Annex 4: Direct Debits

17 **To Confirm the Council's Banking Signatories**

TO CONFIRM THE COUNCIL'S BANKING SIGNATORIES: To confirm the signatories for the Town Council's accounts:


ACCOUNT	Current signatories (min 3 each accounts - 2 signatories required)
Barclays	Lloyd, A Layland, M McArthur, B Todd, S McGregor,
CCLA	N Lloyd, A Layland, M McArthur, B Todd,
Lloyds	A/c to be closed - to appoint 2 members
Charity Accounts (Natwest a/cs)	B Todd, M McArthur, N Lloyd
Norman Foundation (Investment accounts - Scottish Widows / CCLA / Natwest)	A Layland, S Mcgregor, M McArthur

NB: SO and Financial Regs does not specify that signatories need to be Finance Committee members.


Members to confirm and appoint signatories to each account.


18 **To Review of The Council's Complaints Procedure**


The Council's complaints procedure was reviewed by the solicitors in November 2019, and in 2021. Section 8 was amended and adopted by Council in December 2021.

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/01/21-12-19-11-adopted-Complaints-Procedure-May-2016-amended-06.12.21.pdf>

19 **To Review of The Council's Policies, Procedures and Practices in Respect of Its Obligations Under Freedom of Information and Data Protection Legislation (reviewed November 2019)**

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-Retention-and-disposal-Policy-with-appendix-A.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-amended-FOI-and-Publication-Scheme-2018.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/Information-Data-Protection-Policy-20181.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/General-Privacy-Statement.pdf>

20 **Communications Policy (and with Dealing with The Press/media)**

The Communications Policy was adopted in 2018. It is already noted that this needs a full review. Members have received a training session on communications which has prompted strategy review. Some work has started, and the new policy will be presented to Council in due course (pending other work commitments and the appointment of the Communications officer).

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/12/Communication-and-Community-Engagement-Dec-2018.pdf>

21 **General Power of Competence**

To note the Town Council continues to meet the conditions as resolved at its meeting 13 May 2019

22 **Annual Governance and Accountability Return 31 March 2022***

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

The Internal Auditor attended on 28 April; he did a thorough view of the end-of-year accounts, the Council's reserves and other risk management procedures were covered.

Do members confirm the Internal Auditor's report?

<https://www.edenbridgetowncouncil.gov.uk/internal-auditor-reports/>

22.2 **To receive the end-of-year financial statements**

A copy of the end-of-year finances is attached with the Bank Reconciliation, and the budget comparisons.

BALANCES	EOY 31.03.22
General Fund	250,811.88
CIL Funds - General	83,934.46
CIL Funds - Allocated	472,795.00
Ear Marked Reserves	
Cemetery	1,000.00
Election	11,500.00
Neighbourhood Plan	15,000.00
Depreciation Equipment & tools	1,000.00
10/30 Year Building Plan	80,117.00
10/30 Year Plan Open Spaces	225,064.00
Community Warden	3,771.00
Staff Reserves	12,000.00
Grants	772.25
Projects Carried Over	7,957.00
EMR total	358,181.25

Do Members confirm the end-of-year financial position?

- 📎 Annex 5: Income and Expenditure Accounts
- 📎 Annex 6: Consolidated Balance Sheet
- 📎 Annex 7: Financial Summary Cashbook
- 📎 Annex 8: Bank Reconciliation
- 📎 Annex 9: Financial Budget Comparison

22.3 **To approve the annual governance statement for 2021/22** **The Chairman to read out each statement and members to confirm each**

- 📎 Annex 10: AGAR

22.4 **To resolve the accounting statement for 2021/22** *See the financial statements and complete AGAR*

Do Members confirm the accounting statement figures for 2021/22?

- 📎 Annex 11: Statement of Accounts

23 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

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.

24 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

25 **To Receive County and District Councillor Reports**

25.1 **County Councillors**


25.2 **District Councillors**

26 **COVID-19 (Coronavirus): update**


Since the last meeting report, there has been two further staff cases of coronavirus. Fortunately, there has not been an outbreak affecting service levels. The office continues to maintain safe working procedures.

27 **To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports**

27.1 **Clerk's report***

 Annex 12: Clerk's Report

27.2 **Community Warden's report***

 Annex 13: Community Warden's Report

28 **Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda**

28.1 **Queens Platinum Jubilee (2 -5 June 2022)**

28.1.1 **to receive an update on current preparations**

The Working Group have planned for the Beacon to be installed at Stangrove Park and the lighting at 9.45 pm. The Beacon will provide a permanent commemorative feature of the Queen's momentous achievement.

Residents are invited to be part of this and join in to mark this celebration along with the Bonfire Society, the Town Band, the Rotary Club who will be providing bacon butties, there will be picnics in the park, jubilee memorabilia and dancing to the tunes of the Town Band. Bunting has been purchased and will put up in the High Street on 30 May.

The Council hopes community groups will contribute in any way they wish during the celebration weekend, as well as residents perhaps organising their own street parties.

28.1.2 **to confirm the details on the commemorative Beacon shield**

The Edenbridge (Council) logo to appear on the Shield with no wording.

Do Members confirm the Edenbridge logo on a Shield to be mounted on the Beacon post?

28.2 **To receive an update on legal fees expenditure**

In December 2019 the Council confirmed where appropriate to use legal services of Wilkman Chapman. Below is a list of resolutions and activity from 2019 to date.

Summary of categories	Actual spend	Resolutions amount
Re FOIs & SAR	£ 6,811.50	£ 8,605.00
Contracts	£ 1,500.00	£ 1,000.00
Charities	£ 768.00	£ 4,000.00
Market	£ 1,430.00	£ 1,430.00
	£ 10,509.50	£ 15,035.00

2019-2022

Freedom of Information Requests (FOI): 14

Status Access Requests: 2

Formal Compliant: 1

The above information is for noting and includes four FOIs received in April. Members will continue to be kept informed of activity and further expenditure as and when required.

28.3 To note: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction)

Following recent Council support for a 40-mph buffer zone scheme, the first £2,500 has been paid to Kent Highways to undertake public consultation phase for the proposed scheme.

Kent Highways has confirmed its initial charge of £2,500 to undertake the public consultation. There may be an additional charge of £570 payable should the proposal receive five or more objections. This would be to cover the cost of producing a report to go to the Joint Transportation Board, who would then debate the proposal and make a recommendation on how to proceed.

In terms of timescales, it is estimated between 9-12 months from the start of the consultation to installation on site. A request has been forwarded to the design consultant who will advise on whether the speed limit can be extended any further back and will give the reasons as to why or why not. Further stage payments will be made to Kent Highways accordingly.

28.4 To reconsider membership of the Rural/Market Towns Group and the annual membership expenditure of £85

(following a free trial which was extended in September)

At the September Council meeting, Members resolved not to take-up the Rural/Market Towns Group membership; but that this could be reconsidered at a future date if the need arises.

When this was relayed back, the free trial was extended urging Members to reconsider after this extension. The full email was circulated to Members 26 April. Attached is a summary of its services. Some points from main email:

- now working with the National Association of Local Councils (NALC) and if your

- Council are members of your county ALC organisation and through that automatically of NALC we can offer you a 15% annual subscription
- overnment grant (Funding Distributional) review that the government has announced it would wish to undertake this year (2022-23) and we do need therefore to now demonstrate this particular year the very fullest community backing
 - rural services situation is becoming increasingly dire in many rural areas, and we need parliamentarians to be picking up and arguing our case. They will do this if we can show sufficient local support

Do Members want to join Rural/Market Towns Group and approve the annual membership of £85?


 Annex 14: Rural Market Town Group

29 Other Business Including Items Referred from Committees for Decision

29.1 To confirm and declare the legal power to use Part 111 of the Food Act 1984 in respect Edenbridge Market, and Edenbridge Town Council as market authority who may appoint the days on which, and the hours during which, markets are to be held*

Food Act 1984, Part III (52) A market authority may appoint the days on which, and the hours during which, markets are to be held. See the attached declaration.

Do Member confirm and declare the legal power to use Part III of the Food Act 1984?

 Annex 15: Declaration of Market Powers

29.2 To confirm the timing of the Annual Town Meeting (between 1st March and 1st June annually, LGA 1972 sch 12 Part III)

revious Council meeting considered if the ATM should be scheduled later in the spring period.

To consider:

March

- March is before other significant Council meetings
- It is before May elections and the purdah period which typically begins six weeks before an election
- March allows promoting ‘becoming a councillor’ prior to the election period in an election year
- First Monday of March is established, but could be changed in the month

Other months - April/May

- End of March/April risks clashing with Easter period and holidays so the calendar date (i.e., first Monday of the month) would change each year
- Lighter evenings and hopefully warmer, could attract more people to come out
- April is busy with year-end administration
- In an election year, after mid-May would mean a newly elected Council would have to present the meeting, this would be immediately into their tenure

- May has two bank holidays (normally)
- Annual Meeting of the Town Council takes place in May

Other considerations. Edenbridge has been fortunate to have consistent good attendance at its ATMs, estimate average 70-80 people. Naturally, when there is a contentious matter (such as significant development) this can influence higher attendance, and the opposite can be seen when there are lesser activities. This is the same for other parishes and towns. Rain tends to reduce numbers. Warmer, lighter evenings potentially more community and social events/activities.

How do Members want to proceed? Do they want to keep the ATM in March or change the month?

29.3 **To consider supporting the SLCC's Civility and Respect Project with a letter to the local MP to help have this raised via parliament***

The SLCC has written its members to call for action against growing concerns in the sector of the impact of bullying, harassment and intimidation is having on our councils, councillors and staff, and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including SLCC, National Association of Local Councils (NALC), County Associations, One Voice Wales (OVW) and councils.

You may know that on 18 March 2022, the government published its response to the Committee on Standards in Public Life (CSPL) review and recommendations on local government ethical standards. There is widespread disappointment with the report, and this is echoed by the SLCC's Chair of the Board, Steve Trice (Town Clerk to Haywards Heath).

Despite the disappointment of the government's response, the SLCC is hoping to raise this issue in parliament.

Dr Julian Lewis, MP for New Forest East, has tabled an early day motion (EDM) which calls for the government to establish an appropriate and effective sanctions mechanism to deal with local councillors who have been found guilty of bullying and harassment following an independent investigation.

What can you do?

The more MP's that support this EDM, the more likely it is to get discussed in parliament. *An example letter is attached.*

Whilst this may not be a specific issue at Edenbridge, it does not mean that it hasn't been and won't be in the future. It is, however, an issue for many clerks and council employees across the country as well as councillors.

Do Members support the initiative to promote civility in public life for councillors and staff working in the sector and in doing so to support raising concerns with the local MP Tom Tugendhat?

 Annex 16: Model letter to MP

- 29.4 **To approve the expenditure of up to £3,650 for a heavy-duty steel security door replacing the existing damaged door at the Depot (currently wooden frame and glass)**
Following the break-in at the Depot in March, the door to the mess area was damaged and will need to be replaced. It is currently secured with a temporary metal plate. To replace the door and frame will be costly, although covered by the insurance. However, the proposal is to replace the door and frame with a heavy-duty security door. It would be hoped that the insurance would contribute towards this but is yet to be confirmed. Three quotes have been received ranging from £3k to £4,917. This would be a buildings cost, potentially with a buildings budget overspend as it has not been budgeted for.

Do members support changing the rear door at the Depot to a heavy-duty steel door and the expenditure of up to £3,650.

- 30 **Consultations**
None

- 31 **To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies**

- 32 **To consider any press releases**

- 33 **Matters for Future Agendas**

- 34 **Date of Next Meeting – 4 July**