

Little Chart Parish Council (LCPC)*Minutes of Ordinary Parish Council Meeting held remotely on Zoom on Tuesday 9th March 2021, beginning at 7.30pm*

Unique Minute No 82/	Business	Record	Action (by whom, & within what timescale)
1	Note of Persons Present	Cllrs Brasier (Chairman) Ladds, Diebel, Beck, two members of the public, Mr Sharpe (Clerk & Responsible Financial Officer/ RFO). The meeting was quorate, with 7 attendees.	
2	Apologies	(invited but declined) KCC Councillor Charlie Simkins, Ashford Borough Councillor Clair Bell, Kent 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 81) on 12 th January 2021 and were read & agreed as a true record; proposed J Ladds, seconded A Diebel.	Clerk to arrange paper signatures and return, and place them in the Minutes Book after signature, & ensure website is updated by 22 nd March.
5	Matters arising	The Council dealt with matters arising during the course of the following agenda items	
6	Public Interval	When invited by the Chairman, neither member of the public wished to raise anything.	
7	County and Borough Councillors' reports	None received.	
8	PCSO's report	The Clerk had circulated a recent email from the PCSO, which was general in nature and not specific to the parish. It included an invitation to Councillors and members of the public to engage with two named officers at an online session, to be held on Tuesday 30 th March from 1pm to 2pm.	Clerk to place the engagement meeting poster on the website, and apply to attend the session, by 18 th March.
9	Financial report	The Clerk & Responsible Financial Officer Mr Sharpe screen-shared the most recent bank statement dated 1 st March and informed Councillors that the bank reconciliation was accurately reflected in the statement balance of £15, 260.78, there being no outstanding cheques or lodgements. He then outlined the 2020/21 budget out-turn, the 21/22 budget, and the earmarked and unallocated reserves, again screen-sharing the relevant spreadsheets. The earmarked Capital Receipts / Spending reserve now stands at £0, since the expenditure on the Village Gateways part of the Highways Improvement Plan (HIP) (below) has used it up. The amounts set by him for the other reserves for Multi-Use Games Area (MUGA), Bus Shelter, Elections and Contingency can be adjusted on a journal transfer basis. The Council then considered the previous payment of the cheques for: KCC Highways Village Gateways Contribution £12,230 NO VAT Keith Tait Tree Works completed January 2021 £1,632 inc VAT Aubergine 262 Ltd Parish Council Website £1,593.60 inc VAT It then considered the payment and signature of the following cheque: Clive Stanley , Webmaster Services 3 rd Jan to 26 th February 2021 (end of contract) £98.00 NO VAT and RESOLVED in favour of all these payments, proposed J Ladds, seconded A Diebel.	Clerk to complete year-end financial process and liaise with Internal Auditor to produce Annual Governance documents, by next meeting.
10	Planning and Tree Work Applications	The Clerk reminded Councillors that the closing dates for comments for the five Full Planning Permission applications notified from the Planning Authority since the last Parish Council meeting in January had now gone by. He recommended accessing the Planning Portal on www.ashford.gov.uk to monitor progress of each application if wished.	Clerk to continue to email Councillors with incoming notifications from the Planning Authority ABC.

11	Grounds Maintenance Contract 2021	The Council considered anonymised tenders for the standard specification of the works from 4 Kent-based contractors. The value of the contract is under £3000. After debate, Councillors selected 'contractor C', proposed J Ladds, seconded A Diebel, all in favour.	Clerk to enter into contractual relations between the Council and contractor C, as soon as possible, and inform the unsuccessful firms when convenient.
12	Highways Improvement Plan – future meetings	<p>Councillor C Beck suggested maintaining the impetus on the HIP by setting up a working group to involve those residents of The Street interested in the '20mph limit' element of the Plan. After debate, the Council RESOLVED to incorporate HIP discussions within the next Ordinary Parish Council meeting, to be held as a physical meeting (not online) at the Village Hall at 7.30pm on Tuesday 8th June, subject to Coronavirus restrictions being lifted in time. Proposed C Beck, seconded R Brasier.</p> <p>The Chairman brought forward the discussion of the date and place of the next Parish Council meeting, which should fall in May as the Annual Parish Council meeting (APCM), preceded by the Annual Parish Meeting (APM). The Clerk advised that the legal framework for these two meetings had been adversely affected by the Coronavirus restrictions. The UK Government has yet to change the Coronavirus Act 2020, which is set to expire as emergency legislation. Further practical advice on APM / APCM (e.g. whether they can be held indoors) is expected and awaited from the National Association of Local Councils (NALC).</p> <p>Councillors noted a planned HIP Update meeting with Kent Highways arranged by the Clerk for 7th April online on Microsoft Teams.</p>	<p>Clerk to inform Councillors immediately of advice on physical / online meetings from NALC / Kent ALC.</p> <p>Clerk to prepare agendas for 3 meetings for use as needed, by 25th April.</p> <p>Clerk to email joining instructions and agenda, by 31st March</p> <p>Cllrs Brasier, Ladds, Diebel and Beck to attend, with the Clerk.</p>
13	Response to newsletter 'The Little Chart Flyer'	R Brasier stated he had been involved in delivering the paper newsletter to some more remote properties within the parish. The Clerk reported that 3 residents had contacted him by email with complimentary comments on the newsletter, and asked to be included on an email list for updates on Parish Council matters / email newsletters in future.	<p>Clerk to maintain and process email list, in accordance with LCPC Data Protection Policy, on a continuing basis.</p> <p>Clerk to upload electronic version of newsletter to website, by 19th March.</p>
14	Plantation Protection bollards	A Diebel reported to the Council that the final four bollards were expected in the coming weeks.	Clerk to update Asset Register by 19 th March, and place on website..
15	Defibrillator at the Village Hall	The Clerk presented a written Supporting Paper regarding the maintenance of the Defibrillator during its remaining 5 to 10 year lifetime. The Council RESOLVED to replace the 24 volt cabinet transformer, arrange mains connection and follow up quotes for maintenance visits on a value-for-money basis. Proposed J Ladds, seconded R Brasier.	Clerk to approach contractors for quotes on the 3 elements of the project, and report to the next meeting.
16	Website	The Clerk reported that the go-live date for www.littlechartparishcouncil.org.uk had been 3rd March, and that any updating and corrections will now come within his job description. One member of the public offered helpful suggestions for improvement of the website content, and Councillors were encouraged to update their links.	<p>Clerk to inform KALC, ABC, KCC and other bodies of the new address.</p> <p>Clerk to update content and layout on a continuing basis.</p>
17	Forum for exchange of information	The Chairman invited informal discussion of local issues from Councillors, but none resulted.	

The Zoom meeting was closed by the Clerk as host at 8.50 pm.