

Smeeth Parish Council
Minutes of the Annual Parish Council Meeting
Held on Thursday 6th May 2021 at 5.00pm virtually via Zoom.

<p>1. Present Cllr Herrick (Chairman) (DH), Cllr Mrs Alford (HA), Cllr Mrs Morey (JM), Cllr Mrs Moo (YM), Cllr Mrs Pereboom (VP) Cllr Roger Baker (RB), a member of the public, and Mrs Block (Clerk) (TB).</p> <p>2. Election of the Chairman and any Vice-Chairman for the Council year 2021-22 Cllr Morey proposed Cllr Herrick to stand as Chairman, Cllr Pereboom seconded this, all were in favour, and Cllr Herrick took the Chair. Cllr Pereboom proposed Cllr Alford to stand as Vice-Chairman, Cllr Morey seconded this, all were in favour.</p> <p>3. Completion of the Declaration of Acceptance of Office Form by the Chairman. Cllr Herrick completed the declaration of Acceptance of Office Form.</p> <p>4. To receive and approve apologies for absence. There were no apologies for absence.</p> <p>5. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared. There were no declarations of interest to be made.</p> <p>6. To approve the minutes of the meeting held on 10th March 2021. The Parish Council approved the minutes as a true record and the Chairman signed these.</p> <p>7. To discuss matters arising from previous minutes that are not covered by the agenda. KALC Community Awards – A joint nomination with Brabourne PC was made for Brian and Wendy Sanders for their community contribution. This award has been received and will be presented later in the month. The Smeeth War Memorial – Communication between Cllr Herrick and Di Dawson has been undertaken. It is hoped that the PCC will take responsibility for insuring the War Memorial. It was requested and agreed that the Caretaker continue to undertake the maintenance as he does at the moment.</p> <p>8. Co-option of a Councillor to the Parish Council Mr Baker has expressed an interest. Cllr Pereboom proposed, and Cllr Alford seconded this. Mr Baker was co-opted to the Council as a Parish Councillor. The DPI form and the Acceptance of Office form were both completed and signed by Cllr Baker.</p> <p>9. Public session: To receive questions and comments from the public on any agenda item. The member of the public had nothing to raise.</p>	<p>Action</p>
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10. To confirm the representative to the following posts:

Planning co-ordinator	Cllr Pereboom
Playing Field Association representative	Cllr Herrick
Village Hall Association representative	Cllr Moo
Village caretaker committee representative	Cllr Morey
KALC representative	Cllr Morey
Community Led Plan representative	Cllr Herrick
Emergency Plan representative	This post is currently in abeyance

Cllr Pereboom suggested that an Emergency Plan may not be necessary. The Clerk is to raise this with Brabourne Parish Council and Cllrs Hickmott and Herrick will discuss.

TB
DH

11. To receive report from the Borough Councillor

Cllr Howard had not sent a report in time for the meeting.

12. To discuss the Highways Improvement Plan

A few suggestions have been received.

It was suggested that a small working party could be formed to discuss the suggestions and the process to submit these to Kent Highways.

Cllrs Pereboom, Herrick, and Baker agreed to form the Highways Improvement Plan Sub-committee.

VP/DH
& RB

13. To minute receipt of the PCSO's report

The Parish Council had received the PCSO's report, and this had been circulated to the Councillors. The Parish Council expressed their condolence to the passing of PCSO Julia James.

14. To receive an update on the Newsletter

Cllr Mrs Pereboom had circulated an update on the Newsletter. Some fresh ideas for the Newsletter content would be welcomed – the current newsletter concentrated on roads and road safety. HA to send links to Mental Health issues. All to consider content.

All

15. KALC Representative Report

Minutes of the last KALC meeting on 3rd March have been circulated by the Parish Clerk. At a subsequent meeting of KALC on 5th May Jeremy Smith (Wittersham PC) was re-elected Chairman.

Vice Chairman is now Andrew Rogers (Swan PC).

Planning permission has been granted for the proposed extension for the new Intensive Treatment Unit (additional 24 ITU beds) at the William Harvey Hospital.

ABC is to examine their S106 processes with parishes. A questionnaire will be sent out by ABC for completion and return by each individual Parish Council.

Next meeting of KALC on 7th July will still be via Zoom however, it is hoped that the KALC meeting in September will be back in Committee Room 2 at the Civic Centre.

The Joint Parishes Planning Group of KALC held a meeting on 16th April to discuss Permitted Development Rights and minutes are awaited.

16. Footpaths and Highways

Kent Highways Forward Works Plan was noted. In particular, the resurfacing of the A20 between Junction 10a and Sellindge.

The question of a vehicle parked at the Mersham turning was discussed.

Footpath flooding at Calland was discussed, this seems to be a water table issue. ABC is checking this.

The proposed closure of the A20 westbound over-night between 8pm on 19th May and 6am on 20th May was noted. The detail has been circulated.

17. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters.

17.1 To receive the report of the Planning committee.

A copy of the Planning Report was received, a copy is kept on file with these minutes.

There is nothing outstanding.

There is a Planning Conference being held by KALC online.

18. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement

The Parish Council reviewed the effectiveness of the System of Internal Controls.

An amendment is to be made at Appendix 1, part 2, point 6 to state 3 signatories are required to sign cheques. The system in place was deemed adequate and the Chairman signed the document.

19. To approve the Financial Regulations, Standing Orders, Asset Register, and Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks.

The Parish Council approved the Financial Regulations, Standing Orders, Asset Register, and Risk Assessment, and confirmed arrangements for insurance cover in respect of all insured risks.

20. Review of the Council's subscriptions to other bodies i.e., KALC/CPRE

The Parish Council reviewed the Council's subscriptions and approved membership to KALC, ACRK, and CPRE for the current financial year.

21. Financial matters:

a) To approve the following financial documents:

1. To receive the end of year accounts

The end of year accounts were received and approved.

2. To receive the report from the Internal Auditor

The Internal Auditor report was received and approved.

3. To approve the Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 2021

The Annual Governance Statement was completed, approved, and signed by the Chairman.

4. To consider and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and/ the supporting bank Reconciliation as at 31st March 2021, the explanation of significant variance. To ensure that the Accounting Statements, section 1 of the AGAR 2020/21 are signed and dated by the person presiding at the meeting.

The Accounting Statement was approved, signed, and dated by the Chairman.

b) To note the Parish Council's financial position for the beginning of the new Financial Year.

The current financial position of the Parish Council was noted. The Parish Council has an opening balance of £77,639.36 as at 1st April 2021.

c) To authorise any payments

The following payments were authorised:

T Denne and Sons	£108.00
HMRC	£420.46
Paul Rodway	£1534.18
KCC Pension	£623.45
Lister Wilder (outstanding amount for purchase of mower and brush cutter less trade in of old mower plus chain oil)	£58.62
Paul expenses (mobile plus overalls)	£103.96

V Pereboom (Office 365)	£59.99
HMRC	£135.20
Tracey Block (April salary)	£270.73
Tracey Block (May salary)	£270.73
Barbara Podd (Litterpicking - 27 hrs @ £8.91/hr)	£240.57
Kent Association of Local Councils	£393.22
Village Caretaker	£1525.00
PMC Polythene (dog poo bags)	£216.00
S Lister (Internal Audit)	£60.00

The additional tree on The Warren and the plaque was approved. These will be purchased and the tree planted in due course.

It was agreed that the Parish Council will change banks once we are post-Pandemic. Cllr Baker will also be added as a signatory.

TB

22. Correspondence

There was no outstanding correspondence.

23. Playing Field Association

A communication from the PFA had been circulated. The PFA have been busy and there is much going on, on the field. The minutes of the last Management Committee meeting have not yet been circulated. It is not yet known when they will meet next. DH is to ask for a copy of the accounts and follow up the matter of the lease.

DH

24. Village Caretaker Scheme

The work of the Village Caretaker continues well. Please let the Parish Clerk know if there is anything that requires the attention of the Village Caretaker.

The Chairmen of both Brabourne and Smeeth Parish Councils suggested that there should be a web page about the duties of the Caretaker. This has been progressed by the Parish Clerk so that it can be used on the websites of each of the Parishes in the cluster.

The sale of logs/chippings at Brook Recreation Ground on 10th April raised £57.

The battery on the van is occasionally troublesome.

The contract with Ashford Borough Council is to be extended annually as the initial five-year term expired at the end of March. This is to be agreed on an annual basis. The Parish Council is happy to continue with this. The Annual review of Paul is to take place in the summer months.

25. Speed Watch

Speed Watch is operational again and had some sessions last month. 57 motorists were reported for speeding. A further plea for volunteers has been made, hopefully this will be highlighted in the June Newsletter.

26. Community Led Plan/Emergency Plan

With the lifting of restrictions, the Community Led Plan team will be returning to activities. Initially this will include the basketball fencing being extended on the Playing Field. They will then clean and paint the railings at the pond on Church Road.

27. Any Other Business (for information purposes only):

Otterpool Park – Cllr Mrs Alford attended a Stakeholder Information Event and circulated the details. HA had nothing further to add to this. Phase one will bring emphasis on Westenhanger Castle, a variety of homes and 2 primary schools. There will be limited parking spaces provided, because integral to the design of the development are transport links and cycle paths that will reduce the need for cars.

There was some discussion regarding Stodmarsh and the cessation of new building works, the Otterpool plans have facilities in place to resolve this being an issue.

We are still looking for one new Councillor. DH to contact an interested party.

DH

The Government recently introduced the Welcome Back Fund - the amount of money is relatively small. Parish Councils are invited to apply for the money although it is thought that it will probably be devoted to Borough Council projects.

The Village Hall had its AGM, and a report has been circulated, they are updating and improving the Hall. The Parish Council had provided a donation to this.

The Royal British Legion is gearing up for the 100th Celebration of the RBL. More information is to follow.

Mike Hickmott circulated an item about a seed library, this seemed like a reasonable suggestion. There are a lot of spare seeds in the village so it should be feasible. It was considered that this is not really a Parish Council matter, and it was suggested that the Gardener's and Allotment's Societies could be involved/responsible. Smeeth PC support the idea but do not wish to be directly involved. It was suggested that the Parish Council could part-fund the box.

There has been an issue with a fence in Sandy Place. It was agreed that a site visit should be undertaken in week beginning 17th May, DH to undertake this and report back. There has always been an issue with parking in Sandy Place.

28. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Wednesday 21st July 2021 at 7pm at the Brabourne Baptist Church (Venue TBC)

Wednesday 8th September 2021

Wednesday 10th November 2021

Wednesday 12th January 2022

Wednesday 9th March 2022

Wednesday 11th May 2022

The meeting closed at 6.30pm.

DH