

WOODCHURCH PARISH COUNCIL

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MINUTES 183

Minutes of the Annual Parish Council Meeting held via Zoom, on Tuesday, 4 May 2021 at 7.00 pm

PRESENT: Ms L Bramley, (Chair following election), Mrs N Job, Miss E Jones,
Dr C Silcock, Mr A Hukins, Mr R Job, Mr C Molloy and Mr W Nash

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Member of the Public present until 7.30pm.

1. ELECTION OF CHAIR

Mr Hukins proposed Ms Bramley for the position of Chair, seconded by Mr Molloy.

There were no other nominations.

Ms Bramley agreed to accept the position of Chair for the coming year.

Ms Bramley signed her Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

3. APPROVAL OF REASONS FOR ABSENCE

There were no Apologies for Absence.

4. 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**

There were no Requests for Dispensations.

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.

5. ELECTION OF VICE CHAIRS

Councillors agreed to continue with 2 Vice Chairs.

Ms Bramley proposed Mr Hukins for the position of Vice Chair, seconded by Dr Silcock.

Dr Silcock proposed Mr Nash for the position of Vice Chair, seconded by Mr Job.

Both councillors agreed to accept the position of Vice Chair for the coming year.

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

Village Green – Mr Hukins

Woodchurch HUB – Mr Molloy

Sports Pavilion – Mr Hukins

Youth Matters – Mr Job

Police Liaison – Mr Job

KALC – Ms Bramley and Mr Nash

Memorial Hall Committee – Mr Nash

Parish Forum – Ms Bramley

Highways and Pavements – Miss Jones

Public Rights of Way – Mr Molloy

Finance and Policy – Dr Silcock

Disciplinary and Grievance Committee – Ms Bramley, Mrs Job and Miss Jones

Appeals Committee – Mr Hukins, Mr Molloy and Dr Silcock

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council if Required – Any Available Councillors

Advisory Working Group to oversee Housing and Development within Woodchurch –

Mr Hukins, Ms Bramley and Mr Molloy

School Governor – Dr Silcock

All Saints Church – Mr Nash

Any other Committees requested by Councillors - None

Resolution: Councillors unanimously confirmed the above appointments

7. CONFIRMATION OF DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork – August - Dr Silcock
 Six Monthly Review of Fixed Assets – September and March – Ms Bramley and Mr Nash
 Six Monthly Risk and Financial Risk Assessment – September and March – Ms Bramley
 Internal Parish Council Audit – Mr Robbins
 Parish Council Finances – Dr Silcock
 Annual Review of Insurance Arrangements – On Receipt of Policy – All Councillors
 Weekly Play Area Safety and CEE Check – Mr Job
 Annual Inspection of Play Equipment and CEE – The Play Inspection Co
 Councillors Responsible for Website and Publicity – Ms Bramley, Miss Jones and Mr Nash
 Councillors Responsible for assisting with Transparency and Data Protection – Mr Nash and Mrs Job
 Councillors Responsible for accuracy of Council Policies - All Councillors
 Councillor with Responsibility for Post and Emails – All Councillors
 Councillor with Responsibility for Returning Questionnaires – All Councillors
 Councillor with Responsibility for Defibrillator – Mr Job
 Councillor with responsibility for Charity Administration – Ms Bramley
 Councillor responsible for liaising with Parish Magazine/Newsletter – Ms Bramley
 Councillor responsible for liaising with HUB – Mr Molloy
 Any other Responsibilities put forward at meeting - None

Resolution: Councillors unanimously confirmed the above appointments.

8. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

The Member of the Public did not have any questions or comment to make.

9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Dr Silcock will review the Standing Orders by the June meeting.
 The Financial Regulations were updated in March 2021.

10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

The Fixed Asset Register was reviewed in March and will be adopted on 27 May.

The Village Hall is maintained by the Village Hall Committee.

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

Renewal of Insurance for 2021/2022

To be dealt with on 27 May 2021.

Self-Insurance of Parish Council Assets

Resolution: Councillors unanimously agreed to continue 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, do bins, wheelie bin and other sundries as listed in Fixed Asset Register.

VB

12. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:

Kent Association of Local Councils
Association of Local Council Clerks

13. REVIEW OF COMPLAINTS PROCEDURE

Mr Molloy is in the process of reviewing this.

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

Mr Nash is in the process of reviewing this with Miss Jones, Ms Bramley and Mr and Mrs Job.

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

Ms Bramley will review this in time for the June meeting.

16. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE

Miss Jones and Mr Nash will review by the June meeting.

17. REVIEW OF THE COUNCIL'S CO-OPTION POLICY

To be reviewed on 27 May.

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

Confirmation that Councillors adopted the Power of General Competence on 16 May 2019.

Expenditure under the Power of General Competence during the Financial Year 2020/2021

To the best of Councillors' knowledge, there was no expenditure under this power.

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 4th Thursday of every month, excluding August and December (unless required) at 7.00 pm in the Memorial Hall Annexe.

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

Future meetings will be Covid compliant but it is not recommended that we have members of the public in attendance so we will facilitate anyone who wishes to, to attend via zoom until 21 June 2021.

Dr Silcock left the meeting at this point.

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 182 were accepted, and it was unanimously agreed that Ms Bramley should sign them as a true record of the meeting.

Proposed Mr Nash

Seconded Mr Hukins

21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

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

22. CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**Correspondence**

CCLA

ABC re Rate Relief – Mr Nash to complete form

Arrangements for dealing with Parish Council Post and Emails

The Clerk will inform Ms Bramley of any significant post as it arrives.

Emails

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Woodchurch Parish Council 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.

Ms Bramley will inform the Clerk of any emails she feels Woodchurch should unsubscribe from.

Website

Scanned signed copies of the minutes and accounts continue to be uploaded onto the website.

Risk Assessment

Ms Bramley and Mr Nash will complete a Risk Assessment in September.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinet in the HUB.

Retention and Storage of Post and Emails

Post that is not specific to Woodchurch 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. To be reviewed.

B

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 Transparency Code is published on the website.

Compliance with Data Protection Legislation - Appointment of Data Protection Officer

This continues to be progressed by Mr Nash and Councillors agreed to continue to employ Satswana as Data Protection Officer for Woodchurch Parish Council.

Storage of Computer Records

All information is backed up on The Cloud. A support company monitors this for the Council.

23. FINANCE
Accounts

Review of Direct Debits

The Council does not have any Direct Debits.

24. COMPLETION OF AGAR AND ASSOCIATED PAPERWORK

i. Internal Auditors Report

The Clerk read the report out to Councillors who were satisfied that all was in order.

ii 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.

iii **Review of Statement of System of Internal Control**

Councillors were satisfied that the Statement of Internal Control, was in order and Ms Bramley signed the document.

iv **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.

v **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 Molloy

Seconded: Mr Hukins

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

Ms Bramley signed and dated the Annual Governance Statement, to be countersigned by the Clerk.

vii **Consideration of the Accounting Statements by Members of the Meeting as a Whole**

Councillors considered the Accounting Statements and agreed they were accurate.

viii **Approval of the Accounting Statement by Resolution – Sec 2**

Councillors had seen a copy of the Accounting Statement prior to the meeting.

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Mr Nash

Seconded: Mr

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

Ms Bramley 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.

25. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 9.08 pm.

Signed



Chairman

Dated

27/05/21