

Minutes of Mersham Parish Council
Meeting held on Monday, 15th May 2023 in the Church room at St John the Baptist Church

Present	Gavin Murphy (Chair)	Peter Hawkins
	Gill McBarnet	Donna Pearson
	Stewart Ross	Kenton Stewart
	Melanie Wells	

In attendance: Cllr Bartlett and Tracey Block (Clerk)

To be actioned by:

<p>Mr Fletcher, the outgoing Chairman opened the meeting. He was thanked for his contribution over the years. Thanks were also extended to Mr Turley.</p> <p>Election of the Chairman and any Vice-Chairman for the Council year 2023-24</p> <p>Cllr Wells proposed Cllr Murphy be elected as Chairman, Cllr Stewart seconded this. All were in favour.</p> <p>Mr Fletcher left the meeting and Cllr Murphy too the Chair.</p> <p>Cllr Murphy proposed Cllr Wells be Vice-Chairman, Cllr Ross seconded this. All were in favour.</p>	
<p>Completion of the Declaration of Pecuniary Interests and Declaration of Acceptance of Office Forms</p> <p>The Parish Councillors completed and signed the Declaration of Pecuniary Interests and Declaration of Acceptance of Office Forms.</p>	
<p>To receive and approve apologies for absence</p> <p>There were no apologies for absence.</p>	
<p>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.</p> <p>Cllr Wells noted a personal interest in the Inland Border facility as a family member works on the site and a personal interest in the Village Hall.</p>	
<p>To approve the minutes of the meetings held on 17th April 2023</p> <p>Minutes of the Meeting of Mersham Parish Council on 17th April 2023 were approved as a true record and were signed accordingly.</p>	
<p>To discuss matters arising from previous minutes not covered by the agenda.</p> <p>There were no matters arising from the previous minutes.</p>	
<p>To receive report from Borough Councillor</p> <p>A detailed report had been circulated; a copy can be found on the website: http://www.mershampc.org.uk/community/mersham-parish-council-18392/borough-cllr-reports/</p> <p>Cllr Bartlett reported that:</p> <ul style="list-style-type: none"> - He has a contact at National Highways where he will report all snagging that needs to be undertaken at the Bellamy Gurner traffic light scheme. Cllr Bartlett requested that Cllrs email him with any items to add. - He had reported flytipping at Featherbed road and Kingsford Street. - He had reported a blocked drain on Kingsford Street - the planting on High Field is due to commence on 31st May 2023. - there is to be a briefing on Wednesday on feedback from the Trade Operations Model. - the bridle way route round the IBF is being washed away. 	

<p>Public Session: To receive questions and comments from the public on any agenda item</p> <p>There were no public in attendance.</p>	
<p>To confirm eligibility to use the General power of Competence</p> <p>The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council now meeting the electoral mandate of having at least two-thirds of the council elected, the Parish Council is now eligible to use the General Power of Competence. Resolved – that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965. The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 15th May 2023 until the next relevant Annual Meeting of the Council.</p> <p>The resolution was correctly proposed and seconded (unanimous).</p>	
<p>To agree representatives on other Committees for 2023/24</p> <ul style="list-style-type: none"> a. Village Hall Representative – Melanie Wells b. Caretaker Committee Representative – Gavin Murphy c. KALC Representative – Stewart Ross and Donna Pearson 	
<p>Appointment and Scope of the Internal Auditor</p> <p>The meeting was circulated with the Clerk’s recommendations regarding the Internal Auditor for 2023-24. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2023-24.</p>	
<p>To review the Terms of Reference for the Caretaker Committee</p> <p>The Parish Council reviewed and approved the Terms of Reference for the Caretaker Committee.</p>	
<p>To receive any update regarding the creation of a green buffer zone in High Field/IBF</p> <p>There was nothing further to report.</p>	
<p>To receive an update on Highways Issues (Including the Highways Improvement Plan)</p> <p>The Parish Council is awaiting the additional painting of lines in the parish. There is currently no date for completion.</p>	
<p>To receive an update on the Village Hall</p> <p>Cllr Wells provided an update on the Village Hall. It was agreed that grants should be applied for. The Clerk is also to communicate with the Caretaker with regards to the mowing of the grass at the Village Hall.</p>	
<p>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.</p> <p>a) The following applications required comments:</p> <p><u>OTH/2023/0668</u> The Old Bakery House, The Street, Mersham, TN25 6NA Ash tree - Branches to be taken back by around 2 meters, as they are near to touching the property which is a grade 2 listed building property. No objections raised</p> <p><u>PA/2023/0739</u> New House, The Street, Mersham Installation of 2 new replacement oil tanks No objections raised</p> <p><u>PA/2023/0719</u> 3 Oaklands, Mersham Proposed replacement front porch and off road parking/vehicle crossover</p>	

Objections raised**To approve the Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.**

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

Review of the Council's subscriptions to other bodies ie KALC

The Parish Council reviewed the Council's subscriptions to other bodies ie KALC

Financial matters:**a) To approve the following financial documents:****i. To receive the end of year accounts**

The end of year accounts were received and approved by the Council.

ii. To receive the report from the Internal Auditor

The report from the Internal Auditor was received and approved.

iii. To approve the Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023

The Annual Governance Statement was approved and signed.

iv. To consider and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023, the explanation of significant variance. To ensure that the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting.

The Accounting Statements 2022/23 were considered and approved. The Accounting Statement was signed and dated by Cllr Murphy.

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

The Parish Council has £27374.98 in the bank.

c) To authorise any payments

Cheque No:	Payee	Amount
502257	HMRC	£ 37.60
502258	S Lister (Internal Audit)	£ 60.00
502259	Village Caretaker	£ 5000.00
OLT	I King (May salary)	£ 136.50
502260	T Block (May Salary)	£ 404.23

A copy of the budget v expenditure was distributed to all Councillors.

Any Other Business

Cllr Ross asked whether the Clerk could contact the land owner of the JPF and request them to confirm they are content to allow us to manage the land.

The date for the Church Road closure was requested, Cllr Stewart agreed to circulate this information.

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

Monday 19th June 2023
Monday 18th September 2023
Monday 20th November 2023

Monday 17th July 2023
Monday 16th October 2023
Monday 15th January 2024

Monday 19th February 2024
Monday 15th April 2024

Monday 18th March 2024

