

SHADOXHURST PARISH COUNCIL

MINUTES 448

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD AS A VIDEO-LINKED MEETING DUE TO ALTERNATIVE LOCKDOWN MEASURES
DUE TO THE CORONA VIRUS ON
THURSDAY 13TH AUGUST 2020 COMMENCING AT 6.30 PM**

PRESENT: Cllr M Richmond Coggan (Chair), Cllr D Ledger (Vice Chair),
Cllr R Crowley, Cllr R Hills
PARISH CLERK: Ms C Laming
BOROUGH COUNCILLORS: Cllr D Ledger
COUNTY COUNCILLOR: Cllr Mike Angell
MEMBERS OF THE PUBLIC: There was one Member of the Public in attendance.

1. INTRODUCTION

2. ELECTION OF CHAIRMAN

Cllr Crowley proposed Cllr M Richmond Coggan position of Chairman, seconded by Cllr R Hills.
Cllr M Richmond Coggan agreed to accept the position of Chairman for the coming year.
Cllr M Richmond Coggan will sign his declarations of Acceptance of Office.

3. CO-OPTION OF PARISH COUNCILLOR

There was one applicant for the vacant position of Parish Councillor. Ms Alexandria Clapp.
Proposed Cllr M Richmond Coggan **Seconded** Cllr R Hills
All the paperwork to be signed over the next few days

4. APOLOGIES FOR ABSENCE/ APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE

There were 2 apologies of absence Cllr J Hayward & Cllr S Cass.
Proposed Cllr D Ledger **Seconded** Cllr M Richmond Coggan

5. 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.

6. ELECTION OF VICE CHAIRMAN

Cllr Ledger agreed to accept position of Vice Chairman for the coming year.
Proposed Cllr M Richmond Coggan **Seconded** Cllr R Hills
Cllr D Ledger will sign his declarations of Acceptance of Office.

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

A new 'Organisation of Responsibilities and terms of reference with Shadoxhurst Parish Council' Document has been produced by Cllr M Richmond Coggan that details the way that Shadoxhurst Parish Council will work with Advisory Groups which in turn will take responsibility for different areas of responsibilities. It was important to understand that these Groups are advisory to the full council and are operating under the auspices of the Parish Council. Each Group will be led by a Parish Councillor and will include the number of Parish Councillors as detailed plus members of the public where external expertise is appropriate. The

Group Leader will ensure that the Group adheres to the Terms of Reference. This organisation is attached to these minutes:

Councillors unanimously agreed to the above appointments

Proposed Cllr M Richmond Coggan

Seconded Cllr D Ledger

8. DELEGATION OR RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

As above in section 7.

9. ITEM 9 WAS NOT INCLUDED IN THE AGENDA

10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors will review the new Standing Orders and Financial Regulations and come back to a future Parish Meeting with any modifications and suggestions.

11. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

Councillors will review the land and assets belonging to the Council and come back to a future Parish Meeting with any modifications and suggestions.

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

The Council is in a 3-year agreement with Pen commencing 26th February 2020.
The Council does not self-insure any assets.

13. REVIEW OF SUBSCRIPTIONS

Councillors will review the subscriptions and come back to a future Parish Meeting with any modifications and suggestions.

14. REVIEW OF COMPLAINTS PROCEDURE

Councillors will review the Complaints Procedure and come back to a future Parish Meeting with any modifications and suggestions.

15. REVIEW THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

Councillors will review the Policies and Practices and come back to a future Parish Meeting with any modifications and suggestions.

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

Councillors will review the Policies for dealing with the Press and the Media and come back to a future Parish Meeting with any modifications and suggestions.

17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

Councillors will review the Council's Employment Policies and Procedures and come back to a future Parish Meeting with any modifications and suggestions.

18. RESOLUTION TO ADOPT THE GENERAL POWER OF COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

Councillors will review the General Power of Competence and come back to a future Parish Meeting with any modifications and suggestions.

No monies were spent under this power during the financial year 2019/2020

19. 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 Wednesday of each month at 7.30pm either via Zoom or in the Pavilion, excluding December. August Parish Meeting to be confirmed. The next APM and APCM will be held on 12th May 2021.

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

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 447 of the meeting held on Wednesday 8th July 2020 were accepted and it was unanimously agreed that Cllr M Richmond Coggan should sign them.

Proposed Cllr M Richmond Coggan

Seconded Cllr D Ledger

21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

Cllr M Richmond Coggan has reported that the website has now been transferred and can now be updated and can go live. This should take another 2-3 weeks. The new Shadoxhurst Parish Website is now compliant.

Cllr R Hills has investigated the drainage on the playing fields. 3 companies have been approached for a quote.

22. VILLAGE HALL, PAVILION, RECREATION FIELD AND VILLAGE GREEN

Cllr S Cass & Cllr J Hayward have been working on the reopening of the Village Hall and will provide a report for the next meeting. All of the Covid19 safety signage has been delivered and will put up before the reopening. Cllr M Richmond Coggan to meet with Cllr S Cass to discuss the risk assessment with controlled measures. Quotes for the Village Hall Roof Repair have been received and Cllr M Richmond Coggan will discuss this in a separate meeting. The Village Green has been damaged due to the recent road closure and flooding. Cllr M Richmond Coggan wants to propose that solid posts should be put up to protect the green. Cllr R Crowley has been working on the new village sign with Black Forge and provided us with 4 proposed design ideas.

23. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

Cllr R Crowley has completed the internet banking form to be taken into Lloyds bank. All Councillors must download the form and take it into a Branch.

Countryside trust update, new documentation has been sent and acknowledged and will be sorted out by November.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in the cupboard in the Village Hall. It was decided that the storage of Parish Council Documents will need to be sorted through.

Retention and Storage of Post and Emails

Post that is not specific to Shadoxhurst 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.

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

IT Security and Good Housekeeping

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 should all ensure that their computers are encrypted and should not use mobile phones to receive Parish Council information.

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

This matter continues to be progressed.

Storage of Computer Records

All information is backed up on The Cloud. Cllr M Richmond Coggan to look at the Parish Clerks laptop to check to see if this is happening.

Social Media Policy

Councillors unanimously agreed that the policy in place is in order.

Lorry Watch/Speed Watch

Speedwatch is up and running and is progressing well. A thank you was made to Cllr R Hills for all his hard work and time.

Utility Advisory Group

Cllr D Ledger informed us that the drainage issues and planning applications are dominating the group currently.

24. FINANCE

Internal Auditors Report

This has not yet been received.

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.

Review of Statement of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Cllr M Richmond Coggan 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.

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: Cllr M Richmond Coggan

Seconded: Cllr D Ledger

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

Cllr M Richmond Coggan 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

Will refer to the Finance Group.

Accounts to be Paid

There are no accounts outstanding to be paid.

Review of Salaries

Cllr R Crowley to review the Parish Clerk's Salary.

25. PLANNING

20/00875/AS **Sandy Ridge, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HX**

Conversion of garage to ancillary annexe and installation of dormer windows

Comments by 22nd August 2020

SUPPORT

20/00935/AS **Agricultural Building, Woodside Farm, Hornash Lane, Shadoxhurst, Kent**

Change of Use and Redevelopment of a former Agricultural Building (Cow Shed and Parlour) into 2No Dwellings with Associated Amenity Garden and Parking (partly retrospective)

Comments by 17th August 2020

SUPPORT

20/00938/AS **St Mawgan, Hornash Lane, Shadoxhurst, Ashford, TN26 1HX**

part retrospective detached outbuilding

Comments by 17th August 2020

SUPPORT

20/00914/AS **Barn Vue, Hamstreet Road, Shadoxhurst, Ashford, Kent, TN26 1NN**

Erection of first floor side extension; two storey rear extension; raising of eaves to provide additional accommodation

Comments by 14th August 2020

SUPPORT

26. VILLAGE RESPONSIBILITIES

Nothing to Report

27. HIGHWAYS/PUBLIC RIGHTS OF WAY

Cllr R Hill has nothing to report.

28. FORUM OF EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.32pm

Signed
Chairman

Dated