



WOODCHURCH PARISH COUNCIL

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MINUTES 122

Minutes of the Annual Parish Council Meeting held in the Memorial Hall Annexe, Woodchurch, on Friday 20 May 2016 at 7.00 pm

PRESENT: Mr J West (Chair), Mr A Faiers, Mr A Hukins,
Mr N Jones, Mr P Spice and Mr R Woods
PCSO Andrew Hoodless for part of the meeting

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLORS: Mrs A Hicks

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 2 Members of the Public present.

1. ELECTION OF CHAIRMAN

Mr Woods proposed Mr West for the position of Chairman, seconded by Mr Hukins.
There were no other nominations.

Mr West accepted the position of Chairman and signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs Davies (prior engagement) and Mr Wood (prior engagement).

3. 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) 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.

ii) To note the granting of any requests for Dispensations and the decision

There were no requests for dispensations.

**4. ELECTION OF VICE CHAIRMAN**

Mr Spice proposed Mr Jones for the position of Vice Chairman, seconded by Mr Faiers. There were no other nominations.

Mr Jones accepted the position of Vice Chairman.

5. ELECTION OF OFFICERS TO COMMITTEES

The following Councillors agreed to represent the Parish Council as follows:-

Village Green - Mr West

Youth Matters – Mrs Penn

Police Liaison – Mrs Davies

Kent Association of Local Councils – Mr Spice and Mr Wood

Parish Forum – Mr West

Memorial Hall Committee – Mrs Davies and Mr Spice

Planning Committee Mr P Spice – Chair, Mrs Davies, Mr A Hukins, Mr N Jones,

Mr J West, (ex Officio)

Highways and Footpaths – Mr Wood

Finance and Policy Committee – Mr Woods

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council –

Any available Councillors

Advisory Committee to oversee Housing and Development within Woodchurch –

Mr Woods and Mr Wood

School Governor – Mr Jones

Any other committees suggested by councillors - None

6. DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork – August – F & P Committee

Six Monthly Review of Fixed Assets – September and March – Mr Faiers and Mr Jones

Six Monthly Risk Assessment – September and March – Mr Faiers and Mr Jones

Internal Parish Council Audit – Mr Funnell

Parish Council Finances – September and March – F & P Committee

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Woods

Weekly Play Area Safety Check – Mr Wood and Mr Faiers

Annual Play Area Inspection – The Play Inspection Company

Website and Transparency – Mrs Davies

Newsletter – Mrs Penn and Mr Woods

Report for Parish Magazine – Mrs Penn

Charity Administration – Mrs Davies

Councillor responsible for liaising with WCIE – Mr Jones

Councillor responsible for completing questionnaires – Mrs Davies

Any other responsibilities suggested by Councillors - None

7. ACCEPTANCE OF MINUTES

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

Proposed Mr Faiers

Seconded Mr Spice



8. **MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED**

The meeting was opened to Members of the Public from 7.11 – 7.26 for questions and comment.

9. **PLANNING**

No applications received this month.

Drainage at Woodchurch House

Nothing to report.

Retention and Storage of Planning Applications

Councillors agreed only paperwork relating to contentious planning applications should be retained.

10. **VILLAGE MATTERS**

Extension of Village Green

Mr West reported that the schoolchildren broadcast the wildflower seed on the extension to The Green. Mr Bourne has contributed £125.00 towards the cost.

Mr Bourne arranged for a greater area of The Green to be drained than the council were expecting.

Resolution: Councillors unanimously agreed to accept the quote, obtained by Mr West, during the month for the replacement of the fence at the bottom of The Green at a cost of £600.00.

Siting of Defibrillator

The defibrillator at Shirkoak has still not been installed.

Stoney Lane

Nothing to report.

Dark Skies Community Project – omitted from the agenda in error

Resolution: Councillors unanimously agreed to sign up to this project.

Proposed Mr Faiers

Seconded Mr Woods

11. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

Arrangements for the event to celebrate the Queen's 90th birthday are progressing well.

12. **CORRESPONDENCE**

Clerk and Councils Direct

Wicksteed

Marie Curie – Blooming Great Tea Party

Centenary Fields Programme

Mr Bourne re extension of The Green



EMAIL CORRESPONDENCE

Mrs Tiplady re grass cutting in churchyard – Include request on next agenda.

Arrangements for dealing with Post and Emails

The post is delivered to Councillor Spice one week before the meeting. Councillors should contact him if they wish to look at planning applications prior to the meeting.

Emails are forwarded to all councillors with email. Councillors should contact the Clerk if they wish anything to be raised at a meeting.

Retention and Storage of Post and Emails

Any post that is specific to Woodchurch is kept, but other post is recycled.

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

13. ACCOUNTS AND OTHER GENERAL COUNCIL BUSINESS

Internal Auditors Final Report

The Clerk reported that Mr Funnell carried out his final audit for the year 2015/2016 on 20 April and did not find anything major to report. The Clerk read his report out to councillors.

Review of System of Internal Control

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

Review of Effectiveness of Internal Auditor

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

Approval of the Annual Governance Statement by the members meeting as a whole – Sec 1

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement.

Proposed: Mr Spice **Seconded:** Mr Hukins

Signature and Dating by the person presiding at the meeting and Clerk

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

Approval of the Accounting Statements by the members meeting as a whole – Sec 2

Councillors considered the Accounting Statements.

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Mr Faiers **Seconded:** Mr Hukins


Signature and Dating by the person presiding at the meeting

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

Review of Direct Debits

The Council does not have any Direct Debits.

Bank Reconciliation

| Account Balance | | Balance at Bank | |
|------------------------|-----------------|------------------------|-----------------|
| Opening Balance | 42304.11 | Money Manager Account | 42084.11 |
| | | Plus uncleared cheques | 00.00 |
| | | | 42084.11 |
| Plus Receipts | 0.00 | Less uncleared cheques | 4186.95 |
| | 42304.11 | | 37897.16 |
| Less Payments | 4356.95 | Plus Community Account | 50.00 |
| | 37947.16 | | 37947.16 |
| Less Earmarked Funds | 27211.41 | Less Earmarked Funds | 27211.41 |
| AVAILABLE FUNDS | 10735.75 | AVAILABLE FUNDS | 10735.75 |

Earmarked Funds

| | Balance |
|-------------------------------------|--------------------|
| | 29.04.16 |
| Election/Standards Committee | 5000.00 |
| Contingencies | 11240.74 |
| Maintenance on War Memorial | 233.02 |
| Play Area/CEE | 3842.65 |
| Village Trees | 810.00 |
| General Reserves 6085.00 | 6805.00 |
| | 27211.41 |

Accounts to be Paid

| PAYEE | CHQ NO | NET £ | VAT £ | GROSS £ | DETAILS |
|--------------|---------------|-------------------------|--------------|----------------|-------------------------------------|
| Mrs J Batt | 988 | 533.73 8.46 29.92 | | 572.11 | Salary Expenses General Admin |
| Mr R Harris | 989 | 277.33 | | 277.33 | Salary |
| Mr J West | 990 | | 56.00 | 56.00 | VAT on Wildflower Meadow Seed |

Councillors agreed that a cheque should be drawn in favour of Mr Grabham once his invoice is received.

Proposed: Mr Faiers

Seconded: Mr Jones



Bank Mandate

Resolution: Councillors agreed that the following councillors should be signatories on the account: -

Mr J West (Chairman)
Mr N Jones (Vice Chairman)
Mrs G Davies
Mrs D Penn
Mr A Hukins
Mr P Spice
Mr P Wood
Mr R Woods

Website

Nothing to report.

Risk Assessment

Mr Faiers to fit stabilisers to the doors of the notice board at the bottom of Front Road.

Mr Faiers will obtain a second quote for the basketball backboard.

PCSO Hoodless will be carrying out speed checks and car tax checks in the village shortly.

Storage of Parish Council Documents

Councillors are satisfied that all documents under 30 years old are secure in the filing cabinets in the Memorial Hall.

Retention and Storage of Post and Emails

Any post that is specific to Woodchurch is kept, but other post is recycled.

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

IT SECURITY AND GOOD HOUSEKEEPING

Please bear the following in mind when using your 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.

General Power of Competence

Confirmation that Woodchurch Parish Council adopted the General Power of Competence at the meeting held on 15 May 2015.

14. REVIEW OF ALL ITEMS INSURED AND SELF INSURED ITEMS

We are in a long term agreement with Hiscox until 2018 and councillors agreed the renewal premium at the meeting on 29 April.

Resolution: Councillors unanimously agreed to self-insure the noticeboards, flag pole, flags, oak posts, Ranter's Oak Memorial, chestnut fencing, metal posts, metal and wooden litter bins, Memorial Hall Sign, Disabled Parking posts and sign, metal barrier to side of toilets, kissing gate, filing cabinets, iron water pump, war memorial, dog bins, wheelie bin and other sundries as listed in Fixed Asset Register.

15. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES

The high pressure gas main has caused the road to sink between Great Engham and High Oak.

The subsidence on the road between Shadoxhurst and Woodchurch.

The broken edge at the bottom of Place Lane.

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The memorial seat has been installed on The Green by the Sports Pavilion.

17. RESOLUTION TO CLOSE THE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO EABLE COUNCILLORS TO DISCUSS ITEMS OF LEGAL MATTER

Resolution: Pursuant to section 1 (2) of the public bodies (Admission to Meetings Act 1960), it is resolved that members of the public be excluded from the next agenda item as it concerns a matter of a legal nature.

Proposed Mr Faiers

Seconded Mr Woods

The Members of the Public left the meeting at 8.06 pm.

Resolution: Councillors agreed that Mr Woods should formulate a reply to be sent to the Borough Council in response to the result of the Conservation Area Appraisal and request a meeting with Councillors Hicks and Bradford, prior to the 9th June.

There being no further business the meeting closed at 8.38 pm.

Signed ..

..... Dated 27/6/16