

**PADDOCKWOOD TOWN COUNCIL**  
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**MINUTES OF THE ANNUAL MEETING OF PADDOCK WOOD TOWN  
COUNCIL HELD ON Monday 21<sup>st</sup> May 2018, at the Day Centre, Commercial  
Road, at 7.45 p.m.**

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**PRESENT:** Cllr E Thomas, in the chair until item (C2)  
Cllrs R. Atkins, D. Boyle, J Flashman, Mrs M Flashman,  
S. Hamilton, D. Henshaw, D. Sargison, R. Steward,  
R. Turk, C. Williams, E. Wilson

**IN ATTENDANCE:** Mrs N Reay, Clerk  
Borough Councillor C. Stewart

**APOLOGIES:** Cllr R Moon  
Borough Councillor A Gooda

**QUESTIONS FOR THE BOROUGH AND COUNTY COUNCILLORS**

County Councillor Hamilton was thanked for the information she had forwarded regarding bus passes to the youth council. However, they wanted to know if the passes could be used on Autobus. Cllr Hamilton advised that she thought it unlikely but would check.

CC Hamilton was also asked about road repairs – she advised that extra funding had been made available and the work was now in hand – however there was no specific timescale. She would try to find out if there was a specific schedule.

**C1 DECLARATIONS OF INTEREST**

**C2 ELECTION OF CHAIRMAN FOR THE YEAR 2018 – 2019.**

The following nomination had been received:  
Cllr Mrs M Flashman – proposed by Cllr D Henshaw, seconded by Cllr E Wilson

Cllr Mrs Flashman was elected, unanimously as chairman of Paddock Wood Town Council for the following year. She signed the declaration of acceptance and took the chair.

Cllr Mrs Flashman thanked members for electing her as Chairman of the Council. Cllr Thomas was thanked for her work over the years as chairman of the council.

**C3 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2018 – 2019.**

The following nominations have been received:  
Cllr C Williams – proposed by Cllr E Wilson, seconded by Cllr D Henshaw  
Cllr Williams was elected, unanimously, as Vice Chairman of the Council.  
She signed the declaration of acceptance.

**C4 MINUTES OF THE PREVIOUS MEETING.**

- (a) The minutes of the meeting held on Monday 15<sup>th</sup> April 2018 were APPROVED.
- (b) The minutes of the Annual Town Meeting held on Wednesday 18<sup>th</sup> April 2018 were NOTED.
- (c) The minutes of the PPP Committee Meeting held on Monday 23rd April 2018 were NOTED.
- (d) The minutes of the meeting of the Estates Committee held on Monday 14th May 2018 were NOTED.

**C5 MATTERS ARISING FROM THE PREVIOUS MINUTES**

Covered elsewhere on the agenda

**C6 MEMBERSHIP OF COMMITTEES AND OUTSIDE ORGANISATIONS**

Members reviewed the list of membership of Committees & Outside organisations.

Cllr Thomas proposed, Cllr Flashman seconded:

*That the list, with the following amendments be APPROVED*

*Cllr Thomas – Estates & Finance Committee*

*Cllr Boyle – KALC, Speedwatch*

*Cllr Steward - Speedwatch*

*Cllr Atkins – Joint Transportation Board*

CARRIED 11 in favour, 1 abstention

**C7 COUNCIL POLICIES**

The council's Policy, Procedures and Protocol Committee reviewed the following documents at its meeting on 23rd April 2018 and have put them forward for APPROVAL by the Council:

- (a) Standing Orders – new model SO issued by NALC  
The chairman drew attention to the revised Standing Orders and the amendments which had been detailed by the Clerk. She also advised that at the PPP meeting SO 1 (o) had been discussed. It had been agreed that the SO should be kept, but that needed to be enforced more rigoursly. The Chairman pointed out that she would need members support to do so.
- (b) Terms of Reference
- (c) Financial Regulations
- (e) Health and Safety Policy
- (f) Data Protection Policy
- (g) Complaints procedure
- (h) Freedom of Information Policy

Cllr Mrs Flashman proposed, Cllr Williams seconded:

*That the above policies be APPROVED*

CARRIED unanimously

**C8 EMPLOYMENT POLICIES**

The PPP Committee reviewed the following documents at its meeting on the 23<sup>rd</sup> April 2018 and had put them forward for APPROVAL by the Council.

- (a) Disciplinary Procedure
- (b) Equal Opportunities Policy
- (c) Grievance Procedure
- (d) Bullying and Harassment Policy
- (e) Sickness and Absence Policy
- (f) Retirement Policy

Cllr Mrs Flashman proposed, Cllr Hamilton seconded:

*That the above polices be APPROVED*

CARRIED unanimously

(Copies of all the above policies are contained in the members hand book, only copies of amended documents will be copied for the meeting)

**C9 MEETING DATES 2018/2019**

Cllr Williams proposed, Cllr Boyle seconded:

*That the attached meeting dates for the year 2018/19 be APPROVED*

CARRIED unanimously

**C10 FINANCE**

- (a) The receipts list voucher nos: 1 – 109 was NOTED
- (b) The payments list voucher nos: 1 – 73 was AGREED.

Cllr Boyle proposed, Cllr Flashman seconded:

*That the Annual Accounts be APPROVED*

CARRIED unanimously

The clerk was asked to investigate the notional value of the lease of the land to TWBC at Putlands Sports Centre

- (d) Members NOTED the internal auditor's report – an action plan will be prepared for the next Finance Meeting.

- (e) Members considered the Annual Governance Statements & Statement of Internal Control.

Cllr Mrs Flashman proposed, Cllr Hamilton seconded:

*That the Annual Governance Statements be completed & signed.*

CARRIED unanimously

- (f) Cllr Boyle proposed, Cllr Williams seconded:

*That the Council APPROVES accounting statements for 2017/2018.*

CARRIED unanimously

- (g) Cllr Mrs Flashman seconded, Cllr Hamilton seconded:

*That the variable Direct Debit list be APPROVED.*

CARRIED unanimously

- (h) Members considered the request from the Paddock Wood Lions for a grant £500 towards the cost of the carnival & £500 towards the costs of the music evening. A copy of their accounts is available from the Clerk.

Cllrs Williams proposed, Cllrs Hamilton seconded:

*That both grants be APPROVED*

CARRIED unanimously

**C11 GDPR**

The Data Protection Officer has visited the town council offices and met with the Clerk and Deputy Clerk. Members NOTED the report. The clerk will prepare an action plan for the next meeting. He has also forwarded copies of draft policies which will be considered by the PPP Committee at its meeting on 13<sup>th</sup> August 2018.

**C12 REMEMBRANCE SUNDAY – 11<sup>th</sup> NOVEMBER 2018**

- (a) The Council was asked to APPROVE the purchase of a gas fired beacon for the event at a cost of £360.

Members expressed disappointment at the fact that the permanent beacon at the Memorial Field was not required. The events planned for the 11<sup>th</sup> November 2018 would follow the national events. The British Legion had expressed a wish to have some sort of commemorative stone at the Memorial Field. The Deputy Clerk was researching costs.

Cllrs Turk proposed, Cllr Williams seconded:

*That the gas fired beacon should be purchased.*

CARRIED 7 in favour, 4 against, 1 abstention

- (b) Members discussed the purchase of a “Silent Soldier” for the event It is hoped that enough will be purchased by organisations within the town to represent each of the war dead (WW1)

Cllr Boyle proposed, Cllr Wilson seconded:

*That the council agrees in principle to the purchase of a Silent Soldier. However, the costs of the commemorative stone should be received before deciding on how many should be purchased.*

CARRIED 8 in favour, 4 abstentions

**C13 COMMUNITY CENTRE**

A copy of the recent working party minutes was attached. The working party are proposing to attend community events in the town throughout the summer. Cllr Wilson is also arranging visits to community groups to discuss the plans.

The board will be meeting on the 22<sup>nd</sup> May to discuss the RiBA stage 2 report. It is then proposed to hold an Extraordinary Council meeting to allow members time to consider the report in detail.

Cllr Mrs Flashman, Cllr Thomas proposed:

*That Cllrs Boyle and Williams may attend the board meeting in their current capacity as Chairman of the Estates & Planning and Environment Committee.*

CARRIED unanimously

**C14 NEIGHBOURHOOD PLAN**

A copy of the minutes has been circulated to members following the meeting on the 16<sup>th</sup> May 2018.

#### **C15 TOWN CARNIVAL**

The Community Centre Working Group are intending to have a display at the Carnival. Members agreed that the council should only have the Community Centre stand this year at the Carnival.

The following items have been referred to the council meeting by the Planning & Environment Committee.

#### **C16 NE QUADRANT MEETING**

A meeting had been arranged by Cllr Woodley from Brenchley Parish Council to discuss the scale of development possible in the adjoining parishes of Capel, Brenchley & Matfield, Horsemonden, Paddock Wood & Pembury. The Vice Chairman of the Council & Chairman of P & E attended on the Town Council's behalf.

At the meeting it was agreed that representatives should seek a mandate for their Chairman (or a representative) to have a meeting with Steven Baughan (Head of Planning Policy) & Karen Fossett (Head of Planning) at TWBC to raise concerns about the scale of development in the 5 parishes.

Members agreed that the Chairman should attend the meeting on behalf of Paddock Wood Town Council

#### **C18 SOUTHERN WATER RESIDENTS SURVEY**

The Committee would like to carry out a survey of those road identified as having issues with foul water flooding. Cllr Williams advised that Southern Water claimed they were unaware that there were serious problems with sewage capacity in Paddock Wood. They had asked for evidence. The P & E committee would like to have an online & paper survey made available to resident to enable them to gather that evidence.

Cllr Williams proposed, Cllr Thomas seconded:

*That a flyer should be sent to all residents asking for the information.*

CARRIED unanimously

#### **C19 REPORTS FROM REPRESENTATIVES**

To receive a report from the council's representatives when available:

- (a) Chairman's meeting – there had been no meetings
- (b) Paddock Wood Business Association – the association were pleased with the new town guide.
- (c) Bereko Committee – there was a quiz night on the 2<sup>nd</sup> June & a Barn Dance on the 9<sup>th</sup> June
- (d) KALC – meeting 23<sup>rd</sup> May 2018.
- (e) Medway Valley Line – no meeting
- (f) Hop Pickers – no meeting
- (g) Council Web site
- (h) Youth Council – training with the young people has continued and following lobbying KCC have agreed that the bus passes can be used at any time.

- (i) Councillor's surgery – only 4 residents had stop to speak to the councillors at the surgery. The location needs to be re-considered.
- (j) Newsletter – Cllr Boyle was happy to continue co-ordinating the newsletter but needed more contributions from members.

**C20 DATE OF NEXT MEETING**

The next meeting will be held on Monday 18<sup>th</sup> June 2018.

The meeting closed at 9.35 pm

CHAIRMAN