

Little Chart Parish Council (LCPC)

Minutes of Ordinary Parish Council Meeting held in-public and in-person on Tuesday 9th November 2021 at Little Chart Village Hall, The Street, TN27 0QB beginning at 7.30pm

Unique Minute No 85/	Business	Record	Action (by whom, & within what timescale)
1	Note of Persons Present	Cllrs Brasier (Chairman), Diebel, Beck, Rivolta, plus 3 members of the public, Mr Sharpe (Clerk & Responsible Financial Officer/ RFO). The meeting was quorate, with 3 Councillors.	
2	Apologies	Cllr Ladds	
3	Declarations of Interest	The Chairman asked Parish Councillors to declare any interests in the business on the agenda. No declarations were made.	
4	Minutes of last meeting	The minutes of the Parish Council Meeting (no 84) on 14 th September 2021 were AGREED as a true record and signed by Cllr Brasier as the person presiding. Proposed A Diebel, seconded R Brasier.	Clerk to place them in the Minutes Book & ensure website is updated by 28 th November.
5	Matters arising	Under Minute 84/11 (Trimming of hedge on The Forstal) Mr Sharpe reported that the application to Ashford Borough Council for 'tree work in a Conservation Area' was in progress. In the meantime a neighbour has offered to keep the holly hedge in good order.	Clerk to arrange minor clearance of oak branches by fingerpost when permission arrives.
At this point Councillor Scott Rivolta arrived and took part in the meeting.			
6	Public Interval	When invited to speak by the Chairman, a member of the public stated he was the architect engaged by owners of a local business, who were also present. All three persons informed the Council of a forthcoming pre-application advice matter which they would be putting to Ashford Borough Council (ABC – the Local Planning Authority). This involves investment in the business on its present site and possible 'change of use' development. A printed Architectural Study document was offered to the Council for information. Councillors thanked the attendees, and expressed the Council's intention to comment formally on the application when it has been submitted to ABC and publicised by it, in the usual way. At 7.51pm the 3 members of the public left the meeting.	
7	Kent County Councillor	KCC Ward Member for Ashford Rural West Charlie Simkins was not present, no report received.	
8	Ashford Borough Councillor	ABC Ward Member for Upper Weald Clair Bell was not present, no report received.	
9	Renewal of Grass Cutting Contract 2022/23	Councillors reviewed the progress of the 21/22 contract and recorded their thanks to M J Coleman for carrying out the works to a high standard. They agreed that expenditure of £3060 including VAT should be budgeted for the following year and RESOLVED to renew the contract to run from April 22 to March 23. Proposed R Brasier, seconded A Diebel.	Clerk to inform contractor and arrange invoicing, as appropriate.
10	Village Hall Insurance	The Council received a request from the Little Chart Village Hall Management Committee for the usual grant-in-aid for 50% of current building & contents insurance costs = £400. After debate Councillors RESOLVED to pay accordingly, proposed R Brasier, seconded S Rivolta.	Clerk to inform VHMC and transmit cheque without delay.
11	Financial report from the Responsible Financial Officer (RFO)	As RFO, Mr Sharpe reported that the most recent bank statement showed a balance of £19,389.12 with no outstanding cheques to be paid. The Council then RESOLVED to pay the following cheques: M Sharpe, Clerk & RFO Quarterly Salary Jul-Oct <u>£384.09 no VAT</u> HMRC Clerk Income tax Jul-Oct <u>£80.40 no VAT</u>	Clerk to post cheques forthwith.

		<p>Hopkins, St Mary's Bay (Cheque 544), <i>Defibrillator Maintenance Contract Jan-Dec 2021</i>, £189 + £37.80 VAT = <u>£226.80</u></p> <p>Surrey Hills Solicitors LLP, Dorking, <i>Fees re easement</i> (monthly statement), £300 + £60 VAT = <u>£360.00</u></p> <p>Hopkins, St Mary's Bay (Cheque 546), <i>Supply of Defibrillator Cabinet Power Supply Unit</i>, £80 + £16 VAT = <u>£96.00</u></p> <p>Little Chart Village Hall Management Committee <i>Grant-in-aid for insurance premium as AGENDA Item 10 above</i> £400 no VAT</p> <p style="text-align: right;"><u>CHEQUES TOTAL £1547.29</u></p> <p>Proposed R Brasier, seconded A Diebel</p>	
12	Budget review of Financial Year (FY) 21/22	As RFO, Mr Sharpe referred to the estimates of the budget out-turn previously circulated, with about £6100 of spend committed up until year-end on 31 st March 2022. Councillors considered the impact of the negotiations with Kent County Council Highways on the Highways Improvement Plan (HIP) against the current budget head (£2000).	Clerk to continue to press Kent Highways for costed options on HIP design statement and contribution to 20mph scheme, as soon as possible.
13	Setting of Budget and Precept for FY 22/23	Councillors then examined the draft budget prepared by the RFO, and after due consideration RESOLVED to accept it, with adjustments to £10,500 for HIP contribution and £100 for Play Area and Inspection in 22/23. Proposed C Beck, seconded A Diebel. Councillors examined three costed options for the 22/23 precept and RESOLVED to maintain the precept at its 21/22 amount of £6222 . Proposed R Brasier, seconded S Rivolta.	Clerk to circulate 22/23 Budget to Councillors with Draft Minutes. Clerk to respond to ABC precept email when received during November.
14	Village Hall - use of the shed at rear of premises	Following an email request from the VHMC, Councillors debated the use of the shed and RESOLVED to pass it over into the keeping of the VHMC in its capacity as a registered charity.	Clerk to arrange and document an efficient handover and report to January meeting.
15	COVID-19 Risk Assessment Document – consideration and acceptance	Mr Sharpe put forward a new Risk Assessment and procedure for the Parish Council to follow during meetings to minimise the spread of COVID at meetings and in other Parish Council work. This arose from an online course provided by Kent County Council, at no cost, on Tuesday 12 th October. Cllr Brasier signed the document on behalf of the Parish Council.	Clerk to place completed Risk Assessment on website by 28 th November, and keep policies and practices under review.
16	Forum for exchange of information	The Chairman invited informal discussion of local issues from Councillors. Councillors returned to the practicalities of communicating with Kent Highways, as an invitation to attend this evening meeting had been declined.	All Councillors to seek further consultation with residents, by end November. Clerk to request a daytime online meeting with Kent Highways staff to ascertain price of a Design Statement for public consultation, by 26 th November.
17	Date of next Parish Council Meeting.	Tuesday 11 ^h January 2022 at 7.30pm in the Village Hall, subject to COVID-secure provisions.	Clerk to arrange venue booking, prepare agendas and supporting papers, by 5 th January 2022.

The meeting was closed by the Chairman at 8.42 pm.