

**PADDOCKWOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
**[www.paddockwood-tc.gov.uk](http://www.paddockwood-tc.gov.uk)**

---

---

**NOTICE OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD**  
**ON Monday 19<sup>th</sup> June 2023 at 7.45 pm in The Day Centre, Commercial Road,**  
**Paddock Wood**

---

COUNCIL MEMBERS: Cllr H Atkins, R. Atkins, D. Kent, N. Maari, A. Mackie,  
T. Mobbs, R. Moon, M. Munday, D. Sargison,  
J. Thompson, C. Williams.

Residents do not need to attend a meeting to ask a question of the Council.  
Questions can be sent at any time to the Council offices using the details above.

**QUESTIONS FROM RESIDENTS (15 minutes)**

If you wish to speak to the Council about any item on the agenda, please see the updated Protocol for the Public attending Town Council and Committee meetings, which can be found on the website or can be obtained from the Town Council offices.

**BOROUGH & COUNTY COUNCILLORS UPDATE (10 minutes)**

Town Councillors should submit questions a week in advance, if possible, to the Borough/County Councillor concerned (copied to the Town Clerk).

**C21 DECLARATIONS OF INTEREST**

**C23 MINUTES OF THE PREVIOUS MEETING.**

- (a) To APPROVE the minutes of the meeting held on Monday 15<sup>th</sup> May 2023 & 12<sup>th</sup> June 2023
- (b) To NOTE the minutes of the Planning Environment Committee meeting held on the 5<sup>th</sup> June 2023
- (c) To NOTE the minutes of the Personnel Committee meeting held on 7<sup>th</sup> June 2023.
- (d) To NOTE the minutes of the Estates Committee meeting held on 12<sup>th</sup> June 2023

**C24 MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE**

- a) C12 – Cost of Living Support Grant, an application had been made and a decision is awaited.
- b) C15 – Neighbourhood Plan, TWBC had confirmed that the Plan would be put to the Cabinet meeting on the 27<sup>th</sup> July for Agreement to go to referendum. Subject to approval being given the referendum date remains 14<sup>th</sup> September. Members need to consider any publicity they may wish to carry out between the 27<sup>th</sup> July & 14<sup>th</sup> September.

- c) C17 – Dynamic Councillor Training – there are still online dates available for those who have not yet booked.

**C25 CO – OPTION – WEST WARD**

Two applications have been submitted – David Dray & Sarah Hamilton. Details attached.

The council's co-option procedure (attached) states.

“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 resolution of the Council.”

**C26 COMMITTEE APPOINTMENTS**

To APPROVE the appointment of Councillors to committees. The Governance Committee is not quorate (minimum number at a meeting is three). A copy of the list is attached, and additional members are required for the Governance, Planning & Environment, and Personnel Committees.

**C27 PADDOCK WOOD COMMUNITY CENTRE**

To receive an update following on from meeting held on the 12<sup>th</sup> June 2023.

**C28 FINANCE**

- (a) To NOTE the receipts list voucher nos:
  - (b) To APPROVE the payments list voucher nos:
  - (d) To NOTE internal auditors report. This would be referred to the next Finance Committee meeting for review.
  - (e) To APPROVE the annual accounts
  - (f) To APPROVE & SIGN the Annual Governance Statement
  - (g) To APPROVE & SIGN the Annual Accounting statements.
  - (h) To APPROVE the Variable Direct Debit list
  - (i) Grant request – Bereko Committee
- To consider the attached request for £432. The Council has set aside £4000 for small grants this financial year. To date £500 has been granted.

**C29 S106 FUNDING**

To consider the attached request from PW Athletics club. The Town Council does not have any earmarked funds for this project but could consider supporting a S106 request from future developments.

The Town Council has also been asked to consider other projects for S106 funding by TWBC for the Persimmon/Redrow sites. Possible other projects would be improvements to the Elm Tree Parking and drainage. TWBC required costed projects to be put forward. Members are asked to consider what other projects could be put forward. Attached is a copy of the current S106 funding available to the Council.

**C30 WESLEY CENTRE**

The working group met on the 10<sup>th</sup> June 2023 and a report will be made. Details of the outcome of the meeting are attached.

### **C31 CIVILITY AND RESPECT PROJECT**

To sign up to the Civility and Respect Pledge which states:

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Full details were circulated at the previous meeting.

### **C32 BOUNDARY CHANGES**

(For information)

The Boundary Commission has published its decision regarding the ward boundary changes. Details can be found at [www.lgbce.org.uk/all-reviews/tunbridge-wells](http://www.lgbce.org.uk/all-reviews/tunbridge-wells)

### **C33 MANAGING & SHARING DATA FILES.**

The Council's Auditor has recommended in his report that the Council use a system for Managing and Sharing files thus reducing the amount of printing the Council carries out. The Clerk and the Chairman had already discussed this matter and members are asked to consider the proposal.

### **C34 REPORTS FROM REPRESENTATIVES**

To receive updates from representatives

- (a) Chairman's meeting – meeting will take place on 13<sup>th</sup> June and a Councillors Convention on 20<sup>th</sup> June 2023.
- (b) Paddock Wood Business Association – meeting took place on the 25<sup>th</sup> May and the AGM will be on the 15<sup>th</sup> June 2023.
- (c) Bereko Committee
- (d) KALC –
- (e) Medway Valley Line
- (f) Hop Pickers Line
- (g) Youth Council
- (h) Putlands Leisure Centre
- (i) Highway Improvement Plan

- (k) Reports from meetings which members have attended on behalf of the Town Council

**C34 OFFICE HOURS**

Clerk will be on leave from Friday 23<sup>rd</sup> June – Friday 7<sup>th</sup> July inclusive, and Friday 14<sup>th</sup> July 2023. The RFO/Assistant Clerk only works 15 hours a week on Tuesday, Wednesday, and Thursdays. The office will remain closed outside of those hours. The Estates Manager will check the answerphone on Mondays and Fridays.

**C35 DATE OF NEXT MEETING**

The next meeting will be held on Monday 17<sup>th</sup> July 2023, at 7.45 pm in The Day Centre, Commercial Road

NICHOLA REAY  
Clerk to the Council  
13<sup>th</sup> June 2023