



MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 03 MAY 2022 AT 8.30 P.M. IN DETLING VILLAGE HALL

COUNCILLORS PRESENT: H. Baker-Anderson, I. Bowie (Chairman), G. Bryant J. Clayton, J. Coles, c. Evernden (until item 22/066) & R. Finn

ALSO PRESENT: K. Bell (Locum Clerk to the Council) & 18 members of the public

The Chairman, Cllr. Bowie opened the meeting and welcomed all present.

22/041 APOLOGIES FOR ABSENCE

22/041.1 03.05.22 Meeting: There were none

22/041.2 01.03.22 Meeting: Members were advised that apologies for absence had been received late from Cllr Evernden, members were asked to consider the apology and the reason given. It was proposed, seconded and

RESOLVED: That the apology and the reason given would not be accepted.

MAJORITY DECISION (Cllr Evernden abstained)

2022/042 DECLARATIONS OF INTERESTS AND / OR LOBBYING AND INTENTION TO RECORD:

2042/042.1 Declarations of Interest: Cllrs Baker-Anderson and Finn declared interests in the CIC Community Shop Lease.

2022/042.2 Requests for Dispensations: There were none

2022/042.3 Declarations of Lobbying: There were none

2022/042.4 Declarations of Intention to Record: Cllr Bowie declared that she was intending to record.

2022/043 ELECTION OF CHAIRMAN FOR 2022/2023: Nominations were invited for the role of Chairman for the 2022/2023 Civic Year. Cllr. Clayton proposed that Cllr, Bowie be re-elected Chairman, this was seconded by Cllr. Bryant. Cllr. Bowie accepted the nomination. There were no other nominations, and it was:

RESOLVED: That Cllr Bowie be re-elected Chairman. Cllr. Bowie signed the Acceptance of Office declaration. **Majority (1 absention)**

2022/044 ELECTION OF VICE CHAIRMAN FOR 2022/2023: Nominations were invited for the role of Vice Chairman for the 2022/2023 Civic Year. Cllr. Clayton proposed Cllr. Coles and Cllr Coles proposed Cllr Bryant. Each nomination was seconded, and a vote was taken with each councillor voting once for one candidate: Cllr. Coles received 3 votes, Cllr. Bryant received 4 votes. It was: **RESOLVED:** That Cllr. Bryant be elected Vice-Chairman for 2022/2023. **By Majority** Cllr. Coles congratulated Cllr Bryant and stated that she was fine with the result.

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: Irene Bowie Chairman

Date: 20th June 2022

- 2022/045** **COUNTY AND BOROUGH COUNCILLORS and POLICING:** Whilst there no reports the County and Borough Councillors and Policing representatives, the following were noted:
- The policing team were investigating recent vandalism which had occurred in Monks Meadow and they and the councils' insurers were being kept informed.
 - DPC has been awarded a grant of £1,000.00 from the KCC Members Fund towards the purchase costs of the new noticeboards.
- 2022/046** **ADJOURNMENT TO ENABLE MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING:** A resident asked for a schedule of the publication dates of the council's newsletter. The resident was advised that the newsletter was a quarterly publication, that the next issue was in the process of being finalised and that it would be published shortly.
- 2022/047** **MINUTES**
- 2022/047.1** **Minutes of Meetings held on 01 March 2022 and 28 March 2022:** It was proposed, seconded and:
RESOLVED: That the minutes of the meeting be approved and signed by the Chairman as a correct record of those proceedings.
Majority (1 abstention)
- 2022/047.2** **Update on any matters arising not included in the agenda:** None
- 2022/048** **FINANCE**
- 2022/048.1** **2021/2022 Accounts:** It was proposed, seconded and:
RESOLVED: That approval of the Receipts and Payments Account, Bank Reconciliation and Notes to support the accounts for the year ended 31.03.22 be deferred to June 2022. **Unanimous**
- 2022/048.2** **Review of Earmarked Reserves:** It was proposed, seconded and:
RESOLVED: That the earmarked reserves totalling £34,000 were required for the identified specific purposes. **Unanimous**
- 2022/048.3** **2021/2022 AGAR:** It was proposed, seconded and:
RESOLVED: That approval of Sections 1 and 2 of the AGAR would be deferred to June 2022 following the receipt of the 2021/2022 Internal Audit Report **Unanimous**
- 2022/049** **2022/2023 MEETING STRATEGY**
- 2022/049.1** **Meeting Dates:** It was proposed, seconded and:
RESOLVED: That DPC would meet monthly (excluding August and January) on the following dates **Majority Decision**
TBC June 2022
05 July 2022
06 September 2022
04 October
01 November 2022
06 December 2022
07 February 2023
07 March 2023
02 May 2023

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman

Date: 20th June 2022

2022/049.2 Meeting Protocols: It was proposed, seconded and:
RESOLVED: That the following protocols would be followed **Unanimous**

- Papers for discussion would be circulated with the agenda and Summons.
- Papers tabled at the meeting would be for discussion, with any decisions placed on the agenda for consideration at the next meeting.
- Finance would be a standing item, and the budgetary information circulated to members would include spending and known financial commitments thus giving a clear understanding of forecast over/under spends.

2022/049.3 Communication: It was proposed, seconded and:
RESOLVED: That the following practices would be followed: **Unanimous**

- Dates of the full Parish Council meetings would be published in DPC news and on the website.
- Notes of the council decisions from meetings would be published in the DPC News.
- Agenda items would be invited from members
- All communications would go via the Parish Clerk

It was further
RESOLVED: That a decision on the following practices would be deferred

- The Chairman of the Council producing a short video after each meeting, describing what the Council had done and what it was considering.
- The Clerk and / or Chairman setting up monthly surgeries.

2022/050

COMMITTEE AND WORKING GROUP STRUCTURE

2022/050.1 Annual Review: Following a discussion, it was proposed, seconded and:
RESOLVED: That no changes were required **Unanimous**

It was further
RESOLVED: That there was currently no need for any new committees or working groups **Unanimous**

2022/050.2 Appointment of members to committees and working groups: It was proposed, seconded and:
RESOLVED: That the 2022/2023 council representation would be as follows: **Unanimous**

Planning:	Cllrs. Bryant (Chair), Cllr. Coles and Bowie
Finance:	Cllrs. Bowie, Bryant (Chair) and Finn
Open Spaces:	Cllrs. Coles (Chair), Clayton and Baker-Anderson
Highways:	Cllrs. Bowie, Clayton (Chair) and Coles
Comms & Events:	Cllrs. Bowie (Lead Cllr), Bryant, Clayton and Coles

2022/050.3 Review of Delegation Arrangements: It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

2022/050.4 Review of Terms of Reference: It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Irene Bowie Chairman

Date: 20th June 2022

2022/051

REPORTS FROM WORKING GROUPS

2022/051.1 Finance

- DPC had been successful in obtaining funding of £1,500.00 from the Community Lottery for the Platinum Jubilee.
- The Unity Trust Bank Account Application was being progressed
- The 2022/2023 Precept had been received

2022/051.2 Highways

- KCC was applying to the DoT with a proposal, under the Traffic Management Act, for new powers to tackle offences that could previously only be enforced by the police. If granted, these would come into force from 2023. It was hoped that the following locations within Detling would be included in either the current or a future scheme - the 4 x restricted access points on The Street, Pilgrims Way and the A249 S and also the A249 junction by Jade's Crossing.
- Jades Crossing Update: KHS have confirmed that they will be cleaning the crossing during the year.
- KHS was progressing DPC's request for Parking Restrictions on A249 Pilgrims Way.

2022/051.3 Communications and Events

- The Royal Quiz Night, held on the Queen's Birthday Thursday 21st April, raised £1,200.00 for Bluebells
- Platinum Jubilee 2022: A timetable of events had been updated and leaflets would be distributed throughout Detling, notable dates included the following
 - Detling v Detling Cricket match 02.06.22
 - Commemorative book signing for The Queen by villagers and village children's medallions issued 03.06.22
 - Detling Street Party 05.06.22
 - Midsummer Music and Afternoon Tea
 - Queens Green Canopy Tree Planting 13.11.22
 - Christmas Lights Switch On – 03.12.22

2022/051.4 Open Spaces

2022/051.4.1 Grounds maintenance for 2022/2023: As only one quotation had been received to date, it was proposed, seconded and:

RESOLVED: That the consideration of this item would be deferred to June 2022 pending the receipt of additional quotations.

2022/051.4.2 Monks Meadow Update

- Letters sent to current volunteers inviting them to remain with the new team
- 2 emails of complaint received from residents who had been misinformed.
- 1 email from volunteer requesting evidence that the volunteering period was due to expire

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman

Date: 20th June 2022

- 2022/051.4.3 Defibrillator:** It was reported that the defibrillator had been inspected and found to be in good order supporting its ongoing readiness and governance for use and that the AED operational condition was fully functioning within the manufacturer's guidelines
- 2022/051.4 Doodlebug Project:** The Community event which had taken place on 12 April 2022 was a success. Thank you letters had been sent to the volunteer taskforce
- 22/051.4.5 No Mow May:** DPC would be participating in Plantlifes' "No Mow May" campaign
- 2022/051.5 Planning:** It was proposed, seconded and
RESOLVED: That the representations submitted to MBC in respect of the following would be approved. **Unanimous**
- | | |
|-----------------------|---|
| 22/501212/FULL | Demolition of conservatory, erection of single storey extension, raised decking & external flue at Lydeaway, Pilgrims Way, Detling
NO OBJECTION |
| 22/501218/FULL | Erection of single storey extension at Barn End, 32 The Street, Detling
NO OBJECTION |
| 22/501383/FULL | Section 73 - Minor Material Amendment to approved plans condition 2 (20/501972/FULL allowed on appeal) at Land at 3 Hockers Lane, Detling
OBJECTION |
| 22/501483/FULL | Change of use of site to contractor's operations depot. Erection of single storey office building and a single storey workshop. (Revised scheme 21/503695/FULL) at Windy Bottom, Sittingbourne Road, Detling
NO OBJECTION |
| 22/501944/SUB | Submission of details pursuant to condition 9 (Archaeological Evaluation) in relation to planning permission 21/501295/FULL at Land Rear Of 7 The Street, Detling
NO OBJECTION |

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman

Date: 20th June 2022

22/502015/SUB

Submission of details pursuant to condition 2 (details for a scheme for the enhancement of biodiversity on the site with a timetable for implementation) and condition 3 (a landscape and ecological management plan) in relation to planning permission 21/506328/FULL at Land Adj. To The Alpines, Pilgrims Way, Detling
NO OBJECTION

22/052 **REVIEW OF STANDING ORDERS:** It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

22/053 **REVIEW OF FINANCIAL REGULATIONS:** It was proposed, seconded and:
RESOLVED: That the Financial Regulations be readopted. **Unanimous**

22/054 **LAND AND ASSETS REVIEW:** It was reported that an annual review had been undertaken as part of the 2021/2022 Year End and an asset list had been included within the notes to the 2021/2022 accounts.

22/055 **INSURANCE ARRANGEMENTS**

22/055.1 **Review of Insurance Arrangements: It was reported that:**

- The Clerk / RFO was responsible for obtaining quotes for council considerations
- Recent claims experience had been excellent
- An annual review of DPC's insurance arrangements was undertaken as part of the 2021/2022 Year End and submitted for examination by the IIA.
- There had been no change to the fidelity guarantee cover
- The insurance schedule had been updated to include the acquisition of the new office equipment

22/055.2 **Renewal of Insurance:** It was reported that DPC's insurance policy was with BHIB and that the policy was due for renewal on 01 June 2022 at the cost of £1,192.19. It was noted that the amount payable in 2021/2022 was £1,077.91. Following a discussion, it was:
RESOLVED: That the renewal documentation would be circulated to members who would advise the Clerk of DPC's renewal instructions prior to the insurance renewal date. **Unanimous**

22/056 **REVIEW OF SUBSCRIPTIONS:** It was reported that during 2021/2022, DPC paid for the following subscriptions (net of VAT)

KALC	£350.78	ACRK	£55.00	CPRE	£36.00
------	---------	------	--------	------	--------

It was further reported that the KALC subscription was due for renewal at a cost of £352.76 (net of VAT). Following a discussion, it was proposed, seconded and:
RESOLVED: That the KALC subscription would be renewed and the subscriptions for ACRK and CPRE would be renewed when they became due. **Unanimous**

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman Date: 20th June 2022

- 22/057** **REVIEW OF POLICIES AND PROCEDURES:** It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**
- 22/058** **LOCAL GROUPS AND ORGANISATIONS**
- 22/058.1** **Reports:** Whilst no reports were received, it was:
RESOLVED: That groups and organisations would be invited to the next meeting
Unanimous
- 22/058.2** **Arrangements for reporting back to DPC:** Following a discussion, it was:
RESOLVED: That verbal reports would be presented to meetings and written reports would either be tabled or forwarded to the Clerk for inclusion within the meeting briefing notes. **Unanimous**
- 22/058.3** **2022/2023 Representation on Local Groups & organisations:** Following a discussion, the 2022/2023 representation was confirmed as follows:**Unanimous**
- | | |
|---------------------|---------------|
| Village Hall | Cllr Bryant |
| Police Liaison | Cllr Clayton |
| A249 Action Group | Cllr. Bowie |
| KALC | Cllr. Clayton |
| JPG | Cllr. Bowie |
| Grants | All Cllrs |
| Neighbourhood Watch | All Cllrs. |

Other Appointments

Internal Auditor – Martin Thomas and Co

External Auditor – PKF LittleJohn

Bank – Cooperative and Unity Trust (Account in the process of being set up)

Solicitor – Gullands

- 22/059** **FINANCE AND GOVERNANCE**
- 22/059.1** **Bank Reconciliation at 30 April 2022:** It was reported that the bank balance at 30.04.22 was £109,713.92 and that the reconciliation statement was to follow.
- 22/059.2** **Financial Transactions:** It was proposed, seconded and
RESOLVED: That the following transactions would be approved. **Unanimous**
- | | | | | |
|-----------------|----------|----------------------|------------------|----|
| Payments | | | | |
| I & I Internet | S111/112 | PC Communications | £3.00 | DD |
| I & I Internet | S111/112 | PC Communications | £42.00 | DD |
| Tower Shop | S137 | Quiz Trophy's | £37.91 | |
| Trophy Store | S137 | Quiz Trophy's | £50.54 | |
| KALC | S111/112 | Subscription | £423.31 | |
| BHIB | S111/112 | Insurance Renewal | £1,192.19 | |
| PC Matters | S111/112 | IT | £15.00 | |
| Fourways | S111/112 | Printer Inks | £82.73 | |
| K Bell | S111/112 | Locum Clerk Expenses | £78.60 | |
| Surry Hills | S111/112 | Legal Expenses | £2,253.00 | |
| SLCC | S111/112 | Locum Clerk Jan/Feb | £3,199.02 | |
| TOTAL | | | £7,377.30 | |

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman

Date: 20th June 2022

Receipts

MBC	2022/2022 Precept	£38,358.00
Quiz Receipts		£30.00

22/059.3 **Purchase of Accounting Software:** It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

22/060 **NALC SMALLER COUNCILS COMMITTEE:** It was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

22/061 **CIC SHOP LEASE:** It was reported that whilst a new lease had been prepared by the council's solicitor amendments were required. Following a discussion, it was proposed, seconded and:
RESOLVED: That this item would be deferred to June 2022 **Unanimous**

22/062 **PC MAINTENACE REPORT:** There was no report.

22/063 **CORRESPONDENCE**

22/063.1 **Correspondence Received:** A list of items received during the period 23 February 2022 to 24 April 2022 had been attached to the meeting agenda

22/063.2 **Correspondence from Residents:** The following were noted

- Medway House, Planning Application: Locum Clerk responded
- School Placement: Locum Clerk & County Councillor responded
- Broader Lane Potholes: Locum Clerk responded and forwarded to KHS under reference 626650
- Data Subject Access Request x 1 – Locum Clerk responded
- FOI Requests x 4 – Locum Clerk responded.

22/064 **SUBMISSION OF AN APPLICATION TO MBC FOR DETLING CRICKET CLUB TO BE RECOGNISED AS AN ACV:** Following a discussion, it was:
RESOLVED: That an ACV application would be progressed **Unanimous**

22/065 **MATTERS FOR INCLUSION ON THE NEXT AGENDA:** There were none

Cllr Evernden was asked to leave the meeting

22/066 **MATTERS FOR CONSIDERATION IN PRIVATE**

22/066.1 **Staffing Matters:** Members were advised that progress was being made and it was hoped that the matter would be settled shortly.

22/066.2 **Code of Conduct Complaints:** Members were advised that the MBC Monitoring Officer was currently considering several complaints made against members. Members subject to investigation were aware.

22/067 **DATE AND TIME OF NEXT MEETING:** TBC

There being no additional business, the meeting concluded at 10.15 p.m.

These minutes are not verbatim, but a summary of discussions and decisions made at the meeting

Signed: *Irene Bowie* Chairman

Date: 20th June 2022