

Smeeth Parish Council
Minutes of the Annual General Meeting
Held on Wednesday 13th May 2020 at 7.00pm virtually via Zoom

1. Present	Action
<p>Cllr Herrick (Chairman) (DH), Cllr Mrs Alford (HA), Cllr Mrs Morey (JM), Cllr Mrs Moo (YM), Cllr Mrs Pereboom (VP) and Mrs Block (Clerk) (TB).</p>	
<p>2. Apologies</p>	
<p>Apologies were received from Cllr Thorpe and Cllr Howard (ward member). Cllr Howard had sent a report to the Clerk and that had been circulated to all Councillors ahead of the meeting.</p>	
<p>3. Declarations of Interest</p>	
<p>Cllr Moo declared a personal interest in the application for a Lawful Development Certificate for The Piggeries.</p>	
<p>4. Election to Parish Council roles</p>	
<p>Resolved: That Cllr Herrick be elected as Chairman, Cllr Morey proposed and Cllr Moo seconded. Cllr Herrick took the chair.</p>	
<p>Cllr Morey proposed and Cllr Pereboom seconded that the following be elected:</p>	
<p>Vice-chairman: Cllr Thorpe</p>	
<p>Planning Co-ordinator: Cllr Mrs Pereboom</p>	
<p>Playing Field representative: Cllr Herrick</p>	
<p>Village Hall representative: Cllr Thorpe</p>	
<p>Village Caretaker Management Committee: Cllr Mrs Morey</p>	
<p>KALC: Cllr Mrs Morey</p>	
<p>Community Led Plan representative: Cllr Herrick</p>	
<p>Emergency Plan representative: Not fulfilled as yet but potential candidate available.</p>	
<p>5. Declaration of Acceptance of Office</p>	
<p>The Declaration of Acceptance of Office as Chairman was signed by Cllr Herrick and will be received by the Clerk, the Proper Officer of the Parish Council.</p>	
<p>6. Adoption of the General Power of Competence</p>	
<p>As the previous Clerk held the qualification required for the General Power of Competence and the current Clerk does not, the Parish Council no longer holds the General power of Competence, however, the new Clerk is to obtain the qualification as soon as possible, however, it is noted that at present the Society of Local Council Clerks are not taking any new candidates due to the current Covid-19 pandemic. The Clerk is checking regularly and will register as soon as she is able.</p>	
<p>Resolved:</p>	TB
<p>The Parish Council no longer has the General Power of Competence.</p>	
<p>7. Appointment of Internal Auditor</p>	
<p>The Clerk had used an Internal Auditor whom she uses for other Parish Councils and it was proposed that Mrs Smallwood be appointed as Internal Auditor for 2020-21. The Internal Audit Report for 2019-20 was received.</p>	
<p>Resolved:</p>	
<p>That Mrs Smallwood be appointed as Internal Auditor and will review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective in 2020-21.</p>	
<p>The Parish Council approved the written Internal Audit report for 2019-20.</p>	

8. Minutes**Resolved:**

That the Minutes of the Parish Council Meeting held on 4th March 2020 be approved and confirmed as true record.

9. Open Session

There were no members of the public present.

10. Financial Report**10.1 To review the Risk Register****Resolved:**

That the Risk register be accepted, this was approved by all.

10.2 To approve the Annual Governance Statement**Resolved:**

That the Annual Governance Statement be approved, the Chairman signed the Annual Governance Statement.

10.3 To approve the Statement of Accounts for the year**Resolved:**

That the Statement of Accounts for the year be approved, the Chairman signed the Statement of Accounts

10.4 To agree payments in accordance with the Budget**Resolved:**

That the following payments be agreed in accordance with the Budget:

10.5 Payments

Details	£
P Rodway (salary)	1499.43
HMRC (P Rodway)	259.19
KCC re Pension scheme (P Rodway pension)	475.83
Mid Kent Training (sprayer training)	546.00
Progreen signs (spraying safety signs)	92.34
T Denne & Sons (caretaker storage)	108.00
Fuel Genie	107.86
Fuel Genie	153.74
Parish Council Websites	197.64
PMC Polythene Ltd (dog bags)	198.00
S Wood (expenses)	16.85
KALC (subscription)	389.26
Brabourne Baptist Church (hall hire)	143.00
S Wood (salary)	264.80
T Block (salary April)	239.94
T Block (salary May)	239.74
HMRC	186.00
Laptop (50%)	147.47
Domain name and email registration	11.97
Mrs B Podd	73.89
Mrs Smallwood (Internal Audit)	65.00
Microsoft 365 package	59.99

There had been some difficulties with the postal system as it is at present so bank statements were not available in time for the Clerk to produce current documents, the Clerk will circulate a Financial Statement and a Budget over Expenditure once Bank Statements have been received. A bank mandate is being signed in order that the Clerk can receive the Bank Statements.

TB

<p>11. To review the Standing Orders, Register of Assets and the Financial Regulations Resolved: No changes were required and these documents were approved.</p> <p>12. Planning Committee report Cllr Pereboom reported that four applications had been received: 20/00385 Gwending, Plain Road, Smeeth Single storey rear extension and extension of existing garage The Parish Council raised no objection.</p> <p>20/00410/AS Park Farm, Pound Lane, Brabourne, Ashford, Kent, TN25 6RG Part-retrospective Change of use of land and operational development in support of application The Parish Council raised no objection.</p> <p>20/00457/AS - Annexe at, Mead House, Church Road, Smeeth, Ashford, Kent, TN25 6SA. Change of use of residential annexe into separate residential dwelling The Parish Council considered that there seemed to be a lack of parking spaces available.</p> <p>20/00530/AS - The Piggeries, Plain Road, Smeeth, Ashford, Kent, TN25 6RA Lawful development certificate - existing - use of the site as B8 (storage/distribution) The Planning Committee have raised a number of questions with regard to this application, some of the documents have been removed from the Planning website and there would appear to be a data protection issue. The Parish Council are awaiting a decision from the Planning Officer/Data Protection Officer as to how the documents can be viewed in the current situation. The Parish Councillors felt that although a Lawful Development Certificate is difficult to refuse as it is a legal document, this particular application appears to lack clarity and transparency which can only be resolved once the documents are made available to view. The Parish Council advises all concerned residents to contact the Borough Council with any comments they wish to make. It was noted that the B8 usage in the application is for storage and distribution. The Parish Council is keeping this application under review, will try and access the documents required to make an informed response and will respond to the Borough Council as soon as possible. A Lawful Development Certificate is legal approval of what has been happening historically. An extension of time to respond will be requested if the documents are not available to view.</p> <p>13. Correspondence There was no correspondence to be discussed.</p> <p>14. Any Other Business 14.1 The Caretaker review documents have been circulated. It was agreed that the Clerk would discuss with other Councils the possibility of a Zoom meeting to discuss the review in order to conclude the process. The Caretaker is continuing to work whilst ensuring he is socially distancing.</p> <p>15. Date and time of next meeting Wednesday July 15rd , 7.00pm Virtually or in Brabourne Baptist Church if allowed.</p> <p>The meeting closed at 8.00pm.</p>	<p>TB</p>
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