

# LITTLE CHART PARISH COUNCIL

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## MINUTES 60

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Little Chart on Monday 8 May 2017, following the Annual Parish Meeting

**PRESENT:** Mr R Brasier (Chair), Mrs J Hayward, Miss J Ladds and Mr A Diebel

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 7 Members of the Public present

1. **ELECTION OF CHAIRMAN**

Mr Diebel proposed Mr Brasier for the position of Chairman, seconded by Mrs Hayward. There were no other nominations. Unanimous

Mr Brasier accepted the position of Chairman for the forthcoming year and signed his Declaration of Acceptance of Office.

2. **APOLOGIES FOR ABSENCE**

An Apology for absence was received from Mr Rivolta (family commitment).

3. **ELECTION OF VICE CHAIRMAN**

Mr Diebel proposed Miss Ladds for the position of Vice Chairman, seconded by Mr Hayward. There were no other nominations. Unanimous

4. **ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL**

Village Hall Committee – Mr Diebel

KALC – Mr Brasier

Parish Forum – Mr Brasier

Police Committees – Councillors unanimously agreed not to attend meetings

Planning Committee – Mrs J Ladds (Chair), Mrs J Hayward, Mr A Diebel

Mr R Brasier (Ex Officio)

Finance and Policy Committee – Councillors agreed not to set up a committee

Reciprocal Complaints Committee to deal with complaints regarding

Hothfield Parish Council – Any 3 councillors as available at the time

Any other committee suggested by councillors – None

**5. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

Annual review of Parish Council Paperwork – Mr Brasier  
 Six Monthly Review of Fixed Assets – September and March – Mr Brasier  
 Six Monthly Risk Assessment – September and March – Mr Brasier  
 Internal Parish Council Audit – Mr Lionel Robbins  
 Councillor with Responsibility for Finance – Mr Brasier  
 Annual Review of Insurance Arrangements – On receipt of renewal – Miss Ladds  
 Weekly Play Area Safety Check – Mr Diebel  
 Annual Play Area Safety Check – The Play Area Inspection Company  
 Councillor with responsibility for Website and Transparency – Miss Ladds  
 Councillor with responsibility for Post and Emails – Mr Brasier  
 Councillor with responsibility for Returning Questionnaires - Mr Brasier  
 Councillor with responsibility for Defibrillator – Mr Diebel  
 Footpaths, trees etc – Mrs Hayward  
 Flood Warden – Mr Rivolta  
 Any other Responsibilities suggested by Councillors - None

**6. DECLARATIONS OF INTEREST****Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Other Significant Interest**

There were no Declarations of Other Significant Interest

- i) **To note the granting of any Requests for Dispensations and the decision**  
No requests received
- ii) **Updating of Declarations of Interest for the Code of Conduct**  
The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

**7. ACCEPTANCE OF MINUTES**

The minutes of the previous meeting were accepted and it was unanimously agreed that Mr Brasier should sign them.

**Proposed Mr Diebel**

**Seconded Miss Ladds**

**8. MATTERS ARISING**

There were no Matters Arising that were not covered on the agenda.

**9. PUBLIC INTERVAL**

The Members of the Public present had no questions or comments to make.

**10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS****Correspondence**

Clerk and Councils Direct  
Wicksteed  
Norris and Fisher Insurance Brokers  
Mr S King and Ms L Gentry

**Email Correspondence**

Mr Robbins re donation to KSS Air Ambulance: Agenda for next meeting

**Internal Auditors Report**

The Clerk reported that Mr Robbins carried out his final audit for the year 2017/2018 on 25 April did not find anything major to report. The Clerk read out his report to councillors.

**Review of Statement of Internal Control**

Councillors were satisfied that the Statement of Internal Control, was in order and Mr Brasier and the Clerk signed the document.

**Review of the Effectiveness of the Internal Auditor**

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Lionel Robbins and agreed to employ him again next year.

**Consideration of the Findings of the Review by members of the meeting as a whole**

Councillors considered the findings of the review and agreed they were satisfactory.

**Approval of the Annual Governance Statement by resolution – Sec 1**

Councillors completed the Annual Governance Statement.

**Resolution: Councillors unanimously approved the Annual Governance Statement**

**Proposed: Miss Ladds**

**Seconded: Mr Diebel**

**Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1**

Mr Brasier and the Clerk signed and dated the Annual Governance Statement.

**Consideration of the Accounting Statements by the members of the meeting as a whole**

Councillors considered the findings of the review and agreed they were satisfactory.

**Approval of the Accounting Statement by the resolution – Sec 2****Resolution: Councillors unanimously approved the Accounting Statement**

**Proposed: Mr Diebel**

**Seconded: Miss Ladds**

**Signature and Dating by the person presiding at the meeting – Sec 2**

Mr Brasier signed and dated the Accounting Statement, previously signed and dated by the Clerk.

**Review of Direct Debits**

Little Chart Parish Council does not pay any bills by Direct Debit.

**Bank Reconciliation**

Opening Balance	20702.60	Balance per Bank	£18714.70
Plus Receipts	7053.38	Less uncleared cheques	63.00
	<b>27755.98</b>		<b>18651.70</b>
Less Payments	9104.27	Plus No 2 Account	0.01
Balance	<b>18651.71</b>		<b>18651.71</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Mrs J Batt	0423	Salary General Admin Expenses	148.00 38.02 1.80	0.87	188.69
Mr L Robbins	0424	Audit Fee	75.00		75.00
KALC	0425	Subscription	134.82	26.96	161.78
Little Chart Village Hall	0426	Donation to Costs	800.00		800.00
Came & Co	0427	Insurance Premium	485.74		485.74

Councillors unanimously agreed to pay the above accounts.

Proposed Mr Diebel

Seconded Mrs Hayward

**Earmarked Reserves**

	Bal 09.01.17	+/- May	Bal 08.05.17
Capital Expenditure	5233.00		5233.00
Bus Shelter	2000.00		2000.00
MUGA	546.27		
Interest June - March		0.16	546.43
	7779.27	+ 0.16	7779.43

**Review of Insurance for 2017/2018**

**Resolution:** Councillors unanimously agreed to insure with Inspire and continue to use Came & Co as our Brokers.

Councillors also agreed to take advantage of the 3-year Long Term Agreement.

**Self-Insured Assets**

**Resolution:** Councillors unanimously agreed to self insure the following: -

The Bench opposite The Swan Inn

The Litter Bins at the Village Hall, Chart Court and opposite The Swan Inn

The Stepping Stones, the Low Beams and the Fencing in the Community Garden

The Parish Council Notice Board

The Plantation

**The Forstal  
The Cottage Garden**

**The Village Hall is insured by the Village Hall Management Committee. Details of cover is sent to the Parish Council on receipt of renewal information.**

**Councillors will confirm that the policy is in order.**

**Website**

Nothing to report.

**Risk Assessment**

The next Risk Assessment is due in September.

**Storage of Parish Council Documents**

Councillors are satisfied that the minutes and documents are secure in the filing cabinet in the Village Hall.

**Retention and Storage of Post and Emails**

Any correspondence relevant to Little Chart will be retained. Other correspondence will be destroyed unless the Clerk is specifically asked to keep it

**Emails**

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Emails will be deleted after 6 months.

**IT Security**

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

**Compliance with Transparency Code**

Councillors agreed that the Clerk should continue to publish all documents on the website in order to comply with the Transparency Code

**Storage of Computer Records**

The clerk will store computer records on her External Hard Drive, on a memory stick and will use Dropbox.

**General Power of Competence**

Confirmation that Little Chart Parish Council adopted the General Power of Competence at the meeting held on 11 May 2015.

**Village Fete**

Arrangements for the Fete are progressing.

**HGV Signs**

Nothing to report.

**Parish Boundary Consultation**

The Principal Solicitor has confirmed that both Memories and Bridgend Farmhouse are due to come within the Little Chart boundary from 2019.

**11. VILLAGE RESPONSIBILITIES****Bus Shelter**

Nothing to report.

**Plantation**

Nothing to report.

**Village Hall**

Nothing to report.

**Notice Board**

Councillors and residents are reminded that Parish Council notices must take priority on the notice board.

**Damage/Erosion to the Plantation**

Councillors agreed with one parishioner that hawthorn hedging along the Eastern boundary was another option.

**Request by Village Hall Committee for a Structural Engineer to investigate cracks in the hall wall**

Councillors will arrange for a structural engineer to visit the hall.

**12. PLANNING**

Please see attached list.

**Arrangements for Retention and Storage of Planning Applications**

Planning applications will be retained for 6 months.

**13. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES**

The potholes in Swan Lane

Two potholes outside the Mill

The longitudinal cracks outside of North Lodge

14. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Date of forthcoming meetings: -

3 July, 4 September and 6 November 2017.

There being no other business the meeting closed at 9.00 pm.

Signed..... Dated .....

Mr R Brasier, Chairman

# LITTLE CHART PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2017

#### MAY 2017

- 17/00425/AS Gate House, Swan Lane, Little Chart, Ashford, Kent, TN27 0PT  
Conversion of and extension to a single storey outbuilding into annexe and holiday home  
**Parish Council: Support**
- 17/00426/AS Gate House, Swan Lane, Little Chart, Ashford, Kent, TN27 0PT  
Conversion of and extension to a single storey outbuilding into annexe and holiday home, changes to fenestration  
**Parish Council: Support**
- 17/00507/AS 2 The Street, Little Chart, Ashford, Kent, TN27 0QD  
Demolition of existing garage, shed and single storey rear extension and replacement with new single storey side and rear extension; new front porch  
**Parish Council: Support provided there is no decrease in the amount of off street parking**