

Minutes of

## **HOTHFIELD ANNUAL PARISH COUNCIL MEETING**

### **Minutes 03/21**

Wednesday 5 May 2021 Via Zoom Video Conferencing

Attendees: Cllr Ian Lloyd (Chairman) Cllr Merrion (Vice Chairman) Cllr Sutcliffe,  
Cllr Cook, Cllr Vernon, Cllr Cox, & Mrs M Norris (Parish Clerk)

<b>Agenda Item</b>	<b>Description</b>
1.	<b>ELECTION OF CHAIRMAN</b> Cllr Ian Lloyd was appointed to continue as Chairman for Hothfield Parish Council.
2	<b>APOLOGIES FOR ABSENCE</b> Apologies had been received from Cllr Bell prior to the meeting due to the KCC elections.
3.	<b>DECLARATIONS OF INTEREST</b> None received
4.	<b>ELECTION OF VICE CHAIRMAN</b> Cllr Margaret Merrion appointed.
5	<b>ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING</b> The Minutes were agreed and signed off by the Chairman.
6	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b> (Items for discussion only. No decisions can be made under this heading)
7.	<b>PUBLIC INTERVAL</b> No members of the public were in attendance.
8.	<b>ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL</b> <ul style="list-style-type: none"><li>• Issued for comment prior to meeting</li></ul> A list of representing Councillors for committees can be found on the Hothfield Parish Council website.
9.	<b>DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL</b> <ul style="list-style-type: none"><li>• Issued for comment prior to meeting</li></ul> A list of Councillors' responsibilities can be found on the Hothfield Parish Council website.
10	<b>APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES</b> <ul style="list-style-type: none"><li>• Issued for comment prior to meeting</li></ul> A list of Councillor appointments can be found on the Hothfield Parish Council website.

11	<p><b>REVIEW OF STANDING ORDERS &amp; FINANCIAL REGULATIONS</b></p> <p>Adopted Standing orders are available to view via the Hothfield PC website. As there were a number of them to review, it was agreed that each one would be given an agenda item for future meetings and reviewed at the meeting. <b>Resolution: Clerk to ensure one item is placed on each month’s agenda, June will cover Code of Conduct</b></p> <p>Cllr Merrion raised a concern regarding section 2.2 of the financial regulations, where it states that on a regular basis, at least one in each quarter and at each financial year end, members other than the chairman or a cheque signatory shall be appointed to verify bank reconciliation. As all PC members were signatories, it was agreed that it be including in the minutes that although all members of the PC were signatories, the PC were content that financial regulations were being adhered to by the payments listed at each meeting and agreed by all in attendance <b>Resolution: all in attendance were content that Section 2.2. of the Financial Regulations were being properly considered and adhered to albeit that all PC members have and will continue to be cheque signatories.</b></p>
12	<p><b>REVIEW OF LAND AND OTHER ASSETS INCL BUILDINGS AND OFFICE EQUIPMENT.</b></p> <p>The Parish Council do not have any land. Assets were reviewed as part of the schedule of insurance and agreed accordingly.</p>
13	<p><b>CONFIRMATION OF ARRANGMENTS FOR INSURANCE COVER</b></p> <p>Quotations had been received from our existing insurer and BHIB. Councillors had seen the quotes prior to the meeting and it was decided that the BHIB policy would suit the requirements. The PC were happy to tie in for 3 years and secure a discounted rate. <b>Resolution: Clerk to accept new insurance policy and arrange payment.</b></p>
14	<p><b>REVIEW OF COUNCIL AND OR STAFF SUBSCRIPTIONS</b></p> <ul style="list-style-type: none"> <li>• KALC</li> <li>• SLCC</li> <li>• LCN</li> </ul> <p>Councillors agreed to the above subscriptions for the year.</p>
15	<p><b>REVIEW OF COMPLAINTS PROCEDURE.</b></p> <p>See Agenda item 11 &amp; resolution this item will be dealt with in the same format.</p>
16	<p><b>REVIEW OF POLICIES &amp; PRACTICIES UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION</b></p> <p>See Agenda item 11 &amp; resolution this item will be dealt with in the same format.</p>
17	<p><b>REVIEW OF THE COUNCIL POLICY FOR DEALING WITH MEDIA &amp; PRESS</b></p> <p>See Agenda item 11 &amp; resolution this item will be dealt with in the same format.</p>
18	<p><b>REVIEW OF THE COUNCIL’S EMPLOYMENT POLICIES PROCEDURES</b> See Agenda item 11 &amp; resolution this item will be dealt with in the same format.</p>
19	<p><b>RESOLUTION TO ADOPT THE POWER OF COMPETENCE AND REVIEW OF COUNCIL EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE .</b></p>

	<p>Hothfield Parish Council do not have the power of Competence but are aware of the regulations around S137 of the LGA 1972 and act accordingly.</p>
20	<p><b>DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING/ ANNUAL PARISH COUNCIL MEETING</b></p> <p>The proposed meeting dates of the 1<sup>st</sup> Wednesday of each month (except August &amp; Jan) were accepted. The Clerk will place the schedule of meetings on the website and Noticeboard. Due to social distancing guidelines, some meetings may take place in the Village Hall albeit it was hoped that PC meetings could return to the Bluebells Centre in the Autumn.</p>
21	<p><b>CORRESPONDENCE AND GENERAL COUNCIL BUSINESS</b></p> <p>The Pilgrims Hospice had sent a letter of thanks for the £500 donation sent to them in March.</p> <p>A recent visitor to Hothfield had sent an email to the PC expressing concerns around the amount of litter in the Waterfall Road and Fridd lane area. The PC recognised that this was not an area that our volunteer litter pickers would cover and asked the clerk to make enquiries as to who would be responsible for sweeping the pavements and grass verges in the area. It was agreed that litter levels were high in these areas and probably caused by drivers coming through the area littering. <b>Resolution: the Clerk will make enquiries to get the roads in question swept.</b></p> <p>PCSO Report – Email reports throughout the month received from the PCSO have been issued to all Cllrs. There were no specific reports relating to Hothfield village.</p> <p>Hothfield Parish Council Website – Cllr Cox had raised concerns that the older version of the Hothfield Village website was still available to view and did not make it clear that the website was no longer in use. The Clerk agreed to look at the older version to see if this indeed was the case. Parish Council Minutes and Agendas including those for 2021 can be found at (insert link)</p> <p>Cllr Cox asked if we can request a report from Hugo Fox (website host) to determine the level of activity on our website. <b>Clerk agreed to submit a request.</b></p> <p>MUGA Cllr Cook confirmed that cars had been seen on the green and expressed that the option of fencing be looked at as a matter of urgency. Cllr Cox and the Clerk had both looked for a contractor on social media however at this stage only had one company who had been prepared to quote on the work. There was some discussion between councillors about the ability to get quotes at the moment and it was agreed that the PC would try once again to get at least 2 quotes. <b>Resolution: PC to advertise again and Clerk to seek approval from KCC.</b></p> <p>Village Hall – Following the resignation of Cllr Theedom, the Parish Council did not now have a representative on the Village Hall Committee. The Chairman would be attending a meeting with the Village Hall Committee on Monday 10<sup>th</sup> it was hoped that a volunteer from that meeting may consider filling the role.</p>

As future parish meetings are now due to take place face to face, it was agreed that the Village Hall, being larger than the meeting room at Bluebells, would allow social distancing particularly if members of the public joined for meetings and therefore it was hoped that the next two meetings (June & July) would be able to take place there. **Resolution Booking forms for both of these dates and the Village Residents Meeting in September would be raised and sent to the bookings clerk. The chairman would also seek advice on the cleaning of the hall prior to and after parish meetings when he meets with the hall committee.**

22.

**FINANCE**

The Annual Governance Statement prepared by Cllr Merrion and the Clerk was discussed and approved by members of the meeting. The Certificate of Exception was also approved however due to the meeting taking place remotely the chairman was unable to sign and date either the Annual Governance Statement or the Accounting Statements. **Resolution: The Clerk will arrange to meet the Chairman to get the paperwork signed.**

Direct Debit Review- The council only had one D/D payment each month to EDF the electricity bill for the MUGA It was agreed all content for this to remain as a direct debit. A meter reading had also been requested by EDF.

**Resolution Cllr Sutcliffe will arrange for the meter to be read.**

Accounts for Payment May 2021

Payee	Method	Amount
Salaries (Clerk & Caretaker)	Chq 001640/001641	£436.43
Edf Energy	D/D	£9.00
SLCC Subscription	001641	£103.00
KALC Subscription	001643	£344.11
LCN Subscription	001642	£14.39
Zoom Invoice	001645	£14.39
BHIB Insurance	001644	£605.71
		<b>£1527.03</b>

The above payments were approved by councillors.

Income received

Date	Item	Amount
30/04/21	Precept Payment	£6500.00
	Transitional Grant	£988.00
		<b>£7488.00</b>

Bank Reconciliation – (As of 13/04/21)

Balance at Bank £47,944.15

	<p>Review of Salaries: It was agreed that the Clerk's salary would increase in line with spine point at the HMRC minimum wage increase had been applied to staff salaries where applicable.</p>
23	<p><b>BOROUGH COUNCILLORS REPORT</b> No report had been received</p>
24	<p><b>PLANNING</b> No planning applications had been received for discussion at the meeting.</p>
25	<p><b>VILLAGE ACTIVITIES</b></p> <p>A provisional date of the 11 September 2021 was set for the Hothfield Village Residents Meeting. It was hoped that the meeting would be attended by as many residents as possible and would be able to update villagers on the solar funding suggestions put forward at the last meeting. It was also hoped that a number of speakers would also be willing to attend too. The clerk will contact possible speakers to make them aware and also invite Cllr Bell.</p> <p>In order to ensure that there were no date clashes the chairman agreed to ask the village hall committee at Mondays meeting whether a date had been confirmed for the Harvest Supper. <b>Chairman</b></p> <p>The Clerk mentioned that she had been unable to identify the relevant area at ABC to discuss the Christmas tree. It was agreed that we would go back to the start and try again. <b>Resolution – Clerk to email ABC customer help and request further assistance.</b></p>
26	<p><b>FORUM FOR EXCHANGE OF INFORMATION</b></p> <p>The Chairman mentioned that the St Margaret's Church Spring Table will take place on 22<sup>nd</sup> May.</p> <p>Cllr Sutcliffe updated on the question about the speeding survey and whether we could have a survey that was longer than a week. KCC Highways have advised that, although you can have a longer period, experience has shown that 1 week whilst surveying at different times within that period is normally sufficient. A revised quote could be prepared for us if we wanted a longer period. It has also been agreed with KCC that we would look to begin the survey after the 21<sup>st</sup> June as they are unable to commence works before that date. The recent issue of Hothfield News had told residents of the plan and requested that residents who could identify particular trouble spots let the clerk know. The Chairman agreed to review this at the next meeting as responses hopefully will have been received by the clerk.</p> <p>Littering in Coach Drive was also raised although Cllr Cox had not been able to make any approach as yet to the landowner and he agreed to update at the next meeting.</p> <p>Cllr Sutcliffe also raised to the attention of the PC that there are now two vacancies on the Parish Council.</p> <p>Cllr Vernon – Requested an update on the Lakeside Nursing home planning application. <b>Resolution: The clerk will contact the planning officer to request an update.</b></p> <p>Cllr Cox – Questioned if it would be possible to see the results of the census for Hothfield Village now it had been completed. <b>Clerk to make enquiries.</b></p>

	<p>The clerk raised the issue of online banking as Cllr Theedom was one of the members of the PC who was registered with the bank to action online banking requests. It was agreed at the meeting that Cllr Theedom will be removed from the bank mandate accordingly. It was also agreed that the mandate should include the clerk in a read only capacity. <b>Cllr Merrion agreed to take this forward.</b></p> <p>Cllr Cox confirmed that although the PC had written to the council objecting to the need to close the footpath AW 168 between Goddington Road and the junction with public footpath AW 166 for such a period of time and suggesting an alternative course of action, the council were not prepared to change the period.</p>
27	<p><b>ITEMS FOR NEXT MONTHS AGENDA</b></p> <ul style="list-style-type: none"> <li>• <b>Fly tipping on private land / Coach Drive</b></li> <li>• <b>Ownership of Land by Parish Council</b></li> <li>• <b>Vineyard Gate Installation</b></li> <li>• <b>Code of Conduct Regulations</b></li> <li>• <b>Speed Survey</b></li> </ul>
28	<p><b>DATE TIME &amp; LOCATION OF THE NEXT MEETING</b></p> <p>Wednesday 2<sup>nd</sup> June 19:00 hrs Hothfield Village Hall.</p>

There being no other business the meeting closed at 8:40pm.