

**Little Chart Parish Council**

*Minutes of Annual Parish Council Meeting held at 7.50pm at the Village Hall, The Street, Little Chart, Ashford, Kent TN27 0QB on Tuesday 14<sup>th</sup> May 2019*

<b>Unique Minute Number 72/</b>	<b>Business</b>	<b>Record</b>	<b>Action (by whom, and within what timescale)</b>
<b>1</b>	Note of Persons Present	Cllrs Brasier, Ladds, Beck, Diebel, 10 members of the public, Mr Sharpe (Clerk and Responsible Financial Officer RFO)	
<b>2</b>	Apologies for Absence	Cllr Rivolta (unavoidably away on travel)	
<b>3</b>	Declarations of Interest in Items on this Agenda	There were no Declarations of Pecuniary, Significant or Other Interest.	
<b>4</b>	Election of Chairman	Cllr Diebel proposed Cllr Brasier for the position of Chairman, seconded by Cllr Ladds. There were no other nominations. Cllr Brasier agreed to accept the position of Chairman for the coming year.	
<b>5</b>	Election of Vice Chairman	Cllr Brasier proposed Cllr Ladds for the position of Vice Chairman, seconded by Cllr Diebel. There were no other nominations. Cllr Ladds agreed to accept the position of Vice Chairman for the coming year.	
<b>6</b>	Minutes of the last Parish Council Meeting 12 <sup>th</sup> March	These were agreed as a true record and Cllr Brasier signed them.	
<b>7</b>	Matters Arising	<p>The Council inquired whether the Kent County Council Speed Survey had been done yet. The new RFO stated that a cheque had been signed for the payment on 12<sup>th</sup> March.</p> <p>The continuing need for the protection of the Plantation from passing traffic was noted, and the estimate for the fencing had been circulated to Councillors by Cllr Beck by email. The drainage survey to accompany remedial kerbing is not to be proceeded with.</p> <p>Reporting of the potholes in roads near the Priest House and the Swan Inn seems to have resulted in them being marked with white lines for repair. The Council noted Aaron Thomson has left his contact details as new Kent County Council Highways Steward for the Parish area.</p>	RFO to find Survey dates/results and report to Councillors by email, by 31 <sup>st</sup> May 2019.
<b>8</b>	Public Interval	Members of the public discussed a number of aspects of local interest in the Parish, partly following on from earlier points made at the Annual Parish Meeting concerning parking, dog fouling and community governance.	

<b>9</b>	Membership (where desired) of Parish Council Committees and Outside Bodies	Since Councillors were re-elected in May 2019 without contest the same scheme of membership of outside bodies from the previous year was discussed and AGREED. In particular, Cllr Brasier represents Little Chart Parish Council (LCPC) at the Kent Association of Local Councils (KALC), and Cllr Diebel represents LCPC on the Little Chart Village Hall Committee.	
<b>10</b>	Scheme of Delegations (Councillor Special Responsibilities)	The Scheme of Delegations applying until the May 2019 election was renewed in the same terms.	
<b>11</b>	Review of Council Policies	The Parish Council's Policies were reviewed and accepted.	
<b>12</b>	Financial report	The RFO presented the financial reports prepared by his predecessor, and in particular brought to the Council's attention the satisfactory Annual Internal Audit Report completed in his presence by the Council's Internal Auditor on 1st May 2019. The Council APPROVED the Accounting Statements, proposed R Brasier, seconded A Diebel. The RFO then requested signature of a cheque for the final Pay Claim of Mrs Batt, up until 30 <sup>th</sup> April 2019, in the sum of £106.91, proposed R Brasier, seconded A Diebel and AGREED.	Clerk to forward cheque and relevant tax forms to Mrs Batt, with a letter of thanks for her 8 years' service, by 20 <sup>th</sup> May 2019
<b>13</b>	Completion of Annual Governance Review and documents for External Auditor requirements	The Chairman and Parish Clerk were thus able to sign and countersign the relevant Annual Governance and Accountability Return (AGAR) Documents.	Clerk to email scanned Exemption Certificate to PKF Littlejohn, by 20 <sup>th</sup> May 2019.
<b>14</b>	Arrangements for Public Inspection of Accounts	The Clerk reminded the Council of the requirement for publication of the AGAR documents both on the Notice Board and on the Parish Council website for a six-week period encompassing the first two weeks in July, and proposed he would make the arrangements provisionally for Monday 17 <sup>th</sup> June to Sunday 28 <sup>th</sup> July, depending on the Webmaster's availability.	
<b>15</b>	Planning Applications 19/00531/AS The Granary, Ram Lane	The Council viewed the paper documents sent by the Planning Authority Ashford Borough Council (ABC), comprising the Householder Application, Site and Location Plans, existing and proposed elevations, existing and proposed ground floor plans, and existing and proposed first floor plans. After discussion the Council RESOLVED to support the application. Proposed Cllr Brasier, seconded Cllr Ladds.	Clerk to communicate 'support' to ABC using online Planning Portal, by 25 <sup>th</sup> May 2019
<b>16</b>	Correspondence	The Clerk brought to the Council's attention a letter with brochure encouraging public bodies to 'Fly the Red Ensign' for Merchant Navy Day on 3 <sup>rd</sup> September. He also notified the Council of receipt of the part-payment of the Parish Precept from ABC and the Bank statement confirming this.	

<b>17</b>	Village responsibilities and expenditure on future projects	Cllr Brasier reminded Councillors of the need for succession planning, and looked forward to full discussion of who could take budgeted projects forward, as well as identifying new ones. He expressed the hope that Cllr Rivolta would be fully involved on his return.	
<b>18</b>	Forum for exchange of information between Councillors	No discussion.	
<b>19</b>	Dates, place and times of future meetings	These were confirmed as the second Tuesdays in alternate months, namely 9 July 2019, 10 September 2019, 12 November 2019, 7 <sup>th</sup> January 2020, 10 March 2020, and 12 May 2020 all at 7.30pm in the Village Hall unless otherwise notified.	

END