

Minutes

Extraordinary meeting

Held remotely using the Zoom platform

Jun 16, 2020 07:30 PM

- 1. Present and Apologies**      B Merriman (Chair)  
   G Akhurst  
   A Calthorpe  
   G Smith  
   KCC Member Steve Manion  
   S Smith (Clerk)  
   4 Members of the public
- Apologies:                      H Densham  
   K Little  
   D Willet

**2. Declarations of interest**

Cllr Akhurst declared an interest on item 3. Election of Vice Chairman

**3. Election of Vice Chairman**

Cllr Akhurst was nominated as Vice Chairman. This was proposed by Cllr Merriman seconded by Cllr Calthorpe and all members voted in favour. Cllr Akhurst was re-appointed as Vice Chairman.

**4. Approval of the AGM minutes 5 May 2020**

The minutes were proposed as a true record of the meeting by Cllr Merriman seconded by Cllr Akhurst and all members voted in favour.

**5. Matters arising from the AGM minutes 5 May 2020**

*Insurance.* Came and co. had omitted to cover the public liability for the BMX track in their policy from Penn. The additional premium required by Penn was too expensive, Came and Co. therefore approached Hiscox for a quote to include the BMX cover and the new £25,000 play equipment. This quote for a 3 year long term agreement (Ita) was within the £404 agreed by the Council at the last meeting. To note, this year had included the administration fee whereas the subsequent 2 years of the Ita will have the administration fee added. Came and Co. have been given the go ahead to transfer the insurance. A balancing cheque for £45.17 is required. The Council were aware they would need to send a balancing amount when adding cover for the new play equipment.

*Planning.* DOV/20/00044 Warcott Lodge, Roman Road, Maydensole CT15 5HR

Erection of single storey side and rear extension (Revised scheme) DDC Granted permission.

**6. Finance:**

Chq No.

001390	Came and Co.	Insurance (item 5 above)	£ 45.17
001391	Clerk	May wages	£347.50
001392	Clerk	May ex	£ 20.00
		Onedrive subscription	£ 13.68
		Stationery	£ 5.00
			£ 38.68
001393	C Little	Groundwork (March)	£335.00
001394	Southern Water	Allotment water (13/11/19 to 26/5/20)	£ 30.20
001395	Information Commissioner	Data Protection fee	£ 40.00
001396	Cornilo Churches PCC	Hall hire	£288.00

001397          D. Vickers                                  Compost    £ 15.00

To approve the payment schedule for June was proposed by Cllr Merriman seconded by Cllr Akhurst and all members voted in favour.

## **7. Signing and Approval of the Annual Return**

i) The Parish Council to certify itself as exempt from a limited assurance review under section 9 of the Local audit (Smaller Authorities) Regulations 2015. This was proposed by Cllr Akhurst, seconded by Cllr Calthorpe and all members voted in favour. The Certificate of exemption was signed by the Chair. Clerk to send away the Certificate to the external auditors.

ii) Annual Governance and Accountability Return (Part 2) made up of:

1. Annual Internal Audit report. To accept the report was proposed by Cllr Merriman, seconded by Cllr Akhurst and all members voted in favour.

The Clerk, Cllr Calthorpe and Claire Inglin as internal auditor were thanked for their work on the year end accounts and audit.

2. Section 1 - Annual Governance Statement 2019/20. To approve the statement was proposed by Cllr Akhurst seconded by Cllr Merriman and all members voted in favour.

3. Section 2 - Accounting Statements. To approve the statement was proposed by Cllr Merriman, seconded by Cllr Akhurst and all members voted in favour.

The relevant documents to be displayed on the notice boards and website by the Clerk.

## **8. Local Planning:**

For consideration by Councillors:

i) DOV/20/00498 Land North of Eastling Down Farm Cottages, and East of Sandwich Road, Waldershare, CT15 5AS.

Change of use of land and the erection of a stable block. No comment.

ii) PROW/DO/C384 Claimed restricted byway running from Roman Road near Tilmanstone. No comment.

To note:

i) 3 Oak Cottages, Downs Rd. Change of use of land and laying of a hard surface outside of a residential curtilage. DDC has informed the Council that the works carried out are permitted by the Town and Country Planning Act 1990 and do not require a planning application. Concerns were voiced of the access and parking problems that would be caused if the other properties on this stretch of the road were to do the same. Clerk to go back to DDC with concerns.

ii) Sutton Vale Caravan Pk. DDC has investigated and been informed that the static caravans have temporarily been moved to the camping field and will be returned to their original location once the lockdown restrictions are relaxed. The Council decided to keep a watching brief on the situation.

## **9. Playing field**

The new play equipment has been installed and an independent safety inspection is going ahead. Unfortunately the new equipment is not usable at the moment due to the current Covid situation.

i) To discuss/approve the hire of temporary security fencing around the new play equipment while Covid 19 restrictions are in place at a cost of £39 per week up to a maximum amount. The Council decided not to pay for the hire of the fencing. Cllr Akhurst and Cllr Willet have encircled the play equipment within the heras fencing with plastic mesh barrier fencing and this was agreed by the Councillors to be sufficient. Once the Inspection Certificate has been received, Cllr Willet has kindly agreed to remove the swing seats.

ii) SPARC. A letter to be sent to SPARC thanking them for all their hard work and to recognise the great achievement of the group. A short write-up thanking the committee to go in Rural Roundup. Clerk to action.

The Parish Council look forward to a formal celebration of the opening when possible.

Cllr Akhurst queried the equipment handover agreement. Clerk to action.

iii) Dog waste bin. The new owners of the former owl sanctuary had requested the bin be moved to allow them easier access to their property. It was suggested to relocate it just inside and behind the small swinging gate. The local resident has offered for their contractor to carry out the re-locating thereby saving any cost to the Council. Cllr Akhurst offered to contact the local resident to give the Parish Council's agreement. This was proposed by Cllr Akhurst seconded by Cllr Calthorpe and all members voted in favour.

#### **10. Correspondence**

Cllr Steve Manion reported on the following

KCC.

The Council are looking at new ways of helping the Community.

The Council have been using virtual meetings to carry out their business.

Central Government is being approached for additional funding.

DDC

The community support set up recently is being refocused from the community to business support.

The Council are looking at the financial implications on the district post lock-down.

#### **11. Any other business to report/matters to discuss**

*Memorial for Cllr Ron Little.* Various suggestions were put forward. To be discussed at the July meeting.

*Apple day.* As this event is unlikely to go ahead, it was suggested that perhaps an open day could be organised for residents to pick the apples and take them away. Ideas to be discussed at the July meeting.

*Website.* Claire Inglin has been working on the new website. Access for all Councillors to take a look will be available soon.

#### **12. Date of next meeting:**

Tuesday 7 July 2020 at 7.30 pm using the Zoom platform

Tuesday 1 September 2020 at 7.30 pm. Venue to be decided

Meeting closed: 8.30 pm

Signed: Cllr Merriman

Date: 7th July 2020

A paper copy is on file with the Clerk.