

LITTLE CHART PARISH COUNCIL

Page 286

MINUTES 71

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Little Chart on Tuesday 12 March 2019 at 7.30 pm

PRESENT: Mr R Brasier (Chair), Miss J Ladds, Mr C Beck, Mr A Diebel
Mr S Rivolta (arrived 8.10)

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Members of the Public present

1. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Borough Councillor Bell.

2. **APPROVAL OF REASON FOR ABSENCE**

There were no Apologies for Absence.

3. **DECLARATIONS OF INTEREST**

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest.

i) **Updating of Declarations of Interest for the Code of Conduct**

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. **ACCEPTANCE OF MINUTES**

The Minutes of the previous, meeting, held on 8 January 2019 were accepted and it was unanimously agreed that Mr Brasier should sign them as a true record of the meeting.

Proposed Mr Diebel

Seconded Mr Beck

5. VILLAGE RESPONSIBILITIES

Damage/Erosion of the Plantation/Speed Signs

There are 3 elements to be considered under this heading

Speed – The quote for the speed signs was £395.00. Councillors unanimously agreed verbally to accept the quote and we are waiting for the results.

Signs – Kent Highway Services has installed signs warning of the road conditions outside of Laundry Cottage.
[Since the meeting, discussions have been ongoing and the drainage survey may be abandoned].

Protecting the Plantation – KCC does not consider the site suitable for Trief Kerbing as it will be visually intrusive and is used in the main to protect areas that are regularly over run by heavy good vehicles.

A standard concrete kerb maybe considered for this site, however any kerbing works to protect the green will have an impact on the existing highway drainage

A detailed level and drainage survey would need to be undertaken of the area to establish if additional drainage measures would need to be incorporated as part of any kerbing work. Therefore, at this time KHS is unable to provide the Parish Council with a cost estimate for kerbing works.

Due to current workloads it is unlikely that KHS will be able to undertake the survey until early Summer.

[Since the meeting, discussions have been ongoing and the drainage Survey maybe abandoned].

Resolution: Councillors agreed to ask for a quote for low post and rail wooden fencing and to ask for a drainage survey.

The Forstal

A request has been received from a resident of The Forstal to formalise the position regarding access to his property.

As his title already includes reference to a right of way which he has exercised without interruption throughout the 20 years that he has owned the property, he does not feel that there is or should be any premium payable and that a valuation might be superfluous.

He has stated that he is prepared to pay a token premium together with all costs in drawing up the Deed of Grant and would like to know whether the members of the Parish Council would be happy to proceed on this basis.

Councillors agreed to ask KALC for their advice regarding this.

Village Hall and Surrounding Area

Please see items below.

Structural Work required to Village Hall

The Clerk will thank the Village Hall Committee for arranging for the Beech to be removed and to ask whether the structural survey would be prejudiced if the Beech Hedge is cut down to its original height as it is getting rather large.

Tree work required to trees on land adjacent to the Village Hall

The Chairman will ring the owner of the land on which the remains of the oak tree at South Lodge stand and ask him to ensure that it is safe.

6. PLANNING

No Applications received.

Any other matters concerning Planning in Little Chart

No other matter was raised.

7. LITTLE CHART RECREATION AREAS**MUGA – Management and Maintenance**

Following a request from a representative of UK Powernetworks to meet with Councillors to discuss the problems affecting the MUGA, Mr Brasier and Mr Diebel will arrange a meeting.

8. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

9. PUBLIC INTERVAL

The Member of the Public in attendance did not wish to raise any issues with Councillors.

10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**Correspondence**

Clerk and Councils Direct.

Email Correspondence – all forwarded to Councillors

KCC re Speed Survey Request

KCC re Members Grant

ABC re Election

KALC re Election

Councillors did not bring any other emails to the attention of the meeting.

Bank Reconciliation as at last Bank Statement

Opening Balance	16109.50	Balance per Bank – No 1 account	£21289.01
Plus Receipts	<u>9453.49</u>	Less uncleared cheques	<u>4165.08</u>
	25562.99		17123.93
		Plus uncleared credit	<u>0.00</u>
Less Payments	<u>8439.05</u>		17123.93
Balance	17123.94	Plus No 2 Account	<u>0.01</u>
			17123.94
Less earmarked funds	<u>7082.58</u>		<u>7082.58</u>
AVAILABLE FUNDS	10041.36	AVAILABLE FUNDS	10041.36

Earmarked Reserves

	Balance 08.01.19	+/- Feb	Balance 13.11.18
Capital Expenditure	5233.00		5233.00
Bus Shelter	2000.00		2000.00
MUGA	-151.95		
Wayleave		1.53	-150.42
Speed Signs	1750.00		
Cost of Signs		-395.00	
Part Repayment of Grant		-1355.00	NIL
	8831.05	-1748.47	7082.58

Councillors noted that cheque no 450 payable to ABC for £1214.72 and cheque no 451 payable to M Sherwood as a replacement for cheque no 441 which was incorrectly drawn and cancelled were drawn following verbal agreement by Councillors following the March 2018 meeting and were omitted from the May minutes in error.

Accounts to be Paid

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Parish Clerk	473	Salary General Admin Expenses	156.79 34.83 2.00	1.33	194.95
HMRC	474	Income Tax	68.20		68.20
KCC	475	3 x Speed Survey	395.00		395.00
KCC	476	Part refund of Grant	1355.00		1355.00
Ashford Borough Council	477	Grass Cutting	1727.44	345.49	2072.93
M S Wallis	478	Wreath	18.50		18.50

Proposed Mr Brasier

Seconded Miss Ladds

Data Protection

The Privacy Notice has been sent to members of the public whose details we hold and to date two have been returned.

The Clerk reminded Councillors that a number of documents are still in an unlocked filing cabinet in the Village Hall and suggested that they should arrange to purchase a new cabinet.

Councillors will meet to sort through the documents in the cabinets.

Insurance

We are in a long-term agreement until May 2020.

Website

The Clerk reported that she had spoken to the Webmaster to ask his advice regarding the NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018 which covers the accessibility of public sector websites and mobile applications.

He advised her to contact KCC as they provide our website and she is waiting for a reply.

Risk Assessment

A risk assessment needs to be carried out.

Transparency

Councillors were asked to continue to monitor the website to ensure that we continue to meet the requirements for the Transparency Code.

Vacancy for Parish Clerk

Following the resignation of the Clerk with effect from 30 April 2019, Councillors unanimously agreed to advertise the following vacancy via the KALC and the Village Roundabout in the Kentish Express.

A vacancy has arisen in the parish of Little Chart for a Clerk to work for 2 hours a week.

The position is home based and duties include:

Producing and publishing minutes and agendas for meetings of the Parish Council.

Attending meetings in May, July, September, November, January and March.

Providing Councillors with advice and information regarding legislation and procedures which affect the Council.

Completing the payroll, updating the accounts and completing a bank reconciliation on a monthly basis.

Helping with the preparation of the annual budget and completing the annual accounts and return
General administrative tasks including handling correspondence, emails and telephone calls.

The ideal candidate should hold a qualification in local government administration or be prepared to undertake training, have experience in working in an office and have a working knowledge of Microsoft office programmes including Outlook, Word and Excel, some knowledge of payroll and accounting and experience in arranging meetings and taking minutes and be comfortable dealing with members of the public. For further details contact The Chairman, Richard Brasier – email richard.brasier@btinternet.com

Salary will be in accordance with the national scale and commensurate with experience.

2019 Election

Councillors completed their Nomination Forms and The Clerk will take them to ABC.

11. PARISH REPORTS

Borough Councillor

Mrs Bell was unable to attend the meeting.

KALC

Nothing to report.

12. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES/PROW

The bridge that spans a narrow brook which runs along the side of Little Chart Mill and the path has been identified as in need of repair and is included in a schedule of work to be completed soon.

The following will be reported to KHS

A large pothole outside of The Priest House

A large pothole outside The Swan Inn

The 30mph sign is facing the wrong way when driving from the direction of Pluckley

13. FORUM FOR INFORMATION BETWEEN COUNCILLORS

The next meeting is due to be held on 14 May 2019.

There being no other business the meeting closed at 8.25 pm.

Signed..... Dated

R Brasier, Chairman