

# STALISFIELD PARISH COUNCIL

Minutes of the **Meeting** of the **Parish Council** held on **22 January 2018** in Stalisfield Village Hall.

Present: Cllr Cat Horn (Chair), Cllr Tracy Dove, Cllr Holly Alexander, Cllr Ian McKay and Cllr Nina Williams; and Mrs Wendy Licence (Clerk)

## 1. Apologies

All Members were present.

Apologies had been received from KCCllr Andrew Bowles and SBCllr Colin Prescott; apologies noted.

## 2. Declarations of interest

None were declared.

## 3. Minutes of the Parish Council Meeting Held on 3 October 2017

Councillors considered the minutes and **AGREED UNANIMOUSLY** to accept them as a true record of the meeting held on 3 October 2017. Cllr Horn duly signed the minutes as a true record.

## 4. Matters Arising from the Minutes

Cllr Horn said SBCllr Prescott has indicated he will report the worn out white lines in the village to KCC Highways.

## 5. Public Time

No members of the public were present.

## 6. Planning Matters

There were no planning matters to consider.

## 7. Finance

### i. Councillor expenses

Cllr Horn reported she has ordered a new battery for the defibrillator.

It was **AGREED UNANIMOUSLY** to reimburse Cllr Horn £233.40 for the defibrillator battery (cheque no 221).

### ii. Invoices

#### a) Traditional English Hotels Ltd- Christmas Tree £100.00

It was **AGREED UNANIMOUSLY** to pay Traditional English Inns £100.00 for the Village Christmas Tree (cheque no 218).

#### b) Any other invoice for approval received by 22 January 2018

It was **AGREED UNANIMOUSLY** to pay Newington Parish Council £5.00 being a share of the cost of the General Data Protection Regulations workshop (cheque no 219).

It was **AGREED UNANIMOUSLY** to reimburse the Clerk £460.02 for the laptop and software (cheque no 220); a grant has been received from the Transparency Fund to cover this expenditure. The Clerk will research free virus software.

### iii. Budget 2018-19

Councillors considered the Budget for 2018-19 and individual items of expenditure was reviewed.

Cllr Horn **PROPOSED** to remove the donation to the Kent Air Ambulance; there was no seconder so the motion failed.

Cllr Horn **PROPOSED** to halve the donation to the Kent Air Ambulance; there was no seconder so the motion failed.

Cllr Horn **PROPOSED** to retain the donation to the Kent Air Ambulance; **SECONDED** by Cllr Williams; **MOTION CARRIED**.

Cllr Dove said an amount for defibrillator expenses should be included to futureproof the equipment.

Cllr Dove **PROPOSED** a precept of £2900; **SECONDED** by Cllr McKay: **AGREED UNANIMOUSLY**.

## **8. Policies and Procedures**

### i. Review of Stalisfield Parish Council Code of Conduct

Cllr Horn said the Code of Conduct is about putting the community first and **PROPOSED** to adopt the Stalisfield Code of Conduct: **SECONDED** by Cllr McKay: **AGREED UNANIMOUSLY**.

### ii. Review of Standing Orders

Councillors reviewed the Standing Orders. Cllr Horn **PROPOSED** to adopt the Standing Orders as amended; **SECONDED** by Cllr Dove: **AGREED UNANIMOUSLY**.

### ii. Review of Finance Regulations.

Councillors reviewed the Finance Regulations. Cllr Horn **PROPOSED** to adopt the Finance Regulations as amended; **SECONDED** by Cllr Williams: **AGREED UNANIMOUSLY**.

### iii. Freedom of Information Act Procedure

Cllr Horn **PROPOSED** to adopt the Freedom of Information Procedure, as amended; **SECONDED** by McKay: **AGREED UNANIMOUSLY**.

### iv. Data Protection Policy

Cllr Horn **PROPOSED** to adopt the Data Protection Policy as amended; **SECONDED** by Cllr Dove: **AGREED UNANIMOUSLY**.

### v. Review of Risk Assessment

Cllr Horn **PROPOSED** to adopt the Risk Assessment as amended; **SECONDED** by Cllr Williams: **AGREED UNANIMOUSLY**.

*ACTION: Cllr Dove to seek confirmation of the Internal Auditor.*

### vi. Complaints Procedure

Cllr Horn **PROPOSED** to adopt the Complaints Procedure as amended; **SECONDED** by Cllr Williams: **AGREED UNANIMOUSLY**.

## **9. KCC Review of Bus Subsidies**

Cllr McKay reported he had had two enquiries about the review of the bus service.

Cllr Horn said that she and Cllr Dove had attended a meeting with KCC and parishes were encouraged to consider running their own community bus services. There will be a meeting in February to decide when KCC will meet to decide the cuts to the bus services.

*ACTION: Cllr Horn to draft a letter of response.*

## **10. KALC Community Award**

Councillors agreed to present the award at the Annual Parish Meeting.

*ACTION: Cllr McKay to write the citation for the award.*

## **11. Any Other Business**

Dates of next meeting: Wednesday 11 April 2018 at 6.30pm

Annual Parish Meeting and Annual Parish Council Meeting: to be confirmed.

There being no further business, the meeting closed at 8.40pm.

Signed as a true record of the meeting:

Chair  
Dated: 11 April 2018