



# Rolvenden Parish Council

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held as a virtual meeting.

Minutes of the virtual meeting conducted at 7.30pm on 4<sup>th</sup> May 2021.

Present: Cllr Mrs D Curtain (Chairman), Cllr E Barham, Cllr S Bryant, Cllr Mrs F May, Cllr A Johnstone, Cllr Mrs I Newman, Cllr G Tiltman, Cllr Mrs T Turner and Cllr Mrs L Walker

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Officer.

550. **To Elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**

Councillor Mrs D Curtain Proposed by Councillor T Turner Seconded by Councillor G Tiltman and there being no other nominations

**Resolved: to appoint Councillor Mrs D Curtain as the Chairman of the Parish Council for the municipal year 2021/22. Declaration of Acceptance of Office to be signed in due course.**

551. **To Elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.**

Councillor Mrs L Walker Proposed by Councillor Mrs I Newman Seconded by Councillor Mrs D Curtain and there being no other nominations

**Resolved: to appoint Councillor Mrs L Walker as Vice Chairman for the municipal year 2021/22. Declaration of Acceptance of Office to be signed in due course.**

552. **Apologies for Absence:**

Ashford Borough Councillor K Walder

553. **Declarations of Interest:**

1. **Declarations of Members' Disclosable Pecuniary Interests:**

None.

2. **Declarations of Members' Other Significant Interests:**

Cllr Mrs D Curtain, trustee of War Memorial Trust.

Cllr E Barham trustee of Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion.

Cllr Mrs I Newman, trustee of War Memorial Trust, trustee of the Non-Ecclesiastical Charities.

3. **Declarations of Members' Other Interests:**

Cllr L Walker Rolvenden Village Fete.

Cllr S Bryant Chairman Rolvenden Football Club

554. **Minutes:**

The minutes of the meeting held on 27<sup>th</sup> April 2021 were submitted, approved as a true record to be signed by the Chairman at a time when restrictions on meeting in person are relaxed.

555. **Appointment of members to outside bodies:**

Kent Association of Local Councils Ashford Committee: Councillors Mrs D Curtain and Mrs L Walker

Village Hall: Councillor Mrs I Newman.

Non-Ecclesiastical Charities: Mrs I Newman

556. **Code of Conduct:**

**Report RPC/21/01:** brings to the Parish Council a draft Code of Conduct for adoption which has been compiled from a model produced by the Local Government Association.

**Resolved:**

1. **To receive and note Report RPC/21/01.**
2. **To approve and adopt the draft Code of Conduct.**
3. **To advise the Monitoring Officer at Ashford Borough Council of the adoption of the draft Code of Conduct.**

557. **Standing Orders and Financial Regulations:**

**Report RPC/21/02:** As part of the Parish Council's annual procedures a review of its Standing Orders and Financial Regulations is undertaken.

The Financial regulations were deferred until the next meeting of the Parish Council due to a technical issue with the document.

**Resolved:**

1. **To receive and note Report RPC/21/02.**
2. **To approve and adopt the Standing Orders.**

558. **Procurement Policy:**

**Report RPC/21/03:** Following the United Kingdom's departure from the European Union at the start of 2021 the procedures to be followed when procuring goods and services have been increased.

**Resolved by majority:**

1. **To receive and note Report RPC/21/03.**
2. **To approve and adopt the Procurement Policy.**

559. **Member Officer protocol:**

**Report RPC/21/04:** It was recommended in the Governance Review undertaken by Hoey Ainscough Associates that the Parish Council adopt a Member Officer Protocol.

**Resolved:**

1. **To receive and note Report RPC/21/04.**
2. **To approve and adopt the Member Officer Protocol.**

560. **Communications Policy:**

**Report RPC/21/05:** It was recommended in the Governance Review undertaken by Hoey Ainscough Associates that the Parish Council adopt a communications policy.

**Resolved:**

1. **To receive and note Report RPC/21/05.**
2. **To approve and adopt the Communications Policy.**

561. **Bollards:**

Over recent weeks the issue of the verge opposite the Village Hall has become more urgent as the cones that were placed there to protect the verge have been damaged beyond repair. The Parish Council is asked to consider the placement of concrete spheres on the verge.

Councillor Tiltman has identified some concrete spheres which would protect the verge which cost £25 each, however Highways approval would be required before the spheres could be placed on the verge.

The Parish Clerk to contact Kent Highways to ascertain if this is an acceptable measure if not what would be acceptable.

562. **Other Items for Information:**

The draft newsletter will be circulated to councillors in the next few days.

Councillor Bryant stated that he wanted future meetings to be held in the Village Hall even if they were to be held in the gallery. Councillor Curtain reminded councillors that we cannot use the Gallery as our meetings have to be accessible to all and there is no lift for disabled access. It is possible that a Thursday evening could be made available each month, however, this will mean changing the night of the meeting. This will be discussed further at the next meeting.

Councillor Barham raised the issue of the stolen funds as it had been omitted from the agenda (the agenda for this meeting was issued the day after the previous meeting therefore it was unlikely that there would be any update) and wanting the meeting with the solicitor to go ahead in the next two weeks notwithstanding the fact that the file was still awaited from Messrs Weller Hedley. Councillor Tiltman objected to this being raised in this section of the meeting as no decisions can legally be made.

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