

# HOTHFIELD PARISH COUNCIL

Page 822

## MINUTES 177

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 6 June 2018 at 7.00 pm

**PRESENT:** Mr I Lloyd (Chair), Mrs S Parker, Mrs P Sutcliffe, Mr M Cook,  
Mr P Fothergill, Mr P Howard and Mr L Krause

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:** Mr L Krause

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no members of the Public present

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. DECLARATIONS OF PECUNIARY INTEREST AND SIGNIFICANT INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Fothergill declared a Significant Interest in matters associated with the Village Hall as he is Chairman of the Village Hall Committee and Mrs Parker and Mr Howard declared an interest in the Village Hall Committee as they are members of the Committee.

Mrs Parker declared an interest in items associated with Squad 26.

Mr Lloyd declared an interest in matters associated with the Village Fun Day

**i) To note the granting of any requests for Dispensations and the decision**

There were no requests for Dispensations.

**ii) Updating of Declarations of Interest for the Code of Conduct**

**The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.**

**3. PUBLIC INTERVAL**

There were no Members of the Public in attendance.

**4. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Mr Krause was omitted from the minutes in his capacity as Borough Councillor in error. Minutes 176 of the meeting held on 2 May 2018 were accepted and it was unanimously agreed that Mr Lloyd should sign them.

**Proposed Mr Fothergill**

**Seconded Mr Cook**

**5. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

The MUGA lights will be repaired next week.

We have not had a reply from ABC regarding the Gypsy and Traveller site consultation as yet.

**6. COMMUNICATION TO RESIDENTS ABOUT NEIGHBOURHOOD PLAN**

We received responses from 7 households to the initial feedback questionnaire, which was published in the March edition of the Hothfield News.

Eight residents from 5 households were opposed to producing a Neighbourhood Plan, although 2 said they would be prepared to help if the majority of residents were in favour and a plan was to be progressed.

Three residents from 2 households were in favour of developing a Neighbourhood Plan, but did not offer to help in the production, although one offered to give their views and chat on a one to one basis.

As a result, Councillors agreed not to proceed with the production of a Neighbourhood Plan and Mr Lloyd will include this decision in his forthcoming article for the Hothfield News.

The responses will be scanned and sent to the cloud.

**7. A20 OVERNIGHT LORRY PARKING RESTRICTIONS SCHEME**

Nothing to report.

**8. BOROUGH COUNCILLORS REPORT**

Mr Krause reported that the A20 overnight lorry parking restrictions scheme will be discussed at the Joint Transportation Board next week. The scheme is being monitored by the rest of the country to see how successful it is.

9. **FINANCE****Earmarked Funds**

	<b>Balance 02.05.18</b>	<b>+/- June</b>	<b>Balance 06.06.18</b>
<b>MUGA EDF June</b>	2384.54	-11.00	2373.54
<b>Litter Picker Salary and Other Costs</b>	3808.05		
<b>Litter Picker's Salary</b>		- 100.79	3707.26
<b>Bus Shelter</b>	551.60		551.60
<b>Garden Competition</b>	451.65		451.65
<b>Village Projects</b>	2400.00		2400.00
<b>Village Fete</b>	1793.31		1793.31
<b>Hall Rent for Squad 26</b>	923.48		
<b>Rent</b>		-45.00	
<b>Rent</b>		-180.00	
<b>Error</b>		-465.19	233.29
<b>TOTAL</b>	<b>12312.63</b>	<b>-801.98</b>	<b>11510.65</b>

**Bank Reconciliation as at last Bank Statement****Balance per Cash Book****Balance at Bank**

Opening Balance	33100.41	PC Reserve A/C	33309.77
Add Receipts in Year	<u>5506.35</u>	Plus u/c Receipts	<u>0.00</u>
	<b>38606.76</b>		<b>33309.77</b>
Less Payments in Year	<u>6388.62</u>	Less u/c Cheques	<u>5223.18</u>
	<b>32218.14</b>		<b>28086.56</b>
Less Earmarked Funds	<u>11510.65</u>	PC Current A/C	100.00
	<b>20707.49</b>	Y Current A/C	1030.83
		Y Reserve A/C	<u>3000.72</u>
			<b>32218.14</b>
		Less Earmarked Funds	<u>11510.65</u>
			<b>20707.49</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	1487	Salary Expenses General Admin	230.91 12.06 7.08		250.05
Mr K Marden	1488	Salary	100.79		100.79
HMRC	1489	Income Tax	174.80		174.80
Mr L Robbins	1490	Internal Audit Fee	75.00		75.00
Hothfield Village Hall	1491	Rent - May	45.00		45.00
Mark Sherwood Replacement Cheque (1479)	1492	Provision of Computer	700.00		700.00

**Resolution:** Councillors unanimously agreed to pay the above accounts, and noted the Direct Debit Payment to EDF for the electricity for the MUGA, taken on 1<sup>st</sup> of each month for £11.00.

**Proposed Mr Lloyd      Seconded Mrs Sutcliffe**

**Insurance**

Following Mrs Parker's advice, councillors unanimously agreed, during the month in order to ensure the premium was paid on time, to insure with Inspire and also signed up to a Long-Term Agreement until 2021.

**Squad 26 Administration**

Future payments for Squad 26 and any event organised for the children in the village will be paid from the Youth Account. The Clerk will produce an account for the next meeting.

**10. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

**Correspondence**

Kent Fire and Rescue  
Ashford Borough Citizens Advice  
Clerk and Councils Direct  
KSSA Air Ambulance  
Wealden Wheels  
HAGS  
Seafarers UK – Fly the Red Ensign  
EDF

**Email Correspondence – all forwarded to Councillors**

Miss Flynn – councillors unanimously agreed to her suggestion that the council should write a letter of thanks to Mr Fletcher for all his work organising the litter pickers.

Mrs Sutcliffe reported that she had had an email from the KHS Steward asking whether Councillors would like to go around the village with him looking at highway issues. Councillors agreed that this would be a sensible idea and Mrs Sutcliffe will arrange to meet with him. Items to be brought to his attention include drainage, road markings and parking in Tufton Road.

**Garden Competition**

Plans are progressing. There are 5 entries so far but residents still have until June 15 to return their application forms.

**Adoption of Revised Standing Orders**

**Resolution:** Councillors unanimously agreed the revised Standing Orders

**Mr Lloyd                      Seconded Mrs Sutcliffe**

**Internal Audit Report**

All financial records were found to be accurate and up to date and there were no unexplained entries in the bank reconciliations.

Mr Robbins informed councillors that the precept must be set at a formal meeting, in future rather than agreed during the Christmas recess as it was last year.

The duties to set a budget and precept must both be made by the full Council and cannot lawfully be discharged in any other way. The Council will need to formally adopt the precept for 2018-2019 as the existing decision appears to be invalid. This will be included on the July agenda.

### **Village Hall Fire Alarm**

The Village Hall failed the Health and Safety Inspection as there was no fire alarm in place. The Village Hall Committee has installed an alarm at a cost of £3000.00.

Mr Fothergill submitted a grant application to Borough Councillor Krause, who suggested that the Parish Council should apply for the grant as they are the leaseholders for the Village Hall.

The Clerk will investigate this further and a decision will be made at the next meeting.

### **Data Protection**

**Resolution: Councillors unanimously agreed to adopt the following policies:**

Staff Privacy Policy

General Privacy Policy

Document Retention Policy

Habitual Vexatious Complaints Procedure

Habitual Vexatious Complaints Procedure – Telephone

and to send the

Data Processor Questionnaire to Mr Clive Stanley and HMRC

and

the Privacy Notice Consent Form to residents whose details the council holds

**Proposed Mr Lloyd**

**Seconded Mrs Parker**

### **Amendment to Agenda – Community Payback Scheme**

Mr Fothergill reported that members of the Community Payback Scheme have been working at the hall and would like to do more in Hothfield.

Following discussion, it was agreed that Mr Cook and Mr Fothergill should liaise regarding work that the members of the scheme could undertake and report back at the next meeting.

## **11. PLANNING**

No applications received.

12. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Mr Lloyd reported that a Fun Day, rather than a Village Fete was planned for 30 June 2019. It was hoped to raise as much money as possible for the village, while ensuring a fun day for both children and adults. Volunteers are needed for the committee and to help on the day and ideas for activities were also sought. Councillors will look into the most cost-effective way of providing a bar-b-que.

Mr Lloyd will write an article each month for the Hothfield News.

A Cup Cake day is being held at Britton Farm Stud on 23 June in aid of the Alzheimer's Society from 11am – 6pm.

There being no other business the meeting closed at 8.40 pm.

Signed ..... Dated .....  
Chairman