

DRAFT Minute Ref HPC 04/22**Hothfield Parish Council****Minutes of the Meeting of the Parish Council****held on Wednesday 4 May 2022 at 7.00pm at The Bluebells Children's Centre.****DRAFT COPY****1. ELECTION OF CHAIRMAN**

Mrs Merrion proposed Mr Lloyd for the position of Chairman, seconded by Mrs Sutcliffe. There were no other nominations.

Mr Lloyd agreed to accept the position of Chairman for the coming year.

Mr Lloyd signed the Declaration of Acceptance of Office.

2. PRESENT

Mr I Lloyd (Chair following election), Mrs M Merrion, Mrs P Sutcliffe, Mr M Cook, Mr G Cox, Mrs C Bell (Borough Councillor) Mrs M Norris (Clerk)

3. APOLOGIES FOR ABSENCE

Apologies for absence was received from Mr M Cook, Mr Vernon & Mr Pollock. The chairman approved the reasons for absence.

4. DECLARATIONS OF INTEREST**Declaration of Pecuniary Interest**

There were no Declarations of Pecuniary Interest

Declaration of Significant Interest

There were no Declaration of Significant Interest recorded this period.

i) To note the granting of any Requests for Dispensation and the decision

No requests received

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

Councillors are reminded that they should update their Declaration of Interest with the Monitoring Officer if necessary.

5. ELECTION OF VICE CHAIRMAN

Mr Lloyd proposed Mrs Merrion for the position of Vice Chairman, seconded by Mr Cook. There were no other nominations.

Mrs Merrion agreed to accept the position of Vice Chairman for the coming year.

6. ACCEPTANCE OF MINUTES FROM THE PREVIOUS MEETING

Mr Lloyd reminded members that amendments to the minutes should be raised with the clerk as soon as possible after the minutes had been distributed. Minutes 03/22 of the meeting held on 13th April were accepted and it was unanimously agreed that Mr Lloyd should sign them.

Proposed: Mr Lloyd

Seconded: Mrs Sutcliffe

7. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

There were no matters for report not covered on the agenda.

8. PUBLIC INTERVAL

A member of the public raised the item of the planning application to no's 3 & 4 The Street. The Chairman confirmed that Hothfield Parish Council had a site meeting and as a result a decision was taken to object to the application for the reasons submitted to ABC.

9. PLANNING

A late application had been received after the agenda had been issued. Cllrs considered: -

Application No: 18/01592/CONB/AS Ashford Golf Complex, Bears Lane, Great Chart, Ashford TN23 3BZ Discharge of Condition 8,12,15,19,30,33.

Parish Council: No Comment

10. Item 21.3 PCSO report was brought forward to allow PCSO Laura Langridge who had attended the meeting in person to report the following: -

Kent Police had organised a community engagement event in Hothfield on the 22nd April whereby local residents could talk in confidence with members of the Police. It was hoped that future events would be better attended and any suggestions on locations and timings would be welcome. Although advertised on My Community Voice and Twitter, it was recognised that many residents would not necessarily use these forums although My Community Voice has been set up as a resource by the police to keep in touch with communities and can be accessed by anyone with the Internet. Cllr Cox suggested that future announcements be placed in Hothfield News. Laura also reiterated that any incidents of crime or anti-social behaviour in the community need to be reported using the 101 number. Facebook should not be used as a tool to report crime as it is not monitored by the police.

The Chairman invited Laura and her colleagues to attend the upcoming village meeting date to be confirmed.

11. ELECTION OF OFFICERS TO EXTERNAL COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

KALC – Mr G Cox, Mr I Lloyd

Village Hall Committee – Mr I Lloyd

Disciplinary and Grievance Committee – Mrs P Sutcliffe

Appeals Committee – Mr Lloyd, Mrs Merrion

Reciprocal Complaints Committee – (For other Parish Council if Required) Available Councillors

12. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

Finance and Policy Advisory Committee- Mr Lloyd, Mrs Sutcliffe, Mrs Merrion

Planning Committee- All Councillors

Planning Sub Committee – Available Councillors when required

13. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork – Finance Policy Advisory Group Members

6 Month Review of Fixed Assets – Mrs Merrion
 6 Month Risk Assessment/Financial Risk Assessment- Mrs Merrion
 Internal Parish Council Audit – Mr Lionel Robbins
 Finance Matters – Finance Policy Advisory Group Members.
 Annual Review of Insurance Arrangements – All Councillors
 Regular Muga and Youth Shelter Inspections – Mr Cook
 Annual Inspection of MUGA and Youth Shelter – Play Inspection Company
 Website & Publicity – Mr Lloyd
 Transparency & Data Protection – All Councillors, Mr Lloyd (leading)
 Adopted Council Policies – Finance Policy Advisory Group Members
 Returning Questionnaires – Mrs Sutcliffe
 Post & Emails – All Councillors

14. REVIEW OF FINACIAL REGULATIONS

The Finance & Policy Advisory Group will review the Standing Orders and Financial Regulations.

15. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

The Finance and Policy Group will review the Fixed Assets belonging to the council.

16. CONFORMATION OF INSURANCE ARANGMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for 22/23

The Renewal documentation had been sent prior to the meeting to all Councillors who agreed that it was in order. This is year two of a three year tie into the insurance providers BHIB.

17. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue subscribing to the following:

Kent Association of Local Councils
 The Society of Local Council Clerks
 LCN.com
 Hugo Fox

18. REVIEW OF THE COUNCIL 'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Councillors agreed to review one policy /procedure each month prior to the scheduled meeting.

19. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE

Councillors agreed to review one policy /procedure each month prior to the scheduled meeting.

20. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

All councillors agreed to review the procedure currently in place prior to our next meeting. The clerk will ensure that this is an agenda item at the June meeting.

21. REVIEW OF THE COUNCIL POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

Councillors agreed to review one policy /procedure each month prior to the scheduled meeting.

22. DETERMINING THE TIME AND DATES OF ORDINARY MEETINGS UP TO AND INCLUDING THE DATE OF THE NEXT ANNUAL GENERAL MEETING

Due to a number of HPC meetings clashing with KALC meetings, Cllr Cox raised the possibility of moving the date of future HPC meetings to the second or third Wednesday in the month. Cllr Cox also felt that a later date would be beneficial for disseminating information in the Hothfield Newsletter to residents. The practicalities of this were discussed and the Chairman requested that the clerk seek opinions from those members not present and Cllr Bell who regularly attends our meeting. Cllr Sutcliffe requested that we seek the KALC dates before making a decision.

The date for next year's Annual Parish Meeting was also discussed and it was agreed that a Saturday meeting may encourage a better attendance. The clerk agreed to confirm the period that the meeting legally needs to be held and the agreed

Action: Clerk

23. FINANCIAL REPORT

24.1 Bank Reconciliation

Bank Balance

Hothfield Parish Council – Bank Reconciliation as at last Bank Statement

Balance at Bank 13/04/22

HPC Reserves A/C	54163.76
Plus uncleared receipts	0.00
	54163.76
Less uncleared Cheques	0.00
	54163.76
HPC Current Account	100.00
	54263.76
Less Earmarked Funds	40575.23
	13588.53

Hothfield Youth Account – Bank Reconciliation as last Bank Statement

Business Current Account	1369.86
Direct Reserve Account	1034.68
Total	2404.42
<u>Add receipts in year</u>	0.00
<u>Less Payments in Year</u>	0.00
Total	2404.42

Hothfield Parish Council Earmarked Funds FY22/23

	Opening Balance	+/- April
MUGA	10000.00	-
GARDEN COMPETITION	490.02	-
VILLAGE PROJECTS	3381.88	-
SOLAR FUNDING	22505.50	-
YOUTH	2404.42	-
FETE	1793.31	-
	40575.23	-

24.2 Accounts to be Paid

PAYEE	CHQ	DESCRIPTION	NET £	VAT £	GROSS £
HMRC	695	Tax	268.00	-	268.00
Parish Clerk	694	Salary	327.70	-	
Caretaker	693	Salary	294.56	-	
BHIB	690	Insurance	-	-	670.63
LCN	691	Mailboxes	-	-	377.94
Parish Clerk	692	Misc Jubilee	51.25	-	51.25
					1367.82

Resolution: Councillors agreed to pay the above accounts and noted the Direct Debit payment of £9.00 to EDF for electricity for the MUGA taken on the 1st of each month.

24.3 Any Other Financial Matters

i) Approval of the Annual Governance Statement (Sec1 Agar)

Postponed until next meeting.

ii) Signature and Dating by the person presiding at the meeting (Sec 1 -Agar)

Postponed until the next meeting.

iii) Consideration of the Accounting Statement by members of the meeting as a whole (Sec 2 - Agar)

Postponed until the next meeting.

iv) Approval of the Accounting Statement (Sec 2 -Agar)

Postponed until the next meeting.

v) Resolution to Certify Hothfield Parish Council as Exempt from a Limited Assurance Review under Section 8 of the Local Audit (Smaller Authorities Regulations)

Postponed until the next meeting.

vi) Review of Statement of Internal Control

Postponed until the next meeting.

25. CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS

A quotation from Capita for £350.00 to carry out a survey of potential CCTV camera positions looking at connectivity between cameras and advice on camera positions was put forward to HPC. **Resolution – HPC agreed to pay the quotation to take the site visit forward. Councillors would liaise with the clerk to arrange a suitable date so that as many councillors can attend as possible.**

A letter from the NatWest detailing changes to our business account was passed to Cllr Merrion.

Email Correspondence – all forwarded to Councillors

Councillors did not bring any emails to the attention of the meeting.

HM Queens Jubilee Celebration Update

The clerk had produced posters and tickets for the event. Tickets will be sold at the Post Office. The Chairman requested that we total how many tickets sold by the 19th to allow time for ordering the food.

The clerk confirmed that the Jubilee cups are due to be dispatched by the supplier the week commencing 16th May. Prizes for the Prince and Princess competition have also been purchased. The bouncy castle is yet to be ordered until we have a better idea of numbers attending. The village hall are meeting next week and the Cllr Lloyd will attend. Cllr Cox requested that it is confirmed at the meeting who holds the liability for insurance purposes. The village hall committee also have volunteered to help at the event.

PCSO Report / KCC Warden Report

See item 10 above.

MUGA

Cllr Cook reported that the MUGA and youth shelter have both had graffiti on them. The clerk will look at getting quotes for painting. Cllr Cook also raised the fence around the green which is broken and looks unsightly. The clerk will contact KCC about this again.

Action: Clerk

Hothfield Newsletter

Cllr Lloyd reported that he has now taken over printing the newsletter. For future funding, he agreed that he will approach HPC on an "as and when needed" basis and ensure that all invoices are made out to HPC. Invoice no 1291536378 for Ink jet cartridges was passed to the clerk for action.

Mrs Sutcliffe passed a cheque to the clerk for the remainder of the money in the Hothfield Newsletter printing account £ 362.49

Concerning the editorship, Mr Grenfell Banks will continue in the role as this point in time until a suitable replacement can be found. Cllr Cox suggested that there should be an item in the newsletter detailing what is going on in the Parish Council not the minutes in particular but a bullet point of the minutes. Also, a list of the what's on at the village hall could be beneficial.

Path Connecting East & West Hothfield

Cllr Cox had reported to members via email prior to the meeting that this item that will be considered alongside others within projects for the solar money has now been priced considerably cheaper.

26. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

(Items for discussion only no decisions can be made under this heading)

Cllr Cox had spoken further with the Highways Officer concerning the pot holes along The Street. After recent exploration of the problem The Highways officer has now contacted the Drainage Authority to investigate. This means that at present neither highways nor the micro surfacing engineer will carry out any substantial improvements to the stretch of road until the source of the water is identified and repaired.

Cllr Sutcliffe requested an update on the issues around speeding as identified with Kent Highways. Although the PC have been unable to get a satisfactory breakdown of costs, it was agreed by the PC that we would breakdown the recommendations of Highways and seek a complete cost for those

projects that could be undertaken in this financial year namely the gates/signs/pavement. The clerk will contact Highways for this.

Action: Clerk

27. ITEMS FOR THE NEXT AGENDA

- Solar Projects Update
- Public Meeting Date
- Future PC Meeting Dates
- Review of Council's Complaints Procedure

28. DATE OF THE NEXT MEETING

Wednesday 1st June 2022

There being no other business the Chairman closed the meeting at 8:43pm.

Signed : _____

Dated: _____