

# HOTHFIELD PARISH COUNCIL

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## MINUTES 176

### Minutes of the Annual Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 2 May 2018 at 7.00 pm

In the absence of Mr Richard Libbeter, Mr Cook proposed Mr Ian Lloyd to act as Chairman to open the meeting and oversee the election of the chairman. Seconded by Mr Fothergill

**PRESENT:** Mr I Lloyd, (Chair following election), Mrs S Parker, Mrs P Sutcliffe  
Mr M Cook, Mr P Fothergill Mr P Howard, Mr L Krause left at 7.15 pm.  
Mr D Beckley, Community Warden

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 2 Members of the Public present, for part of the meeting.

Mr Richard Libbeter has resigned from the council with immediate effect

#### **1. ELECTION OF CHAIRMAN**

Mrs Parker proposed Mr Lloyd for the position of Chairman, seconded by Mr Howard. There were no other nominations.

Mr Lloyd agreed to accept the position of Chairman for the coming year.

Mr Lloyd signed his Declaration of Acceptance of Office.

#### **2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr R Libbeter and Mr C Simkins.

#### **3. 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**

##### **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.

**4. ELECTION OF VICE CHAIRMAN**

Mr Lloyd proposed Mr Fothergill for the position of Vice Chairman, seconded by Mr Howard. There were no other nominations

Mr Fothergill agreed to accept a position of Vice Chairman for the coming year.

**5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**

Finance and Policy Advisory Group – Mr Lloyd, Mrs Sutcliffe and Mr Howard

Village Hall Committee – Mrs Parker

KALC – Mr Lloyd and Mr Fothergill

Parish Forum – Mr Lloyd and Mr Fothergill

Police Committees – Mrs Parker

Disciplinary and Grievance Committee – Mr Fothergill, Mrs Parker and Mrs Sutcliffe

Appeals Committee – Mr Lloyd, Mr Howard and Mr Cook

Councillor to serve on reciprocal Complaints Committee for Little Chart Parish Council if required – Available councillors

Any other Committees requested by Councillors – None

**Resolution: Councillors unanimously agreed to the above appointments**

**6. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

Annual Review all Parish Council paperwork – August – Finance & Policy Advisory Group

Six Monthly Review of Fixed Assets – September and March – Mrs Parker

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Mrs Parker

Internal Parish Council Audit – Mr L Robbins

Finance – Finance & Policy Committee

Annual Review of Insurance Arrangements – On receipt of renewal – Mrs Parker

Weekly MUGA and Youth Shelter Safety Check – Mr Cook

Annual Inspection of MUGA and Youth Shelter – The Play Inspection Company

Councillors responsible for Website and Publicity – Mr Fothergill

Councillors responsible for assisting with Transparency and Data Protection – Mr Lloyd

Councillors responsible for accuracy of Council Policies Finance and Policy Advisory Group

Councillor responsible for Post and Emails – All Councillors

Councillor responsible for Returning Questionnaires – Mrs Sutcliffe and Mr Cook

Councillor responsible for Submitting Report to Kentish Express – Mr Fothergill

Any other responsibilities put forward by Councillors

**Resolution: Councillors unanimously agreed to the above appointments**

**7. PUBLIC INTERVAL**

The meeting was opened to the members of the public present from 7.25 – 7.30 during which time it was pointed out that there is an error with the date of this meeting on the website. The Clerk will investigate.

Mr Beckley reported that there had been a burglary in the village and a person has been interviewed.

8. **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Finance and Policy Advisory Group will review the new standing orders published by NALC.

The Financial Regulations were considered to be in order.

9. **REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**

Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council's assets. The council does not own any land.

10. **CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**

Came & Co has given the council the choice of 3 policies. Mrs Parker will review these and report back to councillors as to which she considers to be the most suitable.

Once councillors receive her report they will make a decision and the Clerk will prepare a cheque to be sent in time for 1 June.

**Self-Insurance of Parish Council Assets**

**Resolution: Councillors unanimously agreed to continue to self-insure the Litter Cart.**

11. **REVIEW OF SUBSCRIPTIONS**

Councillors unanimously agreed to continue to subscribe to the following:  
Kent Association of Local Councils  
Society of Local Council Clerks – 1/6 of the Clerks Subscription  
Wealden Wheels

12. **REVIEW OF COMPLAINTS PROCEDURE**

Councillors unanimously agreed that the Complaints Procedure was in order.

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

Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation was in order.

The policies relating to Data Protection have still to be completed.

The Chairman signed a consent form from KALC.

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

Councillors unanimously agreed that the policy in place is in order

15. **REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE**  
**Resolution:** Councillors unanimously agreed to adopt the Employment Policy along with the Terms and Conditions for a Disciplinary and Grievance Committee and an Appeals Committee

Proposed Mr Lloyd      Seconded Mr Fothergill

16. **REVIEW OF THER COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**

Confirmation that Hothfield Parish Council adopted the General Power of Competence at the meeting held on 14 May 2015.

No monies were spent under this power during the financial year 2017/2018.

At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

17. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**

Meetings will usually be held on the 1<sup>st</sup> Wednesday of each month at 7.00 pm in the Bluebell Centre, excluding August and December.

The next APM and APCM will be held on 15 May 2019.

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

18. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Councillors noted that an apology was received from Mr Krause. Minutes 175 were accepted and it was unanimously agreed that Mr Lloyd should sign them as a true record of the meeting.

Proposed Mr Fothergill      Seconded Mrs Sutcliffe

19. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

The Gypsy and Traveller site consultation has been returned to ABC.

20. **CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**

**Correspondence**

Wicksteed

HMRC re new method of claiming VAT

Zurich Municipal

**Email Correspondence**

Councillors did not bring any emails to the attention of the council.

**Arrangements for dealing with Parish Council Post and Emails**

The Clerk will inform Mr Lloyd of any significant post one week as it arrives.

**Emails**

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

Mr Lloyd will inform the Clerk of any emails he feels Hothfield should unsubscribe from.

**Chairman's Update**

The Chairman had nothing to report that was not covered on the agenda.

**MUGA and Youth Shelter**

The lights should be completed in the next month.

**Website**

Nothing to report.

**Risk Assessment**

A Risk Assessment needs to be carried out as soon as possible.

**Storage of Parish Council Documents**

Councillors are satisfied that the minutes and all other documents are secure in the filing cabinet in the Bluebell Centre.

**Retention and Storage of Post and Emails**

Post that is not specific to Hothfield 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. Emails to be kept indefinitely.

**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 should all ensure that their computers are encrypted and should not use mobile phones to receive council information.

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 code is published on the website.

**Compliance with Data Protection Legislation**

The Clerk attended an Impact Assessment Workshop and this matter will be progressed by the council.

**Storage of Computer Records**

All information is backed up on The Cloud. Councillors are satisfied that the cloud is in Europe.

**Social Media Policy**

**Resolution: Councillors unanimously agreed the content of the Social Media Policy**

**Terms of Reference for Finance and Policy Committee**

**Resolution: Councillors unanimously agreed the content Terms of Reference.**

Proposed Mr Lloyd

Seconded Mrs Sutcliffe

21. **FINANCE AND GENERAL COUNCIL BUSINESS**

**Internal Auditors Report**

Not yet received.

**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.

**Resolution to Certify Hothfield Parish Council as exempt from a Limited Assurance Review under Section 8 of the Local Audit (smaller authorities) Regulations 2015**

The requirements are as follows

- Total gross income and total gross expenditure below £25k **and**
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by external auditor in the prior year **and**
- been in existence since before 1/4/14

**Resolution:** Councillors unanimously agreed that Hothfield Parish Council met the criteria laid down above and it was therefore agreed that the Chairman and Clerk should sign the Certificate of Exemption.

Proposed Mr Lloyd

Seconded Mrs Parker

**Review of Statement of Internal Control**

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

**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.

**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 Lloyd      Seconded: Mr Fothergill**

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

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

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

Councillors considered the Accounting Statements and agreed they were accurate.

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

Councillors considered the accounting statement.

**Resolution: Councillors unanimously approved the Accounting Statement.**

**Proposed: Mr Howard      Seconded: Mr Fothergill**

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

Mr Lloyd 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.

**Review of Direct Debits**

**Resolution: Councillors agreed to continue to pay the electricity bill for the MUGA by Direct Debit.**

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk	1477	Salary Clerks Expenses General Admin	203.24 8.03 43.46	0.50	255.23
Litter Picker	1478	Salary	111.58		111.58
MS Computer Services	1479	Provision of Computer	700.00		700.00
Wealden Wheels	1480	Subscription	15.00		15.00
St Margaret's PCC	1481	Churchyard Maintenance	500.00		500.00
Pilgrims Hospice	1482	Donation – Litter Pickers	250.00		250.00
Hothfield History Soc	1483	Donation	100.00		100.00
KALC	1484	Subscription	305.16		305.16
Came & Co	1485	Premium for 2018/2019	756.71		756.71
Hothfield Village Hall	1486	Rent for Squad 26	180.00		180.00

**Resolution: Councillors unanimously agreed to pay the above accounts and noted the Direct Debit Payment to EDF for the electricity for the MUGA, taken on the 1<sup>st</sup> of each month for 11.00.**

**Proposed Mr Lloyd Seconded Mr Fothergill**

<b><u>Bank Balance per Cash Book</u></b>		<b><u>Balance at Bank</u></b>	
Opening Balance	27952.12	PC Reserve A/C	29817.11
Add Receipts in Year	<u>20397.92</u>	Less u/c cheques	<u>1863.39</u>
	<b>38868.25</b>		<b>27953.72</b>
Less Payments in Year	<u>15249.63</u>	PC Current A/C	650.00
	<b>33100.41</b>	Y Current A/C	3465.91
Less Earmarked Funds	<u>12312.63</u>	Y Reserve A/C	<u>1030.78</u>
	<b>20787.78</b>		<b>33100.41</b>
		Less Earmarked Funds	<u>12312.63</u>
			<b>20787.78</b>



**Earmarked Funds**

	<b>Balance 04.04.18</b>	<b>+/- May</b>	<b>Balance 02.05.18</b>
<b>MUGA</b>	1945.54		
<b>Budget</b>		500.00	
<b>EDF May</b>		-11.00	
<b>Error</b>		-50.00	2384.54
<b>Litter Picker Salary and Other Costs</b>	2352.63		
<b>Budget</b>		+1217.00	
<b>Budget</b>		+50.00	
<b>Error</b>		+50.00	
<b>Error</b>		+250.00	
<b>Salary</b>		-111.58	3808.05
<b>Bus Shelter</b>	451.60		
<b>Budget</b>		100.00	551.60
<b>Garden Competition</b>	351.65		
<b>Budget</b>		100.00	451.65
<b>Village Projects</b>	2400.00		2400.00
<b>Village Fete</b>	1793.31		1793.31
<b>Hall Rent for Squad 26</b>	850.19		
<b>Budget</b>		+73.29	923.48
<b>TOTAL</b>	<b>10144.92</b>	<b>2167.71</b>	<b>12312.63</b>

**Review of Salaries**

**Resolution: Councillors unanimously agreed to increase the Litter Picker's Salary to £7.83 with effect from 1 April 2018. Total for year £1221.48**

**Proposed Mrs Parker      Seconded Mrs Sutcliffe**

**Resolution: Councillors unanimously agreed to increase the Parish Clerk's Salary to £12.815 per hour with effect from 1 April 2018. Total for year £3331.90.**

**Proposed Mr Lloyd      Seconded Mr Cook**

**22. BOROUGH COUNCILLORS REPORT**

Mr Krause continues to recover from his recent illness. He is continuing to monitor the trial for the A20 lorry parking and to try and press to make it more permanent and to discourage lorries from parking in the area. He believes it is working and lorries are not parking in other areas but are staying in lorry park.

Some residents have had worries concerning council housing and Mr Krause is working with them to resolve the issue or to explain any reasons why it can't be resolved. Although not always happy with the result, they are satisfied with the explanation.

The Local Plan still in the hands of the Planning Inspectorate.

Apart from the above it has been a quiet and peaceful year and Krause continues to support residents and to help them to try to resolve their problems.

23. **PLANNING**

Please see attached.

**Storage of Planning Applications**

Councillors confirmed that the Clerk can dispose of all Planning applications, once they have been discussed at a meeting, as they are available on the website.

24. **VILLAGE ACTIVITIES**

**Garden Competition**

The application form is on the back of the newsletter.

Mrs Sutcliffe and Mr Howard met with the gardeners from Godinton House to arrange the categories for the competition.

25. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Sk8side has been referred to the Parish Council, by the Village Hall Committee as they have asked for financial assistance towards the cost of the village hall. If the council is contacted their request will be included on the next agenda.

An Email group will be set up when everyone has set up their new email address.

There being no further business the meeting closed at 8.48 pm.

Signed ..... Dated .....  
Chairman

# HOTHFIELD PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2018

#### MAY 2018

18/00490/AS The Pheasantry, Godinton Lane, Hothfield, Ashford, Kent TN26 1DP  
The erection of a timber clad double garage  
**Parish Council: Support**

18/00517/AS 8 Thanet Terrace, The Street, Hothfield, Ashford, Kent TN26 1EH  
Loft conversion with side dormer extension and front Juliette balcony  
**Parish Council: Support although the property is in the conservation area and Councillors object to the Juliette balcony as it is not in keeping with the rest of the terrace**

#### Decision Notices received from ABC

18/00295/AS Land West of 1 to 4 Thanet Terrace, The Street, Hothfield, Kent  
Construction of a new 1.5 storey dwelling, with integral garage and associated access, parking and landscaping  
**Borough Council: Refuse**