

Detling Parish Council
The Minutes of the Annual Statutory Meeting of Detling Parish Council
held on 4th May 2021 at 7.00pm by Zoom.

***Councillor's present: Baker-Anderson
Bowie
Bryant
Clayton
Coles
Finn***

Also, present: Parish Clerk, Mrs Sherrie Babington.

The meeting was chaired by Councillor Bowie.

Public Comments and Observations.

Prior to the start of the meeting the Parish Council will allow Members of the public to speak, subject to submitting a request to the Clerk, prior to the Virtual Meeting. Each speaker will be given a maximum of three minutes each to raise issues with the Parish Council. Public Comment will be for a maximum of 15 minutes. The minute book will be closed during this item.

No public matters were raised.

1. Election of Chairman.

It was proposed by Cllr Clayton, to elect Cllr Bowie as Chairman, this was seconded by Cllr Coles and agreed by all present.
Cllr Bowie accepted the position.

2. To receive the Chairman's Declaration of Acceptance of Office.

Cllr Bowie signed her Acceptance of Office and took the Chair.

3. Election of Vice Chairman.

It was proposed by Cllr Bowie, to elect Cllr Clayton as Vice Chairman, this was seconded by Cllr Coles and agreed by all present.
Cllr Clayton accepted the position.

4. Apologies.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received from KCC Councillor Shellina Prendergast.

5. Declaration of Interest.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

No interests were declared.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

There were no Dispensations to be considered.

6. Review of Parish Council Meetings and Committee Structure.

The Clerk circulated a report to all members regarding Parish Council Meetings and Committee Structure.

This was discussed by members.

The option to continue with bi-monthly Parish Council meetings was discussed with the option of regulating the meetings to ensure that they were held in the months of January, March, May, July, September, and November. Based on this it was proposed by Cllr Bryant to continue with bi-monthly meetings, this was seconded by Cllr Coles and agreed by all present.

The Committee structure was discussed, and it was agreed that the committee structure would continue in its current format.

The Communications Working Group was discussed, and it was agreed that this would meet to look at ways to improve communication with residents. It was agreed that this would include the production and distribution of the Parish Councils Newsletter, the PC Facebook page, noticeboards, and other agreed methods of communication.

This was proposed by Cllr Finn, seconded by Cllr Clayton, and agreed by all present.

7. To appoint Parish Council Committees, Representatives and Outside Bodies.

The following Committees, Representatives to Outside Bodies were approved by members:

Planning Committee

Cllr. Bryant
Cllr. Bowie
Cllr. Coles

Open Spaces Committee

(Responsible for the PC Open Spaces & Environmental)
Cllr. Finn
Cllr. Clayton
Cllr. Baker-Anderson

Highways Working Group

Cllr Bowie
Cllr Coles
Cllr Clayton

Finance Committee

Cllr. Bowie
Cllr. Clayton
Cllr. Bryant

Communications Working Group

Cllr. Bowie
Cllr. Clayton
Cllr. Coles
Cllr. Finn

Representatives for Outside Bodies

Village Hall	Cllr. Bowie
Police Liaison/NHW	Cllr. Clayton
Tri Parish / A249 Action Group	Cllr. Bowie
KALC	Cllr. Clayton
Events	All Councillors
KMEP	Cllr Finn
Website	Cllr Baker-Anderson

Other Appointments

Internal Auditor - Martin Thomas
External Auditor - Little John
Bank - Cooperative
Solicitor – Gullands/Surry Hills
Insurers – BHIB Insurance

Memberships

KALC (Kent Association of Local Councils)
ACRK (Action with Communities in Rural Kent)
CPRE (Campaign for the Protection of Rural England)
ICO (Information Commissioners Office)

8. Approval of the minutes of the previous meeting.

To consider the minutes of the previous meeting and if in order sign as a true record.

The Minutes for the previous meeting were circulated to all members for consideration and approval.

It was proposed by Cllr Clayton to accept the minutes from the previous meeting as a true record. This was seconded by Cllr Bryant and agreed by all present.

The approved minutes were signed and dated by the chairman of the meeting.

9. Matters arising from the previous minutes (not reported elsewhere).

There were no matters arising.

10. Financial Matters:

a. To consider the Financial Statement.

The Financial Statement was approved by Members. (Bowie/Bryant).

11. Parish Council Policies

a. Policy Review.

The following policies were reviewed and adopted by the Parish Council. These were proposed by Cllr Coles, seconded by Cllr Clayton, and agreed by all present.

- Email Policy.
- Dignity at Work Policy.
- Equal Opportunities Policy.
- Bullying and Harassment Policy.
- Complaints Policy.
- Communications Policy.
- Grant Awarding Policy.
- Environmental policy.
- Data Protection Policy.
- Health and Safety Policy.
- Vexatious Complaints Policy.
- Volunteer Policy.
- Standing Orders.
- Financial Regulations.
- Safeguarding Policy.
- Cooption Policy.
- Memorial Bench and Tree Policy.
- High Consequence Infectious Disease Policy.
- Play Area Inspection and Maintenance Policy.

b. Temporary Scheme of Delegation.

A Temporary Scheme of Delegation was circulated to all members for consideration.

The Chairman informed members that the legislation allowing parish councils to hold meetings virtually ceased on 7th May and had not been extended, as a consequence this meant that the PC was no longer able to meet by zoom, and the social distancing regulations made it difficult for the PC to meet face to face until the restrictions were relaxed on 21st June 21.

She proposed that the Parish Council adopted the Temporary Scheme of Delegation until the Covid restrictions were relaxed.

This was discussed by members and the proposal was seconded by Cllr Coles and was unanimously agreed by all present.

12. To consider a request from the CIC Community Shop.

The following report was circulated to all members for their consideration:

The Store would like to erect a small wooden fence between the boundary fence and the container to hide the pallets and baskets which are left by suppliers between deliveries. The fence will be L shaped and be 6 feet by 3 feet.

In addition, we are seeking to put a raised bed between the new L shaped fence and the kissing gate which will be planted with flowers and bushes permanently and will be in place in time for the Garden Safari.

Will you please confirm that we have permission to make these two improvements?

This was considered and agreed by members with the shop financing the cost of the fencing and flower beds. (Bryant/Coles).

Now the play area is becoming more popular and therefore the shop there is more litter going into the shop bin. We would like to also have a recycle bin by the shop. I wondered if the Parish council would consider providing bins in the play area that the shop would continue to empty?

This was considered and it was agreed that the PC would finance the cost of an additional litter bin and recycling bin. Styles and prices to be circulated to members for approval. (Bryant/Coles).

13. Date of next meeting.

Tuesday 6th July 2021 – subject to confirmation.

There being no further business to discuss the meeting was closed to the press and public at 21.15pm.

Signed: _____
Chairman

Dated: _____