

Minutes of Sevington with Finberry Parish Council
Meeting held at the Chamber of Commerce on Monday, 9th May 2022 at 7.30pm

Present Cllr Martin (Chair) Cllr Bartram
 Cllr Bartlett Cllr Hughes
 Cllr Townsend

In attendance: Cllr Nilssen, 5 members of the public and Tracey Block (Clerk)

To be actioned by:

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| <p>Election of the Chairman and any Vice-Chairman for the Council year 2022-23. Cllr Hughes proposed and Cllr Bartlett seconded that Cllr Martin should be elected as Chair to the Parish Council. Cllr Martin was elected as Chairman for 2022-23.</p> <p>Cllr Bartlett proposed and Cllr Bartram seconded that Cllr Townsend should be elected as Vice-Chair to the Parish Council. Cllr Townsend was elected as Vice-Chairman for 2022-23.</p> | |
| <p>Completion of the Declaration of Acceptance of Office Form. Cllr Martin completed the Declaration of Acceptance of Office Form, countersigned by the Proper Officer.</p> | |
| <p>To receive and approve apologies for absence Cllrs Lemon and Whybrow had sent apologies ahead of the meeting. These apologies were approved.</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. Cllrs Bartlett and Hughes declared an interest in the IBF due to the proximity of their homes to the site.</p> | |
| <p>To approve the minutes Sevington with Finberry Parish Council meeting held on 4th April 2022. The minutes of the meeting on 4th April were signed as a true copy.</p> | |
| <p>To discuss matters arising from previous minutes that are not covered by the agenda There were no matters arising to be discussed.</p> | |
| <p>Public session: To receive questions and comments from the public on any agenda item Cllr Martin welcomed the public to the meeting. A member of the public raised an issue with noise in the Bad Munstereifel Road, the noise level is unacceptable and has been more of an issue following the installation of the roundabout to serve J10a. The Clerk will notify the PCSO. Cllr Bartlett explained that he is hopeful that Damian Green MP will put forward the A2070 to be a trial for the change in legislation and powers of enforcement to allow Police to act when using a decibel meter. Cllr Bartlett has provided a grant to purchase the decibel meter but the Police have no powers to enforce noise on this road at present but they can use the meter as a deterrent.</p> | |
| <p>Borough Councillors Report Cllr Nilssen reported that she had contacted Aspire and Amanda Scott regarding the football areas on the recreation ground in Sevington.</p> | |

The proposed May car meet has been moved to Blue Bell Hill.

Paul Bartlett's Borough Councillor Report had been circulated and was taken as read. Cllr Bartlett explained that he had received a communication from the Aldi team regarding Waterbrook. They have said they are dealing with the issues, photovoltaic cells to be on the roof, keeping the oak tree and re-routing the PROW. Cllr Bartlett stated that polling stations are being addressed through the Community Governance Review, as far as the Community Governance Review is concerned, the Clerk is to respond to Paul Libreri suggesting that all buildings on Bilham Farm should be within one parish.

Financial matters:

The Clerk had begun the opening of a bank account with Unity Trust Bank and Cllrs Bartlett and Bartram had agreed to be signatories for that account. The Cllrs completed the signatory form and the Clerk is to respond with the relevant paperwork as required by the bank.

To approve the following financial documents:

To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

The Parish Council completed the certificate of exemption on the Annual Governance and Accountability Return because the higher of gross income or gross expenditure was less than £25,000 so the Parish Council meets the qualifying criteria to certify themselves as exempt from a limited assurance review.

To receive the end of year accounts

The Parish Council received the end of year accounts and approved these.

To receive the report from the Internal Auditor

The Parish Council received the report from the Internal Auditor.

To approve the Annual Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 22

The Parish Council approved the Annual Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 22, the Chairman completed and signed this, the Clerk countersigned.

To consider the Accounting Statements 2021/22 and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31st March 2022 and the explanation of significant variance from 2020-21 to 2021-22.

To ensure the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting

The Parish Council considered the Accounting Statements 2021/22 and approved the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31st March 2022 and the explanation of significant variance from 2020-21 to 2021-22.

The Accounting Statements 2021/22 are signed and dated by the person presiding at the

meeting.

To note/authorise the following:

To note the Parish Council's financial position.

The Parish Council has £13886.50 in the bank with some cheques outstanding

To authorise any payments

Payments were authorised as follows:

| | £ |
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| Website Hosting | 20.98 |
| Membership to KALC | 537.36 |
| S Lister | 60.00 |
| HMRC | 144.20 |
| Kent Chamber of Commerce | 60.00 |
| Litterpicker | 138.73 |
| Clerk | 453.56 |

To review Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks

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

The defibrillator and kiosk are now added to the Asset Register.

Review of the Council's and/or staff subscriptions to other bodies ie KALC

The Parish Council reviewed the Council's subscriptions to KALC and were happy to continue with this.

Review of the Council's complaints procedure:

The Parish Council reviewed and approved the Council's Complaints Procedure.

Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21):

The Parish Council conducted a review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21), the Parish Council is satisfied that it meets its obligations under freedom of information.

Review of the Council's policy for dealing with the press/media:

The Parish Council conducted a review of the Council's policy for dealing with the press/media, the Parish Council is satisfied that it meets its obligations in this matter.

Review of the Council's employment policies and procedures:

The Parish Council conducted a review of the Council's employment policies and procedures, the Parish Council is satisfied that it meets its obligations in this matter.

To consider any changes to the Risk Assessment.

The Parish Council considered the Risk Assessment and there were no changes to be made.

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| <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. 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. The Planning lead had supplied a report to the Council. The committee are to view the latest applications. Re: 18/00098/CONR – the Clerk is to respond saying that as long as the Kent Archaeological Department have approved the amended application, the Parish Council has no further comments.</p> | |
| <p>To receive an update on any matters pertaining to Sevington North Request to place books in the telephone kiosk</p> <p>CLlr Hughes reported to the Council following the Sevington North Sub-committee meeting. The meeting had discussed the telephone kiosk and the defibrillator. It was noted that some books had been placed in the telephone box. Kent Fire and Rescue Service had been approached and their recommendation is that no books should be in the kiosk if a defibrillator is present.</p> <p>It was agreed that should a book box be required it should be placed elsewhere but the local opinion is that the mobile library should be used.</p> <p>Pot holes have been reported and marked.</p> <p>Leaflets had been produced for delivery re: street party.</p> <p>The next Sub-committee meeting is to be held on 25/5 at 7pm.</p> <p>The residents present at the Parish Council meeting asked for a jubilee tree on the field in Sevington. The Clerk will approach Aspire regarding this.</p> | |
| <p>To receive an update on any matters pertaining to Finberry A meeting with 2 people from Crest has been arranged for Councillors to attend on 17/5 at 7pm via Teams.</p> <p>The key elements for this meeting are:</p> <ul style="list-style-type: none"> • Management Committee – HML • Captain’s Wood issues • Bus service • Community Centre plans • Village Centre plans • Who is responsible for maintaining the roads/pavements/lighting • Rutledge Avenue completion (passed the trigger point) • Jubilee Tree • APM invitation | |
| <p>To receive any update on IBF or Waterbrook The minutes of the latest meeting had been circulated.</p> <p>CLlr Bartlett had raised concerns regarding the lack of progress of the S106 monies for the church. Roland Mills had been asked, the delay appears to be because clauses need to be written up for signing off.</p> <p>Those attending the meeting had received assurance that the issues raised would be dealt with. The next meeting should be in person, the Parish Council is to request this prior to the end of July.</p> | |
| <p>To receive any update on Highways (to include the Bellamy Gurner Scheme)</p> | |

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| <p>The Bellamy Gurner scheme begins tonight. Cllr Bartram is to keep a watching brief on this.</p> | | | | | | | | | | | |
| <p>Any other business (for information purposes only) There was no further business to discuss.</p> | | | | | | | | | | | |
| <p>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council</p> <p>A date for the APM of 13/6 was suggested, Simon Cole and Crest will be invited to attend, the meeting would start at 7pm.</p> <p>All at the Chamber of Commerce:</p> <table data-bbox="177 593 1329 772"> <tr> <td>Monday 6 June 2022</td> <td>Monday 4 July 2022</td> </tr> <tr> <td>Monday 5 September 2022</td> <td>Monday 3 October 2022</td> </tr> <tr> <td>Monday 7 November 2022</td> <td>Monday 9 January 2023</td> </tr> <tr> <td>Monday 6 February 2023</td> <td>Monday 6 March 2023</td> </tr> <tr> <td>Monday 4 April 2023</td> <td>Monday 8 May 2023</td> </tr> </table> | Monday 6 June 2022 | Monday 4 July 2022 | Monday 5 September 2022 | Monday 3 October 2022 | Monday 7 November 2022 | Monday 9 January 2023 | Monday 6 February 2023 | Monday 6 March 2023 | Monday 4 April 2023 | Monday 8 May 2023 | |
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| <p>Resolution to exclude the public</p> <p>It was resolved that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during discussion of item 26, namely to agree the Clerk's Pay Scale.</p> | | | | | | | | | | | |
| <p>To agree the Clerk's Pay Scale</p> <p>It was agreed that the Clerk's pay would be increased to Scale Point 28.</p> | | | | | | | | | | | |