

Eastling Parish Council

Minutes of the Meeting of Eastling Parish Council held on Thursday 28 September 2017 at 6.30pm in Eastling Village Hall.

Present: Cllr Jimmy West (Chairman), Cllr Julia Bailey, Cllr Nigel Bickerdike and Cllr John Payne and Mrs Wendy Licence (Clerk).
Also present was one member of the public.

1. Apologies

Cllr West welcomed everyone to the meeting.

Apologies had been received from Cllr Helen Higgs (holiday); apology accepted.

Apologies had also been received from County Councillor Andrew Bowles (at another meeting) and from Ward Member Cllr Colin Prescott (at another meeting); apologies accepted.

2. Declarations of interest

None were declared.

3. Public Time

No matters were raised.

4. Minutes of the Parish Council Meeting Held on 12 July 2017 and the Extraordinary Meeting held on 11 August 2017

Cllr West said "Pett Dane" needed to be inserted in item 4 of the minutes of 12 July 2017.

Cllr Bickerdike said item 5 should read "...the village speed limit reduced from 40mph to 30mph."

Councillors **AGREED UNANIMOUSLY** to accept the minutes of 12 July 2017, as amended, as a true record of the meeting. The minutes were duly signed by Cllr West.

Councillors considered the minutes of the meeting held on 11 August 2017 and **AGREED UNANIMOUSLY** to accept them as a true record of the meeting. The minutes were duly signed by Cllr West.

5. Matters Arising from the Minutes

Pett Dane: Cllr West reported to Members that the Conservation Officer has advised that the current owner of Pett Dane is now considering the development and repair of the building.

Speed limit in Newnham Lane: no update was available.

ACTION: Clerk to contact KCllr Bowles for an update.

Water works: Cllr West informed Councillors that work has stopped at the water works.

Fire hydrants: Cllr West reported to Councillors that he had looked at the fire hydrants in the Parish and all are present although he was unable to ascertain if they were working.

Tree at The Carpenters Arms: Cllr West said the tree had been felled and it is now sprouting.

Blocked gully: Cllr West reported the drains that blocked are on the Z bend going towards Faversham and flooding occurs when it rains. It was completely flooded after a recent downfall and the issue is highly dangerous for road users as they have to swing out in the road to avoid the water.

ACTION: Clerk to report again and inform KCllr Bowles.

6. Correspondence

The Council has been advised that AON will not be renewing the Council's insurance as they are withdrawing from the Parish Council insurance market.

ACTION: Clerk to obtain quotes from other companies when the policy is due for renewal in February.

Cllr Bailey said a resident has given her details of ArrivaClick and asked if it operates across Kent.

ACTION: Clerk to ascertain details of the scheme.

7. Public Time

No matters were raised.

8. Website

Cllr West said the village website is looking good as does the Council's website. The web designer will be attending the November Council meeting.

The Clerk provided details of the number of visits to the Parish Council website.

Cllr West said the websites need to be publicised well to ensure everyone knows the web addresses.

ACTION: Clerk to draft details of the websites for the Parish magazine and liaise with Cllr Bailey.

9. Chairman's Report

Cllr West reported to Members the bridge at Flintstones has been repaired and gravel has been put down on the muddy area which leads up to the bridge.

ACTION: Clerk to write to the owners and thank them for doing an excellent job.

10. Finance

i) Finance Report

Cllr West reported the Internal Auditor's Report has been received and also the Annual Return has been signed off by the external auditor.

Cllr Payne informed members there might be a surplus of £1259 from the budget. A VAT rebate has been received; the Clerk's salary has been over budgeted for; audit is £100 over budget and the Village Warden is now a voluntary role and this will save £300 to the year end. The Clerk will obtain quotes for insurance when the policy is due for renewal in February.

A claim for £452.30 has been submitted to the Transparency Fund for hours spent on the website, there is an issue with the amount of time it takes to upload documents.

Cllr West thanked Cllr Payne for his report.

ii) To consider the Internal Auditor's Report

Cllr Payne said the internal audit was carried out by Mr David Buckett; the annual return went to PKF Littlejohn LLP although in the future the accounts may not be externally audited and this is yet to be decided. The internal auditor's report highlighted the risk assessment must be reviewed annually and this will be done.

iii) To consider invoices and cheques raised

It was **AGREED** to pay Mr D Buckett £252.90 (BACS) for the internal audit report.

It was **AGREED** to pay Mr D Ainsworth £150.00 for the website (cheque no 13).

It was **AGREED** to pay Newington Parish Council £31.40 towards the cost of the Clerk's SLCC membership (cheque no 14).

11. Planning Matters

There was nothing to report.

12. Notice Board

Councillors considered brochures from three different companies and agreed to replace the Parish Council notice board like for like, to be in keeping with the Area of Outstanding Natural Beauty, from Arien Signs.

ACTION 1: Clerk to obtain final design and quotation and circulate to Members.

ACTION 2: Clerk to request grants towards the notice board.

13. Policies and Procedures

Parish Warden Risk Assessment

Councillors **AGREED** the Risk Assessment for the Voluntary Parish Warden.

ACTION: Clerk to send copy to Mr Willson.

14. Any Other Business

Cllr Payne said Mr Binder, the Farm Manager, has contacted him regarding the flooding on the double bend on the approach to the village.

Cllr West said there have been many contractors with large vehicles in the village and a resident's car has been damaged by one of them. There should be regular reports from the farmer and this should be an agenda item in the future.

Date of next meeting:

It was agreed to change the date of the next meeting to Wednesday 22 November.

There being no further business, the meeting closed at 7.30pm

Signed as a true record of the meeting:

Chairman
22 November 2017