

STALISFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in Stalisfield Village Hall on 18 May 2023

Present: Cllr Cat Horn (Chair), Cllr Chris Norwood, Cllr Richard Vant and Cllr Nina Williams;
and Mrs Wendy Licence (Clerk)

Also present was one member of the public.

All Councillors signed their declaration of acceptance of office in the presence of the Clerk.
Cllr Horn welcomed everyone to the meeting.

1. Election of Chairman

Cllr Williams **PROPOSED** Cllr Horn for the office of Chair; **SECONDED** by Cllr Vant: **AGREED UNANIMOUSLY**. Cllr Horn duly signed her acceptance of office in the presence of the Clerk.

2. Apologies

Apologies had been received from Cllr Jerry Brown (work); apologies accepted.

Apologies had also been received from County Councillor Rich Lehmann (at another meeting) and Ward Member Terry Thompson (at another meeting).

3. Councillor Vacancy

Cllr Horn **PROPOSED** that Chris Norwood be co-opted to the Council; **SECONDED** by Cllr Vant: **AGREED UNANIMOUSLY**. Cllr Norwood duly signed his acceptance of office in the presence of the Clerk.

4. Declarations of interest

None were declared.

5. Minutes of the Parish Council Meeting Held on 10 January 2023

Cllr Horn read the minutes.

It was **AGREED UNANIMOUSLY** to accept the minutes as a true record.

6. Matters Arising from the Minutes

Cllr Horn reported that she and Cllr Dove had met with KCC Highways and that a site for the village gateways has been found.

7. Public Time

The meeting was adjourned for the Public Time.

A resident raised concern about pot holes.

Cllr Horn said issues must be reported through the KCC Highways portal.

ACTION: Cllr Vant to liaise with KCC Highways.

The meeting was reconvened.

8. Planning Matters

i. Ref: 23/501533/FULL

Address: Court Lodge Cottage Church Road Stalisfield Kent ME13 0JG

Proposal: Erection of a detached home office/gym in rear garden.

Councillors considered the application and had no objections to the proposal.

ii. Ref: 23/501587/FULL

Address: Highlands Stalisfield Road Stalisfield Faversham Kent ME13 0HY

Proposal: Demolition of existing dwelling and outbuildings and erection of a replacement dwelling with detached double garage. (Resubmission of 20/500757/FULL).

Councillors considered the application and had no objections to the proposal.

9. Finance

i. Annual Governance Statement- To agree the statement.

Councillors approved the Annual Governance Statement which was duly signed by Cllr Horn and the Clerk.

ii. Annual Return for the Year Ended 31 March 2023- To receive the end of year return and to consider the adoption and signing of the return.

Councillors approved the Accounting Statement which was signed by Cllr Horn and the Clerk.

iii. To Certify exemption from a limited assurance review under Section 9 Of the Local iv. Audit (Smaller Authorities) Regulations 2015.

Councillors agreed to certify the Parish Council exempt from a limited assurance review under Section 9 Of the Local Audit (Smaller Authorities) Regulations 2015, the certificate was duly signed by Cllr Horn and the Clerk.

Cllr Horn said recommendations from the independent internal auditor will be implemented.

v. Councillor expenses

There were none.

vi. Invoices

a) KALC Subscription

It was **AGREED UNANIMOUSLY** to pay KALC subscription £164.68 (cheque no 311)

b) Zurich Insurance renewal

Councillors considered quotations for the insurance and **AGREED UNANIMOUSLY** to accept the quotation of £214, being no increase in premium, from Zurich Municipal (cheque no 312).

c) Stalisfield Village Hall- hall hire- £11.25

It was **AGREED UNANIMOUSLY** to pay Stalisfield Village Hall £11.25 for hall hire (cheque no 313)

d) Any other invoice for approval received by 18 May 2022

It was **AGREED UNANIMOUSLY** to re-imburse Tracy Dove £50.00, contribution of auditor's gift (cheque no 318).

Cllr Horn reported that the following payments were made out of meeting:

Mrs W Licence salary and expenses £875.41 (cheque no 308).

HMRC PAYE £191.20 (cheque no 309).

Mr D Hortum £500.00 village green mowing. (cheque no 310).

vii. Coronation payment to Village Hall

It was **AGREED UNANIMOUSLY** to pay Stalisfield Village Hall £1,002 for the Coronation event (cheque no 314).

viii. To consider request for donation from Swale Citizens Advice

It was **AGREED UNANIMOUSLY** to make a grant of £100 to Swale Citizens Advice (cheque no 316).

ix. To consider request for donation from Kent Surrey Sussex Air Ambulance Trust

It was **AGREED UNANIMOUSLY** to make a grant of £100 to Kent Surrey Sussex Air Ambulance Trust (cheque no 315).

10. Highways

Cllr Horn informed Members that KCC Highways has agreed to fund the installation of village gateways and the work will be completed within the next three months.

11. Any Other Business

Cllr Vant reported that he has been unable to source the wood for the memorial bench, the oak tree from the Kent Wildlife Trust was rotten and unusable. Could a different type of wood be used?

Cllr Horn said that there are no requests at the moment, it will be worth waiting for a suitable piece of oak.

Cllr Horn said that at the presentation of the KALC Community Award, the Council agreed to buy the recipient a tree, this has now been purchased.

It was **AGREED UNANIMOUSLY** to re-imburse Jean West for a tree, £81.01 (cheque no 317).

Cllr Norwood said that recently, an electric car was parked in the pub car park, could an electric charging point be installed. With their accommodation and also ramblers visiting the area there will be a need.

Cllr Horn said they are not installing chargers; the Village Hall was told that there needed to be hard-standing but KCC will not pay for this.

ACTION: Clerk to Contact Cllr Lehmann for assistance

Cllr Horn said Tracy Dove had served on the Council for fifteen years.

It was **AGREED UNANIMOUSLY** that the Council pay for a meal for her.

12. Date of next meeting- 14 August at 6pm

There being no further business, the meeting closed at 8.30pm.

Signed as a true record of the meeting

Chair

Date: 14 August 2023