



Rolvenden Parish Council

Minutes of the annual meeting of Rolvenden Parish Council held on Tuesday 14th May 2019 at 7.30pm in the Gallery at Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

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

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

Also attending 22 members of the public, Ashford Borough Councillor C Walder.

250. 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 A Johnstone Seconded by Councillor Mrs I Newman.

Councillor E Barham Proposed by Councillor S Bryant but not seconded and there being no other nominations

Resolved: To appoint Councillor Mrs D Curtain as the Chairman of the Parish Council for the municipal year 2019/20. Declaration of Acceptance of Office duly completed.

251. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

Councillor Mrs L Walker Proposed by Councillor G Tiltman 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 2019/20. Declaration of Acceptance of Office duly completed.

252. APOLOGIES FOR ABSENCE:

There were no apologies for absence

253. DECLARATIONS OF INTEREST:

1. Declarations of Members' Disclosable Pecuniary Interests:

2. Declarations of Members' Other Significant Interests:

Cllr Mrs D Curtain, trustee of the War Memorial Trust

Cllr Mrs I Newman, trustee of the War Memorial Trust.

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

Cllr Mrs L Walker Rolvenden Village Fete

Cllr S Bryant Chairman Rolvenden Football Club

3. Declarations of Members' Other Interests:

Cllr G Tiltman, member of the Village Hall Management committee

254. MINUTES:

The minutes of the Parish Council held on 16th April 2019 were submitted, agreed as a true record and signed by the Chairman.

255. Planning:

19/00507/AS – Folly Farm, Puddingcake Lane, Rolvenden _ Change of use of land to keeping of horses and erection of a stable block – also includes new description.

Resolved: no further comments to add to those submitted on the original application.

19/00576/AS – Folly Farm, Puddingcake Lane, Rolvenden – proposed two storey front extension, single storey side extension, addition of windows on first floor side elevation and the erection of a detached garage.

Resolved: The Parish Council supports the application subject to a condition that the mobile home is removed once the works have been completed.

19/00644/AS & 19/00645/AS – 5 Winsor Road, Rolvenden – Single Storey rear extension.

Resolved to submit a comment that the proposed extension is disproportionate to the size of the existing building. The rear corner appears very close to the retained tree resulting in possible root damage when installing the foundation.

256. Annual Risk Assessment:

Each year the Parish Council undertakes a general examination of working conditions, activities and environment which enables the Parish Council to identify any and all potential inherent risks. The Risk Assessment was produced in order to assess the risks and the steps needed to reduce or eliminate the risks and was circulated with the agenda.

257. Finance

Payments authorised at the meeting

Cheque number	Payee	Amount
300147	P Setterfield	£452.36
300148	P Setterfield	£48.00
300149	HMRC	£119.60
300150	S Brooks	£120.00
300151	Cornex Garage	£158.30

300152	Ashford Borough Council	£2,426.40
300153	Tompsett Landscaping	£1,380.00
300154	H J Hoad	£190.00
300155	G Tiltman	£76.29
300156	Zurich Insurance	£780.06

Cllr Curtain confirmed that the entries through the bank account were verified.

Resolved: to authorise the payments presented.

258. Bank signatories:

Following the recent Parish Council elections there is a need to appoint two new signatories to replace those that had not been re-elected.

Resolved: Councillors A Johnstone and Mrs T Turner be added to the list of signatories and changes made to the internet banking authorisations.

259. Report of the Independent Internal Auditor:

Report RPC/19/01 encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to the Council's External Auditor, PKF Littlejohn, LLP.

Resolved:

- 1. To receive and note Report RPC/19/01.**
- 2. To receive and endorse the report of the Independent Internal Auditor.**

260. Report on Internal Controls:

Report RPC/19/02 details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return for the year ended 31 March 2019.

Resolved:

- 1. To receive and note Report RPC/19/02**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2019**
- 3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2019**
- 4. To respond "yes" in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report RPC/19/02 which relates specifically to Box 6**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

261. Report on Statement of accounts:

Report RPC/19/03 attaches the Annual Return and Statement of Accounts for the year ended 31 March 2019 along with the Annual Governance Statement. The Statement of Accounts presents fairly the financial position of the Parish Council and its income and expenditure for the year ended 31 March 2019.

Councillors Barham and Bryant expressed their dissatisfaction about the presentation of the accounts in particular the lack of detail provided in terms of the income and expenditure and the entire annual return..

Resolved:

- 1. The Clerk would present a detailed summary of the Income and Expenditure to the June meeting of the Parish Council.**
- 2. To receive and note Report ABPC/19/03**
- 3. To approve and endorse the Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2019**
- 4. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2018/19 and the Annual Governance Statement**

Post meeting note: In view of the dissatisfaction registered the annual return has not been submitted and is being reviewed before resubmission for approval.

262. Appointment of Internal Auditor:

The Parish Council is required by Regulation 5(1) of the accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

The Parish Council is therefore requested to consider appointing Mr H J Hoad as its Independent Internal Auditor for financial year 2019/2020.

263. General Power of Competence:

Report RPC/19/04 The General Power of Competence is available for the Parish Council to replace s137 of the Local Government Act 1972 which is subject to financial restrictions.

Resolved:

- 1. To receive and note Report RPC/19/04**
- 2. The Parish Council resolves from 14 May 2019, until the next relevant Annual Meeting of the Council, 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, to adopt the General Power of Competence.**

264. Schedule of meeting dates:

Resolved: The meeting dates for the municipal year to be:

Tuesday 18th June 2019, Tuesday 16th July 2019, Tuesday 20th August 2019, Tuesday 17th September 2019, Tuesday 15th October 2019, Tuesday 19th November 2019, Tuesday 10th December 2019, Tuesday 21st January 2020, Tuesday 18th February 2020, Tuesday 17th March 2020, Tuesday 21st April 2020 and Tuesday 19th May 2020,

265. Rolvenden Rocket:

Several trips are being planned at the current time including a mystery tour and a Christmas market. An arrangement has been made with Jempsons for the shopper trip whereby anyone spending £15 can have a free tea or coffee.

The service continues to work with the Tenterden Hub who are invoiced for this currently there is approximately £1,400 outstanding.

266. Halden Field:

According to local sources the pile foundations have now been completed for the replacement properties. The meeting with west Kent Housing has been postponed until after the recent election and is being followed up.

267. Defibrillator cabinets:

Prices are still awaited for the replacement of the doors/cabinets. New pads have been ordered for the defibrillator located at the Layne..

268. Neighbourhood Plan:

The Regulation 15 consultation has now started and runs until the 24th June comments are required again as those previously registered are not carried forward to be presented to the Inspector. A separate form is required for every comment registered. Hard copies of the plan are available to view at The Civic Centre, Ashford; Tenterden Gateway; Rolvenden Church and the Ewe and Lamb.

It was suggested that a banner be obtained to advertise the consultation. Councillor Johnstone to take forward.

269. Exclusion of the Press and Public:

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media to be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

270. Insurance:

Resolved: to take out the Parish Council insurance with Zurich Insurance on a three year long term agreement.

271. Grass cutting of Rolvenden football pitches:

Resolved: to request the Grounds maintenance Contractor to provide a quotation for consideration at the June meeting of the Parish Council.

There being no further business the meeting closed at 8.50pm.