



Minutes: Annual Parish Council Meeting of Leysdown Parish Council
Tuesday 27th May 2025 at Leysdown Village Hall at 7pm

Present: Cllr. Switters, Cllr. Moore (left the meeting at 7.16pm), Cllr. Noe, Cllr. Sandle, Cllr. Bidgood, Mrs E O'Neill – Parish Clerk, Mrs S Poole - RFO/Proper Officer, Ms A Stuart – Assistant Clerk

Members of the Public: 6 parishioners

LOSAMPM24/25-1 Welcome

Cllr. L Moore welcomed everyone to the meeting.

LOSAMPM24/25-2 Election of Chair for 2025/26

The Clerk asked the Parish Council for nominations for Chair for 2025/26.

Cllr. Switters expressed an interest in standing for Chair.

Cllr Moore expressed an interest in standing for Chair.

A vote was taken. Four Councillors voted for Cllr. Switters to become Chair. Cllr. Sandle proposed that Cllr. Switters becomes Chair; Cllr. Moore seconded Cllr. Switters.

There was one vote for Cllr. Moore to become Chair.

Cllr. Switters was asked if she would accept Chair for 2025/26. Cllr. Switters confirmed she would accept. Cllr. Switters was welcomed as the Chair of the Parish Council.

LOSAMPM24/25-3 Election of Vice-Chair for 2025/26

The Clerk asked the Parish Council for nominations for Vice-Chair.

Cllr. Moore proposed Cllr. Noe to be Vice-Chair. Cllr. Sandle seconded. All agreed. **Resolved; accepted.**

LOSAMPM24/25-4 Apologies for Absence

Cllr. A Brennan sent his apologies.

LOSAMPM24/25-5 Declarations of Interest

No declarations of interest declared.

LOSAMPM24/25-6 Agree the last Annual Parish Council meeting minutes, held on 9th May 2024. (All matters arising have been referred to subsequent meetings):

Cllr. Noe proposed the meeting minutes from 9th May 2024 be agreed. Cllr. Moore seconded.

All agreed. **Resolved; accepted.**

LOSAMPM24/25-7 Election of Committees:

a) Appointment of Members to Planning and Transportation Committee (5 members) - Declaration of Acceptance

Cllr. Noe, Cllr. Sandle, Cllr. Bidgood, Cllr. Switters and Cllr. Partis.

All agreed. **Resolved; accepted.**

b) Appointment of Members to Finance Committee (4 members) - Declaration of Acceptance

Cllr. Moore, Cllr. Switters, Cllr. Sandle and Cllr. Noe.

All agreed. **Resolved; accepted.**

c) Appointment of Members to the Staffing Committee (4 members)- Declaration of Acceptance

Cllr. Moore, Cllr. Noe, Cllr. Bidgood and Cllr. Switters.

All agreed. **Resolved; accepted.**

d) Appointment of Members to the Footpath, Properties and Greens Committee (4 members)- Declaration of Acceptance

Cllr. Switters, Cllr. Partis, Cllr. Bidgood and Cllr. Noe.

All agreed. **Resolved; accepted.**

e) Appointment of any new committees in accordance with standing order 4

No further committees are required at the current time.

All agreed. **Resolved; accepted.**

LOSAMPM24/25-8 Working Groups

a) Appointment of Members to Litter Picking Wombles

Cllr. Switters and Cllr. Noe.

All agreed. **Resolved; accepted.**

b) Appointment of Members to HIP Working Group

Cllr. Switters and Cllr. Sandle. KCC County Councillors, the Clerk and Jenny Watson from KCC.

All agreed. **Resolved; accepted.**

c) Appointment of Members to Christmas Lights Working Group

Cllr. Moore and Cllr. Bidgood.

All agreed. **Resolved; accepted.**

LOSAMPM24/25-9 Review of Delegates to Represent on the Outside Bodies

a) Village Hall Committee

This item was deferred to the next Full Council Meeting. The Parish Council were unsure whether there needs to be a representative on the Village Hall Committee.

b) Local KALC – Rural Parishes

Cllr. Switters and Cllr. Bidgood.

All agreed. **Resolved; accepted.**

c) Joint Transportation Board

Cllr. Sandle.

All agreed. **Resolved; accepted.**

d) Greenways Light Railway

Cllr. Partis and Cllr. Switters.

All agreed. **Resolved; accepted.**

e) Sheppey Area Committee

Cllr. Noe.

All agreed. **Resolved; accepted.**

f) Sheppey Island Forum

This item was deferred to the next Full Council Meeting.

LOSAMPM24/25-10 Internal Administrative Appointments

a) Internal Financial Controls Officer

Cllr. Switters was appointed as the Internal Financial Controls Officer and will be meeting with the Internal Auditor on 6th June 2025.

b) Annual Parish Report Officer

Cllr. Switters was appointed as the Annual Parish Report Officer.

c) Newsletter Officer

The Clerk will put together a newsletter. Councillors will be asked to contribute and check as required, prior to publication.

LOSAMPM24/25-11 Acceptance of Standing Orders and Financial Regulations

The Financial Regulations are currently under review and will be discussed at a future Full Council Meeting.

A number of minor amendments will be made to the Standing Orders.
Cllr. Noe proposed the Standing Orders be accepted. Cllr. Bidgood seconded.
All agreed. **Resolved; accepted.**

LOSAMPM24/25-12 Acceptance of Council Policies and Procedures

a) Communications Protocol

A minor amendment is to be made to the Protocol.
Cllr. Noe proposed the acceptance of the Communications Protocol. Cllr. Sandle seconded.
All agreed. **Resolved; accepted.**

b) Community Engagement

Cllr. Noe proposed the acceptance of the Community Engagement. Cllr. Switters seconded.
All agreed. **Resolved; accepted.**

c) Customer Care Policy

Cllr. Switters proposed the acceptance of the Customer Care Policy. Cllr. Bidgood seconded.
All agreed. **Resolved; accepted.**

d) Equality & Diversity Policy

A minor amendment is to be made to the Policy.
Cllr. Switters proposed the acceptance of the Equality & Diversity Policy. Cllr. Noe seconded.
All agreed. **Resolved; accepted.**

e) A Guide to Attending and Speaking at Meetings

Cllr. Bidgood proposed the acceptance of the Guide to Attending and Speaking at Meetings. Cllr. Switters seconded.
All agreed. **Resolved; accepted.**

f) Lone Worker Policy

Cllr. Switters proposed the acceptance of the Lone Worker Policy. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

g) Procedure for Conducting Co-options

Cllr. Bidgood proposed the acceptance of the Procedure for Conducting Co-options. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

h) Training Statement of Intent

The Clerk will keep a record of training undertaken by Councillors.

Cllr. Switters proposed the acceptance of the Training Statement of Intent. Cllr. Bidgood seconded.

All agreed. **Resolved; accepted.**

i) Audio Recording, Filming, Photographing and Reporting of the Proceedings of Parish Council and Committee Meetings

Cllr. Switters proposed the acceptance of the Audio Recording, Filming, Photographing and Reporting of the Proceedings of Parish Council and Committee Meetings. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

j) Vexatious Complaints Policy

Cllr. Bidgood proposed the acceptance of the Vexatious Complaints Policy. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

k) Child Protection Policy

Cllr. Noe expressed an interest in becoming the Child Protection Officer for the Parish Council.

Cllr. Switters proposed the Child Protection Policy. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

LOSAMPM24/25-13 Acceptance of the Councillors Code of Conduct

Cllr. Noe, Cllr. Switters, Cllr. Bidgood, Cllr. Sandle accepted adhering to the Councillor's Code of Conduct, The Seven Principles of Public Life and the Nolan Principles.

Cllr. Brennan, Cllr. Moore and Cllr. Partis will be asked to accept the documents at the next Full Council Meeting.

LOSAMPM24/25-14 Councillors Members Basic Allowance for 2025/26

A discussion was held about the background to providing basic allowances to elected members. Cllr. Sandle noted that she felt it should be down to the individual elected member to choose whether to take the allowance or not. The RFO reminded Councillors that they can claim appropriate expenses outside of the basic allowance, if Full Council approve.

Cllr. Switters proposed that no basic allowances are provided to elected members for 2025/26. Cllr. Noe seconded. Cllr. Bidgood agreed with the proposal. Cllr. Sandle opposed the proposal.

Resolved; agreed.

LOSAMPM24/25-15 Review of the Risk Register

Due to a new Council being elected, the review of the Risk Register will be deferred to the next Footpaths, Properties and Greens Committee.

LOSAMPM24/25-16 To agree the Schedule of the Ordinary Meetings

The proposed dates for the ordinary meetings were circulated to Councillors. Cllr. Sandle expressed concerns that there is no Full Council Meeting planned in December 2025. Cllr. Sandle felt that including a December 2025 meeting would help with any Parish Council business that may need to be attended to during the Christmas period. Cllr. Switters suggested that an Extraordinary Meeting could be called if required.

The following dates for Full Council were proposed:

- 17th June 2025
- 29th July 2025
- 30th September 2025
- 28th October 2025
- 25th November 2025
- 27th January 2026
- 24th February 2026
- 31st March 2026
- 28th April 2026

A Parish Assembly date for 2026 and an Annual Parish Council Meeting for 2026 also needs to be set.

LOSAMPM24/25-17 Review of work with external bodies and arrangements for reporting back

It was reiterated that only the salient points need to be referred back promptly to Full Parish Council from work with external bodies. Some items on external meetings will be confidential and cannot be shared with the public.

LOSAMPM24/25-18 Review of the Council's and/or staff subscriptions to other bodies

KALC: Cllr. Switters proposed that the Parish Council's subscription to KALC is renewed for the upcoming year. Cllr. Noe seconded.

All agreed. **Resolved; accepted.**

SLCC: Cllr. Sandle noted that the SLCC subscription had been debated at Full Parish Council in previous years, and it was felt by the Parish Council at that time that a prime function of SLCC was to be a trade union for the Clerk, and that as a result, it should not be financed by the Parish Council. Cllr. Sandle noted that in any employment dispute or workplace tribunal with any Clerk, the SLCC could assist the Clerk. The RFO noted that SLCC holds information for employers and employees, and training and networking for the Clerks.

Cllr. Switters proposed that the Parish Council's subscription to SLCC is renewed for the upcoming year. Cllr. Bidgood seconded. Cllr. Noe agreed with the proposal. Cllr. Sandle opposed the proposal.

Resolved; accepted.

LOSAMPM24/25-19 Review of inventory of land and all other assets on Civil+ly

Due to a new Council being elected, this will be deferred to the next Footpaths, Properties and Greens Committee.

LOSAMPM24/25-20 Confirmation of arrangements for insurance cover 2025/26

The insurance cover is due for renewal in July 2025. This will be deferred to a future Full Council Meeting, when the renewal documents have been received.

LOSAMPM24/25-21 Review of the Council's expenditure incurred under s.137 of the LGA 1972

Once year end for 2024/25 has been completed, the RFO will confirm how much has been spent under s.137. It was noted that there should be a budget of £11.10 per electorate. The RFO is awaiting figures from Swale Borough Council.

LOSAMPM24/25-22 Closure of Meeting

Meeting closed at 8.38pm.