

EASTLING PARISH COUNCIL

Minutes of the meeting of Eastling Parish Council held on Thursday 12 January 2017 at 6.30pm in Eastling Village Hall.

Present: Cllr Jimmy West (Chairman), Cllr Julia Bailey, Cllr Nigel Bickerdike, Cllr Helen Higgs and Cllr John Payne; and Mrs Wendy Licence (Clerk).

Also present was Mr Alan Willson (Village Warden).

1. Apologies

Cllr West welcomed Mrs Licence the new Clerk and the contract of employment was duly signed before Members.

Apologies had been received from County Councillor Andrew Bowles; apology noted.

2. Declarations of interest

None were declared.

3. Minutes of the Parish Council Meeting Held on 9 November 2016

Councillors considered the minutes of the meeting held on 9 November 2016 and it was **AGREED UNANIMOUSLY** to accept the minutes as a true record of the meeting. The minutes were duly signed by Cllr West.

4. Matters Arising from the Minutes

Cllr West advised Members that a thorough recruitment process had taken place. The PAYE issues have been dealt with and the Council is now registered as an employer. An internal audit and an external audit have taken place.

Cllr Payne informed Members the statutory external audit will cease after 2018 and there will be self- declaration. The Council will need to appoint an independent internal auditor.

5. Public Time

No members of the public were present.

6. Village Warden's Report

Mr Willson reported there had been a break-in at the Village Hall before Christmas and while little of value was taken there had been external damage around the hall. The damage has been repaired by the Village Hall Committee.

The Traveller encampment under the motorway bridge by Straight Hill is expanding.

Cllr Higgs said an Enforcement Notice has been served and the Notice has gone to appeal.

Mr Willson reported there had been a large quantity of rubbish dumped at the S bend and it has been removed by Swale Borough Council. There have been two dead foals dumped in the area, one at Otterden and one in Stalisfield. A resident was victim to a scam and received an email purportedly from Amazon informing them their account had been compromised and it must be closed and a new one set up, this gave the scammers access to their bank account. The bridge over the ha-ha at Flintstones is in a state of disrepair and the owner has pledged to repair it.

Cllr West thanked Mr Willson for his report.

7. Chairman's Report

Cllr West said draft Standing Orders and Financial Regulations had been circulated. It was **AGREED UNANIMOUSLY** to adopt the Standing Orders and Financial regulations.

Cllr Bailey said the policies had been adapted from NALC model templates and will be on the website in due course. Other policies and procedures will be tailored for the Parish Council and three documents should be produced for each meeting.

Cllr West said the Code of Conduct needs to be circulated.

ACTION: Clerk to circulate Code of Conduct.

Cllr Bailey said a claim has been made to the Transparency Fund to purchase a computer and scanner and also to pay for the Clerk's time and training for the Council to become compliant with the Transparency Code. A further application for funding will be made in the next financial year of necessary.

Cllr West said that KCCllr Bowles has a "You Decide" event in Teynham Village Hall on 4 February to allocate his Members' Fund to local groups.

Cllr Bailey said funding for defibrillator training and the local hospital transport team would be beneficial.

ACTION: Cllr Bailey to liaise with Mr Willson for funding application.

Cllr West said the farm manager from the Belmont Estate had sent a report of the maintenance being carried out on the estate including gate replacement; more open ditches being dug; hedge cutting (including some private hedges); strimming in the village and a raised kerb stone at Tong Farm Drive.

ACTION: Cllr West to thank the farm manager for his report.

Cllr West said details of the KFRS/KALC fire hydrant initiative project review meetings has been received.

Cllr Bickerdike said this did not apply to the Parish as the water mains were not big enough for fire hydrants.

8. Finance

i. Finance Report

Cllr Payne informed Members the Clerk has been appointed as Responsible Finance Officer. The external audit has been completed and details need to be displayed on the notice board. A charge has been levied due to late submission.

ACTION: Clerk to email document to Cllr Payne.

ii. To consider invoices and cheques raised

Cheque no	Payee	Expenditure	Amount
0001	Mr A Willson	Village Warden	£70.00
0002	PKF Littlejohn	External Audit fee	£72.00
0003	Clerk [Mrs Jill Seaman]	Salary and expenses	£382.33
0004	D Buckett	Internal Audit fee	£300.00
0005	D Ainsworth	Village website	£500.00
0006	HMRC	PAYE	£94.40

Councillors considered the cheques raised and **AGREED UNANIMOUSLY** to the signing of the cheques.

iii. To consider the Budget and Precept for 2017-18

Councillors considered the budget proposal prepared by Cllr Payne. It was **AGREED UNANIMOUSLY** to adopt the proposed budget.

It was **AGREED UNANIMOUSLY** to set the Parish Precept at £5110. [£35, for band D households]. This is a considerable increase over previous years, but was necessary to meet the expenditure of ensuring that the Council is fully compliant with its statutory obligations as laid down by Central Government.

9. Planning Applications

No planning matters had been received.

10. Website

Cllr West said the Clerk will set up and maintain a website for the Parish Council which will have a link from the Village Website.

11. Policies and Procedures

Cllr Bailey said there will be three new policies to be adopted at every meeting and they will be drawn up using NALC templates and adapted for Eastling Parish Council. The policies will be reviewed regularly.

ACTION: Clerk to draft policies.

12. Correspondence

The Chairman had been invited to the Lord Lieutenant of Kent's Civic Service.

13. Any Other Business-

Cllr Higgs informed members the Village Hall is having a Race Night fund raising event on 25 February. £6,000 has been spent on a new heating system for the hall. The Gardening Club is having a wine tasting evening on Saturday.

Date of Next Meeting – Wednesday 8 March 2017 at Eastling Village Hall at 6.30pm

There being no further business the meeting closed at 8.46pm.

Signed as a true record of the proceedings:

Chairman

Dated: 8 March 2017