

Edenbridge Town Council

Town Clerk: Caroline Leet

Full Council | 19 June 2023 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (Vice-Chairwoman), S Compton, M Gemmell Smith, A Layland, M McArthur, S McGregor, A Read, S Sumner, S Taylor, B Todd (Chairman).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 19 June 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
14 June 2023

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.

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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Meeting Papers & Report

1 **To Receive Apologies for Absence**


2 **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.

3 **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.)

4 **To receive, adopt and sign the minutes of the Annual and First Meeting of the new Council of Edenbridge Town Council held on 15 May (2023-01/01-12)**

 Full Council | 15 May 2023 v.1 - Minutes (Pages 2023-001/1-14)


5 **To receive County and District Councillor Reports**


5.1 **County Councillor**

5.2 **District Councillors**


6 **To receive and adopt the following minutes/reports of Committee meetings**

6.1 **Planning Committee meeting 17 May (2023-02/01-04); Planning Committee 05 June (2023-05/01-03)**


 Planning and Transport | 17 May 2023 v.1 - Minutes (Pages 2023-002/1-4)

 Planning and Transport | 05 June 2023 v.1 - Minutes (Pages 2023-005/1-2)

6.2 **Finance and Governance Committee 22 May (2023-03/01-03)**

 Finance and Governance | 22 May 2023 v.1 - Minutes (Pages 2023-003/1-2)

6.3 **Personnel Committee 23 May (2023-04/01-04)**

 Personnel | 23 May 2023 v.1 - Minutes (Pages 2023-004/1-4)

7 **To receive recommendations from the Finance and Governance Committee 22 May**

7.1 **To approve a further three nominated bank signatories**

At the full Council meeting, May 2023, item 19, Members confirmed seven councillors nominated as bank signatories for the Council's different bank account mandates: Barclays; CCLA; and the Charities Accounts with Scottish Widows, Natwest and CCLA. However, at the Finance Committee meeting, it was noted that only two were on the Committee and proposed an additional three signatories. This complies with the Bank mandate. *Councillors appointed to the bank accounts, details held with the Responsible Financial Officer and Town Clerk (and not published under GDPR).*

Do members support the three additional Members from the Finance and Governance Committee to be bank signatories (as nominated by Committee)?

8 **To receive recommendations from the Personnel Committee meeting 23 May**

8.1 **To confirm the recruitment of a Grounds Person Apprenticeship scheme with a fixed term contract of two-years; and the apprenticeship scheme training contribution of £300**

Committee supported to proceed with the recruitment of a grounds apprentice, on a fixed-term contract for up to two-years with a 3-month probation before enrolling on the apprenticeship training course; and the expenditure of £300 training costs (5% contribution to the approved training provider). A listing for the apprenticeship was registered on the .gov apprenticeship website on 31 May. Closing date for applicants is 3 July. A post has also been published on the Council's website, Facebook and noticeboards, KALC and Hadlow College.

Do Members support and ratify the recommendation and recruitment for a grounds person apprenticeship scheme with a fixed term contract of two-years; and the apprenticeship scheme training contribution of £300?

8.2 **To confirm the recruitment for two positions: Open Spaces Officer; and the Community Warden**

Committee received the retirement resignations of the Deputy Clerk and Opens Spaces Manager; and the Community Warden. Both of these were part of the long term staffing planning. The Open Spaces and Administration Officer, full-time position (37 hours p/w). The Community Warden position, part-time (22 hours p/w). Adverts have been placed on Council's website, Facebook, noticeboards and with KALC. Closing date 23 June.

Do Members confirm and ratify the recruitment for the two replacements: Open Spaces and Administration Officer; and Community Warden?

<https://www.edenbridgetowncouncil.gov.uk/news/>

8.3 **Employees Handbook - to be updated to reflect current practices for Parental and Shared Leave, and to offering the first week of Paternity Leave at full pay, with the second week 90% of average weekly earnings.**

I have asked WorkNest to update the Handbook, but to also review the Handbook. They have taken a quick look, the handbook which was prepared by them is of an older style and have a more recently revised style more reader-friendly. This will be presented to Personnel Committee with the regulatory and procedural updates.

Do members confirm and ratify the Employee Handbook to be updated to reflect the Greenbook current practices for Parental and Shared Leave; and to offering the first week of Paternity Leave at full pay, with the second week 90% of average weekly earnings, current practices for Parental and Shared Leave.

9 **Co-options for Councillors (there are four seats vacant)**

Following the full Council meeting 15 May, Members voted the vacancies to be filled by co-option and to advertise the opportunity inviting interested candidates to apply. An advert went on the Council's website, Facebook page and noticeboards 24 May, closing date for applications was 8 June.

Copy of the full co-option procedures is published on the Council's website (link below). Section 4 covers the procedure for the meeting. **Please read the full section on voting.** Below are a few highlights:

(4.1) The person(s) to be co-opted must receive an absolute majority vote of the councillors present and voting (Local Government Act 1972 Sch 12, para 39)...

(4.3) If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes.

(4.6) If a majority of the councillors vote against the sole candidates, then the vacancy fails to be filled.

(4.8) Management of the vote: The Chairman will call for the vote. Members will vote using ballot papers. Applicants will be listed in alphabetical order. Ballot papers will be issued to councillors at each round of voting. Ballot papers will be collected and the total counted for each applicant. Results will be read out alphabetically...

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-co-option-guidance-and-procedure-policy-adopted-15.02.21.pdf>

9.1 **To receive co-option applications and vote to fill the vacancies**

- Confidential Annex 1 (omitted from public documents):
- Confidential Annex 2 (omitted from public documents):
- Confidential Annex 3 (omitted from public documents):
- Confidential Annex 4 (omitted from public documents):
- Confidential Annex 5 (omitted from public documents):
- Confidential Annex 6 (omitted from public documents):

9.2 **To receive the Councillor(s) Declaration of Acceptance of Office**

Co-opted Members to sign the Declaration of Acceptance of Office.

10 **To receive reports and recommendations from the Town Clerk and Officers; Working Groups; and Delegated Reports**

10.1 **Clerk's Report**

Chairman activities: Cllr Bob Todd attended a photo opportunity along with the Head Groundsman, having been awarded Kent FA 'Good Pitches' award for the football pitches at the Recreation Ground. This now allows the Council to submit its application for a six-year funding programme worth up to £17k.

Committee Vacancies: will be agenda item for 3 July meeting, to fill vacancies when all (potential) co-opted Members are able to attend the meeting, or have the opportunity to

express their interests.

Declarations of Interests: These are in the process of being uploaded on to the website (delayed due to broken PC and office move). SDC ares sent the links and request copies.

Grant for afternoon tea event: preparations are in place for a community cohesion event funded through the Levelling Up Fund via SDC to provide something for people still struggling from the effects of the Covid pandemic and to promote the Games Club. The event is early July, attendees by invitation.

IT Microsoft SharePoint and InTune transition: The migration of data for SharePoint goes live 19 June, and InTune on 4 July. The later will cause some disruption to work as PS Technology will wipe all PCs and Laptops before reloading with the new software, apps and data. There will also be a process of staff training.

Office beetle infestation works and redecoration: This was completed at the end on May/early June. A complete clearout of the office was needed, a temporary office set-up in Rickards Hall, and move back in to the office. Whilst this has caused some chaos, it has been a great opportunity to clear out alot of old files and reorganise the office.

Vacancies: In the event of any remaining councillor vacancies, this will be reported to Council at its next meeting. See document under item 9.1 and information on the 35-day rule; awaitin confirmation from the Monitoring Officer.

Resident emails:

June: Enterprise Way; Gate back of Coomb Field (x2); Bridge at north of Town Field; allotments; Wildflowers; concern re footpath Edenbridge Golf Course.

May: Bridge- Town Field; request to support secondary school; Bridges disturbances; Kent & Surrey Golf & Country Club; Neighbourhood Plan - what's happening for Edenbridge; Application Number: 23/00471/LDCEX; letter in Telegraph; Letter of concern with regards to SDC planning application 23/00925/FUL; Former Bridge over River Eden off Church Street , Edenbridge; Enterprise Way

11 **Matters arising from the minutes for report and not elsewhere on the agenda**

11.1 **To ratify the annual Service Level Agreement grants for 2023 to:**

The Service Level Agreement (SLA) grants are considered during the budgeting process each year. Each SLA has to submit progress reports which are reported and circulated to Members. Council nominates councillor representation on to each group/organisation also.

The expenditure is usually ratified at the July Council meeting, but one organisation has requested if this could be brought forward.

11.1.1 **Eden Valley Museum £6,500**
Do Members confirm the budgeted SLA agreement for the Eden Valley Museum and grant of £6,500?

11.1.2 **HOUSE £8,000**
Do Members confirm the budgeted SLA agreement for HOUSE and grant of £8,000?

11.1.3 **Twining Association £500**

This is the 50th anniversary year with celebrations having taken place in Edenbridge in May, and reciprocal arrangements in Mont St Aignan in September. The Association has agreed it is time to wind down the activities between the two groups although links will remain. The Twining Association will return any unused funds to the Council when it completes its final accounts.

Do Members confirm the budgeted SLA agreement for the Twining Association and grant of £500?

12 **To receive an update on the new Council logo and rebranding identity**

The Communications Officer has done a lot of work to bring together an implementation timetable. Details will be emailed to Members. The launch will coincide with the full transition to Microsoft InTune. PS Tech will update fonts, colours and email signatures, meanwhile Davina will update the website and Facebook pages. We hope to go live 4/5 July. The new logo and branding presents a fresh, clean and professional identity.

The identity and guidelines document has been completed and will be circulated prior to the launch.

An article has been submitted to the Edenbridge Magazine for the July/August edition.

All staff and councillor email signatures have been prepared.

Headed paper, compliment slips and other documentation templates have been prepared.

The logo will start to be used on all new Council literature being produced from now on; current signage will remain as is and updated as and when it is appropriate to replace (so as to save costs).

13 **Consultations**

13.1 **Public Consultation on draft Kent Minerals and Waste Local Plan 2024-39 Further Proposed Changes Consultation Document (Regulation 18) - opens 13 June, closes 25 July 2023**

The Kent Minerals and Waste Local Plan was adopted by the County Council in July 2016, and was partially updated as part of the Early Partial Review (EPR) in September 2020. This along with the Kent Mineral Sites Plan (2020) set out the Council's strategy and policy framework for minerals and waste development in Kent and plan for both mineral supply requirements and waste management capacity.

The County Council is currently undertaking a statutory five-year review of the Kent Minerals and Waste Local Plan as amended by the Early Partial Review (2020).

Comments can be submitted via our website www.kent.gov.uk/mineralsandwaste, via email to mwlp@kent.gov.uk or by post to Minerals and Waste Planning Policy, 1st Floor, Invicta House, Maidstone, Kent, ME14 1XX.

Do Members wish to comment?

<http://www.kent.gov.uk/mineralsandwaste>

13.2 **Public Consultation on draft Kent Mineral Sites Plan Including Details of Nominated Hard Rock Site (Regulation 18) - opens 13 June, closes 25 July 2023**

This along with the Kent Mineral Sites Plan (2020) set out the Council's strategy and policy framework for minerals and waste development in Kent and plan for both mineral supply requirements and waste management capacity. Details are published with the Kent Minerals and Waste Local Plan 2024-39 (link with agenda item 13.2)

Do Members wish to comment?

14 **To receive reports from councillors who have attended meetings of outside bodies**

15 **To consider any press releases**

16 **Matters for future agendas**

17 **Date of next meeting - Monday 3 July 2023**