

Little Chart Parish Council (LCPC)*Minutes of Ordinary Parish Council Meeting held remotely on Zoom on Tuesday 10th November 2020, beginning at 7.38pm*

Unique Minute No 80/	Business	Record	Action (by whom, & within what timescale)												
1	Note of Persons Present	Cllrs Ladds, Diebel, Beck, Mr Clive Stanley (Webmaster), Mr Sharpe (Clerk & Responsible Financial Officer/ RFO). The meeting was noted as quorate. Since Cllr Brasier the Chairman was absent, Cllr Ladds (Vice-Chair) took the chair of this meeting under Standing Order 1(o).													
2	Apologies	Cllr Brasier (no Internet), Ashford Borough Councillor Claire Bell, Police Community Support Officer (PCSO) Kyle Farnfield.													
3	Declarations of Interest	The Chair asked Parish Councillors to declare any interests in the business on the agenda. No declarations were made.													
4	Minutes of last meeting	The draft minutes of the Parish Council Meeting (no 79) on 8 th September 2020 were read & agreed as a true record; proposed A Diebel, seconded C Beck.	Clerk to post paper copy of Final Minutes to J Ladds for signature and return, and place them in the Minutes Book after signature, & ensure website is updated by 16 th November.												
5	Matters Arising	None													
6	Borough and County Councillors Reports	None received													
7	PCSO's report	Kyle Farnfield PCSO 46061547 of Community Safety Unit Ashford Police Station, Kent Police East Division, sent a one-page report for presentation to the meeting. This was available on-screen to participants, and the Council discussed its contents.	Clerk to email PCSO's report to Councillors for perusal and future reference, by 16 th November.												
8A	Financial report	<p>The Council firstly RESOLVED to approve the previous payment of the cheques for:</p> <table border="1"> <tbody> <tr> <td>Wellers Law Group LLP, Bromley, Kent</td> <td>Legal fees for easement at Little Chart Forstal</td> <td>£1152 inc VAT</td> </tr> <tr> <td>Michael Sharpe, Ashford</td> <td>Clerk's wages 4.7.20 to 3.10.20</td> <td>£398.49 no VAT</td> </tr> <tr> <td>Her Majesty's Revenue & Customs (HMRC)</td> <td>Clerk's Income Tax (same period)</td> <td>£66.00 no VAT</td> </tr> <tr> <td>Clive Stanley, Higham</td> <td>Webmaster Services 29th Aug to 2nd Nov</td> <td>£35.00 no VAT</td> </tr> </tbody> </table> <p>proposed J Ladds, seconded A Diebel.</p>	Wellers Law Group LLP, Bromley, Kent	Legal fees for easement at Little Chart Forstal	£1152 inc VAT	Michael Sharpe, Ashford	Clerk's wages 4.7.20 to 3.10.20	£398.49 no VAT	Her Majesty's Revenue & Customs (HMRC)	Clerk's Income Tax (same period)	£66.00 no VAT	Clive Stanley, Higham	Webmaster Services 29 th Aug to 2 nd Nov	£35.00 no VAT	
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8B	Financial report and budget consideration	<p>The RFO then reported on the Parish Council's finances & budget for 2020/21. The bank reconciliation is £30,965.95.</p> <p>The latest bank statement dated 30th October and three spreadsheets were circulated by email in advance of the virtual meeting. The Clerk/RFO introduced the documents by screen-sharing. They consisted of Receipts & Payments 2020/21, including the bank reconciliation above; Earmarked Reserves showing a breakdown of the monies in the account into allocated and unallocated heads; and a draft Budget 2021/22. The Council proceeded to examine the Budget and Reserves with a view to setting the precept for Financial Year (FY) 21/22. After due consideration the Council RESOLVED to adjust current earmarked reserves and to change the layout of the</p>													

		spreadsheet to show funds against heads more clearly. It also RESOLVED to adjust the draft budget to defer expenditure on the Multi-Use Games Area (MUGA) to FY 22/23, and to continue discussion of individual spending items towards its January meeting. It RESOLVED to set the precept at the same figure as last year, at £6222, subject to further information from the billing authority Ashford Borough Council (ABC) about the effect of the COVID-19 outbreak on the public finances. Proposed A Diebel, seconded C Beck	Clerk to circulate adjusted spreadsheets for information, by 9 th December. Clerk to email Councillors when precept information demand is received.
9	Planning and Tree Work Applications	The Clerk called the Council's attention to two information items. The Council examined 20/01373/AS 2 Calehill Gardens on-screen, including the objection comment from a local resident submitted before the cut-off date of 7 th November. The Council did not wish to make a comment to the Planning Authority (ABC). Councillors also noted the Tree Applications it is currently making in order to carry out maintenance of trees and vegetation on land it holds in public stewardship, with likely approval dates in December.	
10	Parish Council Website	Mr Clive Stanley addressed the Council regarding the changes to the hosting of its website, which as LCPC webmaster he is contracted to populate and maintain. He noted that Councillors might opt : 1. to await the outcome of current discussions between Kent County Council (KCC) and Kent Association of Local Councils; or 2. to engage a new low-cost hosting provider with local government experience. The Council thanked Mr Stanley for his efforts so far and for this update. At the conclusion of this item, Mr Stanley left the meeting (8.44pm)	Clerk to communicate with KCC Cllr Simkins regarding the conditions attached to the website migration grant received, by 24 th November.
11	HIP	Councillors discussed recent email correspondence from KCC Highways, and their continuing wish to see changes to speed limits within Swan Lane. After due consideration the Council RESOLVED to call a Highways Improvement Plan (HIP) Committee meeting for 24 th November at 7.30pm on Zoom. The agenda is to contain adjustments to, and phasing of, the substantive HIP and associated documents; availability of outside funding; and re-drafting of the 21/22 Budget for agreed schemes.	Clerk to arrange (see Item 15 below).
12	Protection of 'The Plantation'	The Council ratified the choice of contractors for the supply and installation of the bollards, and the expenditure (£2521.26 inc VAT to be paid on invoice on completion). The Council RESOLVED to request that the Highways Authority 'white-line' the road surface to emphasise to drivers the limits of the metalling, and to consider funding this within the HIP expenditure for 21/22. Proposed C Beck, seconded A Diebel.	Clerk to enquire of KCC Highways regarding costed options and timescale for white-lining, by 23 rd November.
13	Defibrillator at the Village Hall	The Clerk stated that he had found only one local contractor to inspect and maintain the equipment, and the Council RESOLVED to enter into a 12-month agreement with Ken Hopkins of New Romney, at a cost of £189+VAT + parts as required.	Clerk to arrange inspection / remedial visit as soon as possible.
14	Forum for exchange of information	A Diebel made Councillors aware of developments in the provision of High-Speed internet nearby in the form of a letter sent out by Pluckley Parish Council to Pluckley residents. He thought it would be a good idea to follow this lead.	A Diebel to proceed with the application to Openreach, and prepare a leaflet to go to all properties in the parish, by 21 st November.
At 9.35pm the Clerk suffered a disconnection from the meeting due to low battery, and rejoined a few minutes later with the same item under discussion			
15	Date of next meeting	The date of the next Ordinary Council meeting falls to be fixed at the HIP Committee meeting on 24 th November.	Clerk to prepare agendas, arrange Zoom facilities and circulate papers, by Wednesday 18th November.

The Zoom meeting was closed by the Clerk as host at 9.53 pm.