

LITTLE CHART PARISH COUNCIL

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MINUTES 66

Minutes of the Annual Parish Council Meeting held at The Village Hall, Little Chart, on Tuesday 8 May, 2018 at 7.30 pm

PRESENT: Mr Brasier (Chair following election), Miss J Ladds, Mr C Beck,
Mr A Diebel and Mr S Rivolta
Mr C Stanley

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mrs C Bell

MEMBERS OF THE PUBLIC: There were 2 Members of the Public present, for part of the meeting.

1. ELECTION OF CHAIRMAN

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

Mr Brasier agreed to accept the position of Chairman for the coming year.

Mr Brasier signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

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

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

i) To note the granting of any Requests for Dispensations and the decision

No requests made.

ii) Updating of Declarations of Interest for the Code of Conduct

Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. ELECTION OF VICE CHAIRMAN

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

Miss Ladds agreed to accept a position of Vice Chairman for the coming year.

5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Hall Committee – Mr Diebel

KALC – Mr Brasier

Parish Forum – Mr Brasier

Police Committees – Any Available Councillor

Disciplinary and Grievance Committee - Mr Beck, Mr Diebel and Mr Rivolta

Appeals Committee – Full Council

Councillor to serve on reciprocal Complaints Committee for Hothfield Parish Council if required – Miss Ladds, Mr Beck and Mr Diebel

Any other Committees requested by Councillors – None

Resolution: Councillors unanimously agreed to the above appointments

6. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council paperwork – August – Mr Brasier

Six Monthly Review of Fixed Assets – September and March – Mr Brasier

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Mr Brasier

Internal Parish Council Audit – Mr L Robbins

Councillors responsible for Finance – Mr Brasier

Annual Review of Insurance Arrangements – On receipt of renewal – Miss Ladds

Weekly MUGA and Community Garden Safety Check – Mr Diebel

Annual Inspection of MUGA and Community Garden– The Play Inspection Company

Councillor responsible for Notice Board – Mr Diebel

Councillors responsible for Website and Publicity – Miss Ladds

Councillors responsible for assisting with Transparency and Data Protection – Mr Brasier

Councillors responsible for accuracy of Council Policies – All Councillors

Councillor responsible for Post and Emails – All Councillors

Councillor responsible for Returning Questionnaires – Mr Brasier

Councillor responsible for Defibrillator – Mr Diebel

Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments

7. PUBLIC INTERVAL

The meeting was opened to the Members of the Public Present from 7.40 – 7.45 during which time one member of the public present said that it was good news about the bus service and one pointed out that weeds are growing through the new tarmac at the entrance to the hall. The Clerk will contact the contractor and ask them to treat and make good the area.

8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk will forward the new standing orders published by NALC to all councillors in readiness for adoption at the next meeting.

The Financial Regulations were considered to be in order.

9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council's assets.

The Village Hall is maintained by the Village Hall Committee.

10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Councillors are satisfied that the Insurance Policy is in order and agreed the payment to Came & Co.

We are in a Long-Term Agreement with Inspire until 30 May 2020.

The Village Hall Committee insures the Village Hall.

Self Insurance of Parish Council 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 to be sent to the Parish Council.

Councillors will then confirm that the policy is in order.

11. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:

Kent Association of Local Councils

Society of Local Council Clerks – 1/6 of the Clerks Subscription

12. REVIEW OF COMPLAINTS PROCEDURE

Councillors unanimously agreed that the Complaints Procedure was in order.

13. **REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF IT'S OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation was in order.

The policies relating to Data Protection have still to be completed.

14. **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

Councillors unanimously agreed that the policy in place is in order

15. **REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE**

Resolution: Councillors unanimously agreed to adopt the Employment Policy and Grievance Procedure along with the Terms and Conditions for a Disciplinary and Grievance Committee and an Appeals Committee.

Proposed Mr Brasier

Seconded Mr Rivolta

16. **REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**

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

No monies were spent under this power during the financial year 2017/2018.

At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

17. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**

Meetings will usually be held on the 2nd Tuesday of every other month, May, July, September, November, January and March at 7.30 pm in the Village Hall.

Any amendment to this arrangement will be advertised on the noticeboard and website.

18. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 65 were accepted and it was unanimously agreed that Mr Brasier should sign them as a true record of the meeting.

Proposed Mr Diebel

Seconded Mr Rivolta

19. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

There were no Matters for Report that were not covered on the agenda.

20. **CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**

Correspondence

Wicksteed

HMRC re new method of claiming VAT

Zurich Municipal
Little Chart Village Hall Committee
Kent Fire and Rescue Service – Show you care
Kent Police – Don't ignore it, share it
The Shed Man
Clerk and Councils Direct
Air Ambulance
Citizens Advice Bureau
ABC re Disclosable Pecuniary Interest Forms

Email Correspondence

Councillors did not bring any emails to the attention of the meeting

Arrangements for dealing with Parish Council Post and Emails

The Clerk will inform Mr Brasier of any significant post.

Emails

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Little Chart to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Mr Brasier will inform the Clerk of any emails he feels Little Chart should unsubscribe from.

Chairman's Update

The Chairman had nothing to report that was not covered on the agenda.

Website

Nothing to report.

Risk Assessment

Mr Brasier carried out a risk assessment and there were no matters of urgency to be dealt with. To be discussed further at the next meeting.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in one locked filing cabinet in the Village Hall. Some papers are in an unlocked cabinet and Mr Brasier will look at them to see if they need to be in a locked cabinet.

Retention and Storage of Post and Emails

Post that is not specific to Little Chart will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

Emails

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed.

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.

Councillors computers should be encrypted and councillors should not use their mobile phones for parish council business.

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

All information required under the code is published on the website.

Compliance with Data Protection Legislation

The Clerk attended an Impact Assessment Completion Workshop and this matter will be progressed.

Storage of Computer Records

All information is backed up on The Cloud. No other form of backup required.

Social Media Policy

Resolution: Councillors unanimously agreed the content of the Social Media Policy.

Proposed Mr Brasier Seconded Miss Ladds

Discussions with Little Chart Church

Following discussion, it was agreed that councillors will keep an open mind at the moment and Mr Brasier will invite representatives from the church to the next meeting to further explore the possibility of combining the functions of the church and village hall in one building.

21. FINANCE**Internal Auditors Report**

Mr Robbins submitted his report following the audit on 18 April and councillors noted that adoption of the budget should be formally minuted separately from the adoption of the precept.

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.

Resolution to Certify Little Chart Parish Council as exempt from a Limited Assurance Review under Section 8 of the Local Audit (smaller authorities) Regulations 2015

The requirements are as follows

- Total gross income and total gross expenditure below £25k **and**
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by external auditor in the prior year **and**
- been in existence since before 1/4/14

Resolution: Councillors unanimously agreed that Little Chart Parish Council met the criteria laid down above and it was therefore agreed that the Chairman and Clerk should sign the Certificate of Exemption.

Proposed Mr Brasier Seconded Mr Rivolta

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.

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: Mr Brasier 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 Members of the Meeting as a Whole

Councillors considered the Accounting Statements and agreed they were accurate.

Approval of the Accounting Statement by Resolution – Sec 2

Councillors considered the accounting statement.

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Mr Brasier Seconded: Mr Diebel

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.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

Review of Direct Debits

The council does not pay any Direct Debits

Accounts to be Paid

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Parish Clerk	452	Salary Clerks Expenses General Admin	148.00 4.00 37.82	0.50	190.32
Came & Co	453	Insurance Premium	495.45		495.45
KALC	454	Subscription	163.87		163.87
Lionel Robbins	455	Internal Audit Fee	75.00		75.00
Little Chart Village Hall	456	Donation towards Expenses	600.00		600.00

Resolution: Councillors unanimously agreed to pay the above accounts.

Proposed Mr Diebel Seconded Mr Rivolta

Bank Reconciliation as at last Bank Statement

Opening Balance	18651.71	Balance per Bank – No 1 account	£18094.41
Plus Receipts	<u>7569.19</u>	Less uncleared cheques	<u>1984.92</u>
	26220.90		16109.49
		Plus uncleared credit	<u>0.00</u>
Less Payments	<u>10111.40</u>		16109.49
Balance	16109.50	Plus No 2 Account	<u>0.01</u>
			16109.50
Less earmarked funds	<u>7506.05</u>		<u>7506.05</u>
AVAILABLE FUNDS	8603.45	AVAILABLE FUNDS	8603.45

Earmarked Reserves

	Balance 16.01.18	+/- May	Balance 08.05.18
Capital Expenditure	5233.00		5233.00
Bus Shelter	2000.00		2000.00
MUGA Budget 18/19	-126.95	400.00	273.05
	7106.05	400.00	7506.05

Review of Salaries

Resolution: Councillors unanimously agreed to increase the Parish Clerk’s Salary to £11.643 per hour with effect from 1 April 2018. Total for year £1210.87.

Proposed Mr Brasier Seconded Miss Ladds

Completion of Members Grant Form

Mr Diebel will complete the form.

22. BOROUGH COUNCILLORS REPORT

Please see Annual Parish Meeting Minutes for Mrs Bell’s report.

23. PLANNING

Please see attached.

Storage of Planning Applications

Councillors confirmed that the Clerk can dispose of all Planning applications, once they have been discussed at a meeting, as they are available on the website.

24. VILLAGE RESPONSIBILITIES

General issues relating to Bus Shelter/Plantation/Village Hall/Notice Board

Nothing to report.

MUGA and Community Garden

Nothing to report.

Damage/Erosion of Plantation

Nothing to report.

Request by Village Committee for Structural Engineers Report on Hall Wall

Councillors reflected on the discussion with a member of the Village Hall Committee during the Annual Parish Meeting, and asked the Clerk to inform the committee that advice should be sought from the insurance company prior to a private surveyor being brought in.

25. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 9.20 pm.

Signed Dated
Chairman

LITTLE CHART PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

18/00130/AS Hurst Mill Cottage, Ram Lane, Little Chart, Ashford, Kent TN25 4LT
Erection of stables and associated hardstanding for the keeping of horses

Parish Council: Support

No doubt the development will take into consideration that the proposed stables and hard standing could be on a flood plain

Decision Notices received from ABC

17/00909/AS Chart Court Cottage, Pluckley Road, Little Chart, Ashford, Kent, TN27 0QH
Erection of two storey side/rear extension; extension to existing roof of single storey aspect; rear porch

Planning Inspector: Appeal Dismissed

17/01861/AS Thatch, Ram Lane, Little Chart, Ashford, Kent TN27 0PU
Proposed 3 bay detached oak framed garage

Borough Council: Permit