

SHADOXHURST PARISH COUNCIL

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MINUTES 399

Minutes of the Ordinary Parish Council Meeting held in The Village Hall on Wednesday, 8 June 2016 at 7.30 pm

PRESENT: Mr D Ledger (Chair), Mrs S Ellis, Mr K Carroll, Mr A Porter
and Mr M Richmond Coggan

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS:

COUNTY COUNCILLOR:

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

Prior to the start of the meeting the Chairman informed councillors that Mr Ian Procter had resigned from the council with immediate effect.

Councillors all wished to send their best wishes to Mr Procter and thanked him for all his help and support during his time on the council.

1. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from PCSO Andrew Hoodless.

2. **DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST**

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

i) **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.

3. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 398 of the meeting held on 11 May 2016 were accepted and it was unanimously agreed that Mr Ledger should sign them.

Proposed Mr Richmond Coggan Seconded Mr Porter

4. **BOROUGH COUNCILLORS REPORT**
Neither Councillor was in attendance.
5. **COUNTY COUNCILLORS REPORT**
Councillor Angell was not in attendance.
6. **PUBLIC INTERVAL**
The meeting was opened to the Members of the Public present from 7.36 – 7.55 pm for questions and comment.
7. **MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES**
Following Mr Procter's resignation councillors agreed to take responsibility for the following in his place: -
Police Committees – Mrs Ellis
Chilmington Green – Mr Richmond Coggan
Joint Parish Transport Committee – Mr Richmond Coggan
Website – Mrs Ellis
Newsletter – Mr Carroll
Transparency – All councillors to be responsible for ensuring that we comply
Completing questionnaires – Mr Ledger
8. **CHAIRMAN'S REPORT**
Mr Ledger reported that he had been making arrangements for Mr Hollands' farewell evening.
9. **SHADOXHURST WEBSITE**
The Clerk will speak to Clive Stanley following the email from EiS Kent.
10. **VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN**
Action required following recent site visits to Village Hall by Councillors
It was agreed to arrange a meeting with Mrs Corcoran to discuss the hiring agreement and other issues. The Clerk will liaise with her regarding a date.

Inspection of Village Hall and Pavilion before and following Hiring
Mrs Ellis and Mr Ledger in June and Mr Porter in July.

Mr Carroll will act as the Parish Council contact for the Presiding Officer on 23 June for the EU Referendum.

Request to use car park by members of East Kent Health Walk
Councillors agreed that the Clerk should tell the leader that they can use the car park if the hall has not been booked. We will give the group as much notice as possible of any bookings, but in the event that we are not able to contact them prior to a booking, the hirer will take precedence.

General Issues relating to the Pavilion
Nothing to report.

General Issues relating to the Field/Car Park/Play Area/Village Sign/Village Green

The tree surgeon is due to visit on 17 June to deal with the tree that has fallen over.

Repairs to the surface of the Recreation Field Car Park

Mr Richmond Coggan will obtain a specification and the names of 3 companies who can be approached to tender for the work. The Clerk will send out the invitations to tender.

Request for Community Exercise Equipment

Councillors will investigate costings and possible funding streams.

Refurbishment of Play Equipment

Deferred to next meeting.

11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

St Peter's and St Paul's PCC

Centenary Fields

HAGS

EMAIL CORRESPONDENCE – Forwarded to all councillors with email

EIS re KCC Website

Bank Reconciliation - Long term Deposit account

Opening Balance	510.00	Balance per Current Account	510.00
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Bank Reconciliation – Treasurers Account

Opening Balance	21006.30	Balance per Treasurers Account	26482.29
Add Receipts	9601.75	Plus Uncleared Receipts	34.00
	30608.05		26516.29
Less Payments	5552.96	Less Uncleared Payments	711.20
	25055.09		25805.09
		Plus Uncleared Deposit Received	50.00
			25855.09
		Less Uncleared Deposit Refunds	800.00
			25055.09
Less Earmarked Funds	5301.31	Less Earmarked Funds	5301.31
AVAILABLE FUNDS	19753.78	AVAILABLE FUNDS	19753.78

Earmarked Funds

	Balance 11.05.16	+/- June	Balance 08.06.16
Recreation Facilities Budget 2016/2017	3000.00		3000.00
Bulb and Tree Planting + Planters Budget 2016/2017	257.00		257.00
Recycling	2044.31		2044.31
TOTAL	5301.31		5301.31

Accounts to be paid

PAYEE	DETAILS	CHQ NO	NET	VAT	GROSS
Eb Sculpture	25% Deposit for Plaque agreed by Councillors Ellis, Ledger and Porter during month	855	73.95		73.95
Eb Sculpture	Remaining payment for Plaque for Pavilion	856	172.55	49.30	221.85
Mrs J Batt	Salary Clerks Expenses General Admin	857	431.78 5.04 19.96		456.78
Mr R Harris	V H Cleaning/Caretaking	858	170.00		170.00
Divine Cakes	Cake for Chairman's Farewell	859	60.00		60.00
Hirers of Hall	Deposit Refund	860	50.00		50.00
The Post Office	Income Tax	861	60.20		60.20

Councillors unanimously agreed to pay the above accounts and agreed with the amended Direct Debit Payments taken on 17 of each month.

EDF - £239.00 – Village Hall and EDF - £16.00 – Pavilion

Proposed Mrs Ellis Seconded Mr Porter

Bank Mandate

Resolution: It was unanimously agreed that the following councillors should be authorised signatories on the Parish Council accounts: -

David Ledger

Sheila Ellis

Kenneth Carroll

Alan Porter

Martin Richmond Coggan

Mr Porter and Mr Richmond Coggan will take the form to the Bank.

Appointment of Internal Auditor

Resolution: Following the resignation of Mr Kevin Funnell, Councillors agreed to employ Mr Lionel Robbins as the council's Internal Auditor for the forthcoming year.

Terms:

£50 per hour

2 visits to the parish per financial year

Full telephone support

Proposed Mrs Ellis Seconded Mr Ledger

Clerk's Salary

Resolution: Councillors unanimously agreed to increase the Clerk's Salary to £12.440 per hour, backdated to 1 April 2016.

Proposed Mr Carroll Seconded Mr Richmond Coggan

Insurance

The Council has a Long Term Agreement with AVIVA until February 2017.

Newsletter

Nothing to Report.

Risk Assessment

The next Risk Assessment is due in September

Crime and Disorder

The following report has been received from PCSO Hoodless: -

Shadoxhurst Monthly Police Report – 01/05/2016 to 06/06/2016

31/05/2016

ZY/017910/16 - Woodchurch Road - two males left a taxi without paying for the fare and caused damage to the back seats. Males were not identified.

27/05/2016 to 28/05/2016

ZY/017529/16 – Window damaged at Shadoxhurst Methodist church. No offenders identified.

Report on Joint Parishes Traffic Committee

Nothing to report.

Road Speed and Safety in the Village

Mr Ledger is preparing a report in conjunction with Mr Procter, for discussion at a future meeting.

Village Survey and response to questionnaires in Newsletter

A newsletter will be produced giving the responses to the questions in the previous newsletter and the village survey.

Arrangements for Coffee Club.

The first meeting of the Coffee Club has been arranged for 14 June between 2pm and 5pm.

12. PLANNING

No applications received this month.

Any other matters related to Planning issues within the Parish

No matters were brought to the attention of the meeting.

13. OUTSIDE REPORTS**Footpath Warden**

Nothing to report.

14. VILLAGE RESPONSIBILITIES**Items to be reported to the KHS/PROW**

No items for report.

15. ITEMS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING

Councillors to send items for inclusion to the Clerk by 8 July 2016.

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

Councillors agreed to approach Mr Rivers and ask whether he would run a CPR Training Session.

The next meeting is due to be held on 20 July 2016.

There being no other business the meeting closed at 9.40 pm.

Signed..... Dated

Chairman