



## **EYTHORNE PARISH COUNCIL**

### **ANNUAL PARISH COUNCIL MEETING**

Sir/Madam,

You are hereby summoned to attend a Full Council meeting of Eythorne Parish Council at 6.30pm Wednesday 17 May 2023 at Elvington Community Centre, Elvington, for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting, will you, please advise the Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

Any member of the public wishing to attend or speak on item 10 of the agenda please email the Clerk before the meeting with the agenda item and question for members, [eythornepcclerk@fastmail.fm](mailto:eythornepcclerk@fastmail.fm), this must be relevant to agenda items.

### **AGENDA**

Signing of the Acceptance of Office Forms to be completed.

1. **ELECTION OF CHAIRMAN** – To elect a Chairman to Eythorne Parish Council for the year 2023-2024. **The Chairman to sign the Declaration of Acceptance of Office**
2. **ELECTION OF VICE CHAIRMAN** – To appoint a Vice Chairman to Eythorne Parish Council for the year 2023-2024
3. **CO-OPTION OF ANY NEW COUNCILLORS**
4. **DECLARATION OF MEMBERS INTERESTS** – To register any new interests and to disclose any interests they may have for any items on the agenda.
5. **MEMBERSHIP OF COMMITTEES** – Council is requested to re-appointment of the following committees for 2023-24:
  - Playground Committee
  - Allotment Committee
6. **APPOINTMENT TO OUTSIDE BODIES** – Representatives to be appointed to the following outside bodies for 2023-24:
  - KALC Area Committee
  - Tilmanstone Welfare
7. **Approval and signing of minutes** – 12 April 2023 meeting by the Chairman.
8. **Completed actions from the April meeting/matters arising.**
9. **KCC and DDC councillor and community warden reports** – TO RECEIVE the reports.

- 10. PUBLIC CONTRIBUTIONS AND QUESTIONS** - Please email the Clerk with any contributions.
- 11. Planning** - TO CONSIDER AND NOTE DECISIONS made by DDC including any late applications due to expire.

**Applications:**

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**Applications commented on under the scheme of delegation -**

**Decisions:**

CON/22/00493/B Proposal: 15 - Traffic management plan Location: Barfreestone Court Farm Barfreestone Road Barfreestone Dover Kent CT15 7JJ – Condition Approved
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**12. Finance matters and authorisation of payments:**

- a) To approve the monthly payments
  - Clerks and Handyman's salaries for May
  - HMRC May payment
  - KCC pension fund May payment = £342.34
  - Clerks' expenses = £8.50
  - Handyman's mileage & expenses = £23.16
  - Iverde April grass cutting – £67.94.
  - Dynamix Q4 and Q1 = £98.40
  - HMRC December 2022 underpayment = £472.12
  - Internal Auditor AGAR return = £30.00
- b) TO RECEIVE the bank reconciliation for April, TO RESOLVE the signature of a councillor other than the Chairman thereon.
- c) TO RESOLVE to choose a contractor for the erection of playground fencing at Eythorne playground. Mr G L Charlton - £9,473.00 (including VAT), Jacksons Fencing - £8,119.51 (including VAT), Four Seasons Fencing - £9,472.56 (including VAT).
- d) TO RESOLVE to purchase the speed watch equipment - £2,382.00 including VAT with a £28.00 delivery charge = £2,410.00
- e) TO NOTE acceptance of Zurich insurance quote over a three-year term fixed rate of £1,605.60.
- f) TO NOTE Dynamix have had to increase their fees from £48.00 a quarter to £50.40.
- g) TO NOTE removal of Cllr P Butcher from the bank and signing of the declaration. TO RESOLVE to ADD any new signatories to the bank.
- h) **Correspondence** – TO RECEIVE any correspondence.

For Annual Return 2022-2023 - TO RECEIVE, CONSIDER AND RESOLVE:

1. The Year End Bank reconciliation to 31 March 2023 – 2022 - 2023 year-end balance is £64,548.86.
2. The Internal Auditor's report and TO NOTE any recommendations thereon and TO NOTE the Internal Auditor having completed the internal auditor Annual Return
3. The Annual Return for the financial year ended 31 March for submission to Mazars:  
 Section 1: the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and when RESOLVED Section 1 should be signed by the Chairman and the Minute No. subsequently noted.  
 Section 2: the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)

**AND TO RECEIVE**

- Copy of the Annual Return pack
- Statement of Variances

- Ear Marked Reserves schedule up to 31 March.
- Finance Risk Assessment
- The Parish Council's Register of Fixed Assets
- The Parish Council's Statement of Internal Control

Notice of the Exercise of Public Rights notice: TO NOTE the parish council must make arrangements for the exercise of public rights to inspect the accounts. The inspection period of 30 working days during which the public rights may be exercised must include the first 10 working days of July (i.e., 1 – 14 July inclusive). Mazars template suggests Monday 4 June to Friday 13 July inclusive – and this template must be published on noticeboards.

TO NOTE all the above documents including the Exercise of Public Rights will be uploaded on to the Parish Council website by Monday 4 June 2023.

#### Bank Balances as of 30 April 2023

Current Account - £106,740.84

13. **Balcombe solar project** - TO DISCUSS
14. **Allotments** – To receive any updates.
15. **Play Areas** – To receive any updates.
16. **Tilmanstone Welfare** – To receive any updates.
17. **Highway Improvement Plan** – To receive any updates.
18. **New bus route** – To receive any updates.
19. **Any other matters** – Can the Parish Council write to the businesses re: the amount of plastic in roads / bushes along Wigmore Lane and Barville Road.
20. **Date of next Parish meeting** - Wednesday 14 June 2023, 6.30pm Elvington Community Centre.

*Ms J Pannell*

**Clerk to the Council**

**11 May 2023**