

**Minutes of Sevington with Finberry Parish Council**  
**Meeting held at the Chamber of Commerce on Tuesday, 23<sup>rd</sup> May 2023**

<b>Present</b>	Cllr Martin (Chair) Cllr Coppins Cllr Townsend	Cllr Bartlett Cllr Lemon Cllr Whybrow
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In attendance: 3 members of the public and Tracey Block (Clerk)

To be actioned by:

<p><b>Election of the Chairman and any Vice-Chairman for the Council year 2022-23.</b>  Cllr Townsend proposed Cllr Martin as Chairman, Cllr Lemon seconded this, all were in favour.  Cllr Martin proposed Cllr Whybrow as Vice-Chairman, Cllr Coppins seconded this, all were in favour.</p>	
<p><b>Completion of the Declarations of Pecuniary Interests Form and the Declaration of Acceptance of Office Form.</b>  The Councillors completed the Declarations of Pecuniary Interests Form and the Declaration of Acceptance of Office Form.</p>	
<p><b>To receive and approve apologies for absence</b>  Cllrs Bartram and Nilsson had sent apologies. These apologies were approved.</p>	
<p><b>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.</b>  Cllrs Bartlett and Coppins declared an interest in the IBF and Waterbrook due to the proximity of their homes to the site.</p>	
<p><b>To approve the minutes Sevington with Finberry Parish Council meeting held on 3<sup>rd</sup> April 2023.</b>  The minutes of the meeting on 3<sup>rd</sup> April were signed as a true copy.</p>	
<p><b>To discuss matters arising from previous minutes that are not covered by the agenda</b>  Damian Green MP had responded to the Clerk to say that the Minister is taking forward the request and will write to the Council in due course.  The Finberry Jubilee tree needs to be planted. <b>Resolved:</b> The Clerk will contact HML/Crest for permission to plant.</p>	
<p><b>Public session: To receive questions and comments from the public on any agenda item</b>  A member of the public asked about the plaque for the tree at the Sevington field. <b>Resolved:</b> The Clerk to contact RBL about the plaque.  The grass on the A2070 is causing poor visibility, this has been reported. <b>Resolved:</b> The Clerk will report this.  A member of the public asked if he could cut the grass down himself. The Clerk advised that the public would not be insured to undertake this.</p>	
<p><b>Borough Councillors Report</b>  Cllr Nilsson had circulated her report:  “I have spoken to many residents leading up to the election and have received a great deal of feedback regarding issues in the area, this includes.</p>	

- Vehicles drifting around the roundabouts during the evening, I have contacted Peter New this week to get some guidance as to how to handle this complaint.
- Grass length on recreation ground, I have emailed Aspire this week to request that the Grass is cut shorter throughout as the length often leads to dogs and foxes excrement not being visible and therefore a risk to children playing and footballers.
- Litter, I requested in the last meeting that Kingfisher close is included in the litter cleaner's rounds
- Sevington Mill, this has now been rejected and we are still waiting for feedback regarding It being used for hospital patients who no longer need Hospital care but are not able to go home yet.

This month has been busy with training at the council but I plan to commence my ward walks in the coming weeks, both during the daytime and in the evening, but encourage residents to contact my via email for any issues in the meantime.”

Paul Bartlett's Borough Councillor Report had been circulated and was taken as read.

The report is available to read at:

<http://www.sevingtonwithfinberrypc.org.uk/community/sevington-with-finberry-parish-council-13425/abc-councillor-report/>

- Cllr Bartlett explained that Crest have engaged an arborist regarding the tree at Kestrel Drive, Cllr Bartlett has asked Phil Cook at ABC to check the work.
- Cllr Bartlett has reached out to Crest regarding the removal of the allotments from their plans. He will report back with information.
- Cllr Bartlett has reported the snagging list to Bellamy Gurner, there is a Development Technical Assurance Supplier, KCC are to review what this brings forward.
- There was a meeting on 17/5 regarding the Trade Operating model, there is a requirement for food and articles of animal origin. The 24 hour operations at the IBF are not deemed necessary when there are no 24 hour freight movements at the ports.
- The new motorway signage for the IBF is still not in place.
- Aldi is expecting to open in the next 12 months now that their reptile mitigation report has been submitted.
- The local centre at Finberry could be developed as the Church Commissioners have reached a resolution to their mitigation issues.

**To confirm eligibility to use the General power of Competence**

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 23<sup>rd</sup> May 2023 until the next relevant Annual Meeting of the Council.

The resolution was correctly proposed and seconded (unanimous).

**Appointment and Scope of the Internal Auditor**

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><b>To agree representatives for the forthcoming year:</b></p> <p><b>a. Sevington North sub-committee</b> – A Whybrow, D Coppins and P Bartlett</p> <p><b>b. Finberry Sub-committee</b> – R Martin, G Lemon</p> <p><b>c. Planning sub-committee</b> – Lead = J Townsend</p> <p><b>d. Highways Lead</b> – R Bartram</p>															
<p><b>To review the Terms of Reference for the Subcommittees: Sevington North, Finberry and Planning</b></p> <p>The Parish Council reviewed and agreed the Terms of Reference for the Subcommittees: Sevington North, Finberry and Planning.</p>															
<p><b>Financial matters:</b></p> <p><b>a) To approve the following financial documents:</b></p> <p><b>i. To receive the end of year accounts</b> The Parish Council received the end of year accounts.</p> <p><b>ii. To receive the report from the Internal Auditor</b> The Parish Council received the report from the Internal Auditor.</p> <p><b>iii. To approve the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 23</b> The Parish Council approved the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 23</p> <p><b>iv. To consider the Accounting Statements 2022/23 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 and the explanation of significant variance from 2021-22 to 2022-23. To ensure the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting</b> The Parish Council considered the Accounting Statements 2022/23 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 and the explanation of significant variance from 2021-22 to 2022-23. The Accounting Statements 2022/23 was signed and dated by the person presiding at the meeting.</p> <p><b>b) To note/authorise the following:</b></p> <p><b>i. To note the Parish Council's financial position.</b> The Parish Council has £25,434.16 in the bank</p> <p><b>ii. To authorise any payments</b> Payments were authorised as follows:</p> <table border="1" data-bbox="288 1552 1027 1812"> <thead> <tr> <th></th> <th>£</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>108.00</td> </tr> <tr> <td>Room hire</td> <td>60.00</td> </tr> <tr> <td>Litterpicker</td> <td>113.24</td> </tr> <tr> <td>Clerk</td> <td>379.08</td> </tr> <tr> <td>S Lister</td> <td>60.00</td> </tr> <tr> <td>KALC Membership</td> <td>562.38</td> </tr> </tbody> </table>		£	HMRC	108.00	Room hire	60.00	Litterpicker	113.24	Clerk	379.08	S Lister	60.00	KALC Membership	562.38	
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<p><b>To review Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks</b></p> <p>The Parish Council reviewed and approved the Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks</p>															

<p><b>Review of the Council's and/or staff subscriptions to other bodies i.e. KALC</b> The Parish Council reviewed and approved the Council's and/or staff subscriptions to other bodies i.e. KALC.</p>	
<p><b>Review of the Council's complaints procedure;</b> The Parish Council reviewed and approved the complaints procedure.</p>	
<p><b>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);</b> The Parish Council reviewed and approved the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21);</p>	
<p><b>Review of the Council's policy for dealing with the press/media;</b> The Parish Council reviewed and approved the Council's policy for dealing with the press/media;</p>	
<p><b>Review of the Council's employment policies and procedures;</b> The Parish Council reviewed and approved the Council's employment policies and procedures;</p>	
<p><b>To consider any changes to the Risk Assessment.</b> There were no changes to the Risk Assessment</p>	
<p><b>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.</b> The Parish Council was asked to check the Google documents and comment.  There was a discussion about the height of the roof at Wickes and the TPOs at B and M.</p>	
<p><b>To receive an update on any matters pertaining to Sevington North</b></p> <ul style="list-style-type: none"> <li>● <b>Reinstatement of Sevington Sub Committee – request at St Mary's Church (Willesborough) because Sevington Church is not fit for purpose due to the pigeon/roof issues.</b> The Sevington Sub-Committee will meet again on 13/06 at 7pm.</li> <li>● <b>The Sevington Sizzle for August 2023</b> The Parish Council will consider funding the insurance but is not in a position to organise the event.</li> <li>● <b>Pothole issues within Church Road and Bank damage caused by HGV's.</b> There has been an issue with pot holes in church Road. <b>Resolved:</b> The Clerk will check with Highways and contact Cllr Campkin if not resolved.</li> <li>● <b>The restriction of land access by Wickes on ABC land.</b> It was noted that the land at Wickes has restricted access and there is concern this land belongs to Ashford Borough Council. This is an issue for Cllr Nilsson to take forward.</li> <li>● <b>Defibrillator stickers for telephone box.</b> The Parish Council confirmed the purchase of defibrillator stickers for the telephone box.</li> </ul>	
<p><b>To receive an update on any matters pertaining to Finberry/Sevington South.</b> The Parish Council is keen for Cllr Bartlett to contact Crest Nicholson with regards to the</p>	

<p>allotments application. The allotments have recently been removed from the planning designs.</p> <p>Graffiti is an issue again in Sevington South, Cllr Bartlett will report this.</p> <p>The Barn Owl boxes need some attention, Kent Wildlife Trust will undertake this,</p>										
<p><b>To receive any update on IBF or Waterbrook</b></p> <p>There is nothing additional to report.</p>										
<p><b>To receive any update on Highways (to include the Bellamy Gurner Scheme)</b></p> <p>The new road layout has been reported to Waze and Tom Tom.</p>										
<p><b>Any Other Business (for information purposes only)</b></p> <p>Cllr Whybrow asked whether the Parish Council could consider marking a football pitch on the field at Sevington. This is a matter for Cllr Nilsson as this is Borough Council land.</p>										
<p><b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b></p> <table> <tr> <td>Monday 3 July 2023</td> <td>Monday 4 September 2023</td> <td>Monday 2 October 2023</td> </tr> <tr> <td>Monday 6 November 2023</td> <td>Monday 8 January 2024</td> <td>Monday 5 February 2024</td> </tr> <tr> <td>Monday 4 March 2024</td> <td>Monday 8 April 2024</td> <td>Monday 13 May 2024</td> </tr> </table>	Monday 3 July 2023	Monday 4 September 2023	Monday 2 October 2023	Monday 6 November 2023	Monday 8 January 2024	Monday 5 February 2024	Monday 4 March 2024	Monday 8 April 2024	Monday 13 May 2024	
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<p><b>Resolution to exclude the public</b></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 29, namely to agree the Clerk's Pay Scale.</p>										
<p><b>To agree the Clerk's Pay Scale</b></p> <p>The Parish Council approve that the Clerk should be on Scale point 31.</p>										