

Minutes

Meeting held in Studdal Church Hall on Tuesday 6th June 2023 at 7.30 pm.

1. Present and Apologies

Present

B Merriman (Chair)
R Buxton
D Willet
A Nigol (Clerk)
6 members of the public

Apologies

A Calthorpe
KCC Member Steve Manion
DDC Member Nick Kenton

2. Declarations of interest

None.

3. Approval of the AGM minutes 9th May 2023

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

4. Matters arising from the AGM minutes 9th May 2023

None.

5. Approval of the minutes 9th May 2023

i) item 8 should read asset register not registrar.

ii) item 10 iv) should read building practices on the Nursery site not Nursing site.

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

6. Matters arising from the minutes 9th May 2023

i) No update from Planning Enforcement regarding the Goldstone Hollow Farm. Clerk to chase up.

ii) Bank mandate update. Cllr Merriman to follow up with the bank.

iii) No update on overgrown hedge at Waldershare Road. Cllr Willet to follow up with the land owner.

iv) The allotment contracts have been signed and returned by the plot holders.

v) Item 16. We have two parish councillor vacancies. Closing date to apply is 19th June.

7. To note the APM draft minutes 23rd May 2023 for any actions required

Noted.

8. Visitors

A local resident requested to speak under the item 12 i)

9. Insurance

The Council agreed to renew the insurance policy payment to Gallagher/Hiscox's for £514.29 for one year only. It was Proposed by Cllr Willet, seconded by Cllr Buxton and all members voted in favour.

10. Finance

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

Chq No.

001551 Clerk	May wages		£468.00
001552 Clerk	May ex - Onedrive	£13.68	
	Stamps	£12.00	
	Football Nets	£123.72	

	Accident Book	£12.79	£162.19
001553	McCabe Ford Williams	Payroll	£283.20
001554	ICO	Data Protection fee	£40.00
001555	Gallagher Insurance	Insurance renewal	£514.29
001556	Southern Water	Allotments November 22 - May 23	£10.14
001557	A Calthorpe	APM expenses	£35.49

ii) Chq No 001545 for NetwiseUK was declined by their bank.

New Cheque No. 001550 was issued to NetwiseUK, Annual website subscription £420.00
Cancel cheque if not returned. Clerk to chase up.

11. Signing and Approval of the Annual Return

i) Certificate of Exemption. 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 the Chair, seconded by Cllr Willet 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. Completed by the internal auditor. To accept the report was proposed by the Chair seconded by Cllr Buxton and all members voted in favour.

2. Section 1 - Annual Governance Statement. To approve the statement was proposed by the Chair seconded by Cllr Willet and all members voted in favour. Signed by the Chair.

3. Section 2 - Accounting Statements. To approve the statements was proposed by Cllr Willet, seconded by Cllr Buxton and all members voted in favour. Signed by the Chair

The Approval of the accounts was also signed by the Chair.

The internal auditor and the Clerk were thanked for their work on the accounts.

12. Local Community

i) Nursery Building site update. A local resident was concerned about the works and health and safety issues, workers not wearing high vis and hats. The developer had promised to install a screen between the building site and neighbouring property, but this hasn't happened, therefore all the dust comes to their property. The noise level is unbearable and some cracks have appeared on plaster. Clerk to follow up with Planning Enforcement officer and email to Cllr Kenton from DDC. Cllr Merriman agreed to print off the original planning application and Cllr Willet agreed to check the original application to see whether the guidelines had been followed.

ii) Update on blocked drain Downs Road. Highways are looking into it.

iii) Update on broken sign posts in East Studdal. They have been ordered by KCC Highways and will be replaced.

13. Local Planning

i) Proposed Airfield and Ancillary Buildings, Manor Farm, Little Mongeham. The Council discussed representation of Sutton Parish's objections at the Appeal to be held on 20 June 2023 by Northbourne PC representative. The Chair of the Northbourne Parish Council made a proposal to speak on behalf of both parishes. It was proposed by Cllr Merriman and seconded by Cllr Buxton and all members voted in favour.

14. Report from DDC/KCC

None

15. Playing field

i) ROSPA playing field inspection is due in July. Inspection has been booked, however no date given.

Cllr Willett offered to check over equipment later this month.

ii) New football nets to be installed. Cllr Willet offered to install them in June.

16. Allotments & Orchard

i) One of the existing allotment plot holders not wishing to renew their contract therefore we now have one allotment available.

ii) The council reviewed grass cutting options for the allotment and orchard received from the current parish contractor and decided to go with the option which includes an initial cut of the whole area at £150 followed by monthly cuts from June up to and including September £100 per month. Total £550. Next year it would be monthly cuts from April up to September £100 per month. Total £600. Clerk to contact the contractor and ask whether it could be a two-year contract. Cllr Merriman agreed to get the key cut. It was proposed by Cllr Merriman seconded by Cllr Willet and all members voted in favour.

iii) Update on allotment grant. No update from the contractor regarding the hedge cutting. Clerk to fill in the application. To go on July agenda. Dough Vickers had cut some parts of the hedges back. The Chair thanked him for his work and support.

17. Correspondence

The Council received a letter from one of the allotment holders who was interested in the shed from the allotment holder who's given up his plot. The shed is located next to his plot. The safety concerns of the foundation of this shed were raised. Cllr Willet and Cllr Buxton to take a look and inspect the shed. To be discussed on July meeting.

18. Any other business to report/matters to discuss.

Cllr Merriman to attend the KALC meeting.

19. Date and status of next meetings.

Monthly Tuesday 4th July 2023 7.30pm – Studdal Church Hall

Meeting closed: 20:30

A Nigol, Parish Clerk