

**WEST FARLEIGH PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> MARCH 2024**  
**IN BRAMLEY BARN, WEST FARLEIGH**

**PRESENT:** Cllrs M Moy (Chair), J Morgan, B Scott, H Swan and Mrs A Broadhurst, Clerk  
5 members of public

Cllr Moy informed all present that Chris Wilson is no longer a Parish Councillor.

Public Discussion

A resident asked for an update on two highway issues which were still outstanding (leaves on the footpath in Charlton Lane and tarmac which has come off the road where there is repeat flooding). The Clerk offered to contact MBC and KCC Highways to get an update on both items. **ACTION: Clerk**

It was noted that, now the flooding issues have been addressed in Smiths Hill, the road needs urgent resurfacing. The Clerk offered to discuss this with KCC Highways. **ACTION: Clerk**

It was reported that a pothole needs attention on Smiths Hill, before Hunt Street if coming from Yalding. It is approximately 18" long and depth cannot be determined, due to it being filled with rainwater. **ACTION: Clerk**

A resident queried what the current situation is regarding the defibrillator. The Clerk explained that the company who supplied the defibrillator has been contacted as it is likely that the unit has been recalled, however the battery is dead, which means that this can not be confirmed. A battery is over £200 and it is a lot to spend if the defibrillator then turns out to be defective. The Clerk confirmed she would speak with the Company again and then see what the situation is and added that a different style cabinet should also be purchased which is easier to access than the current one (which requires a key). **ACTION: Clerk**

It was also noted that an additional defibrillator should be sited along the Lower Road and that it might be possible for the Tickled Trout to have one outside. A resident stated that they would speak to the Owner to discuss this further. It was also agreed that, until the defibrillator is replaced at The Good Intent, the signs directing people to it should be taken down. The Parish Council's contractor offered to complete this.

**1. Apologies**

Borough Cllr L Parfitt-Reid, County/Borough Cllr S Webb.

**2. Councillor Declarations**

There were no declarations of interest.

**3. Minutes of the Meeting held on 15<sup>th</sup> January 2024**

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that they were a true record. This was seconded by Cllr Swan, with all in favour. The Chair signed off the official copy.

**4. FINANCE**

**4.1 Budget Monitoring Report to 29<sup>th</sup> February 2024**

The Budget Monitoring Report was noted.

**4.2 Income received since last meeting**

No income had been received.

**4.3 Payments since last meeting**

It was proposed by Cllr Moy to approve the following transactions, this was seconded by Cllr Swan; with all in favour.

Cheques

No cheques

#### Internet Banking Payments

Safeplay PS Ltd – Play Area Monthly Safety Inspection (January)	£ 63.00
Safeplay PS Ltd – Play Area Monthly Safety Inspection (February)	£ 63.00
Mrs A Broadhurst – Salary owed (Dec-March)	£ 480.89
Mrs A Broadhurst – Expenses (Mileage)	£ 64.14
Mr G Underdown – Grounds Maintenance Contract	£2,007.00
HMRC – PAYE	£ 843.83*
Dandelion Time – Hall Hire	£ 25.00

\* To be paid in April

#### Standing Order

Mrs A Broadhurst – February Salary	(£120.51 owed)	£760.00
Mrs A Broadhurst – March Salary	(£120.51 owed)	£760.00

#### Direct Debits:

People’s Pension – Monthly Payment (February)	£171.50
People’s Pension – Monthly Payment (March)	£171.50
Waveney IT Support Services – Email Accounts & Remote Support (Feb.)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (Mar.)	£ 95.40

#### **4.4 Review of Standing Orders**

Cllr Moy proposed that the reviewed Standing Orders be approved. This was seconded by Cllr Morgan, with all in favour.

#### **4.5 Review of Financial Regulations**

Cllr Scott proposed that the reviewed Financial Regulations be approved. This was seconded by Cllr Swan, with all in favour.

#### **4.6 Internal Control Policy**

Cllr Moy proposed that the Internal Control policy be adopted. This was seconded by Cllr Morgan, with all in favour.

#### **4.7 Statement of Internal Control 2023/2024**

Cllr Morgan proposed that the reviewed Internal Control Statement for 2023/2024 be approved. This was seconded by Cllr Scott, with all in favour.

#### **4.8 Review of Risk Assessments**

Cllr Swan proposed that the reviewed Risk Assessments be approved. This was seconded by Cllr Morgan, with all in favour.

### **5. RESOURCES AND ENVIRONMENTAL MATTERS**

#### **5.1 Annual Parish Meeting**

After brief discussion it was agreed that, due to having elections just before the meeting date and the lack of residents attending in previous years, the Annual Parish Meeting should not be held this year.

#### **5.2 Play Area**

The Clerk reported that, following the last meeting, the rotabounce had been repaired and the invoice for £1,434.00 had been paid at the beginning of February. When the February inspection was completed the report showed a further issue, in the same area, resulting in a further repair being required at a cost of £4,891 (+vat).

The Clerk asked Cllr Scott to inspect the equipment and Mrs Broadhurst subsequently contacted Safeplay immediately asking for a meeting on site to discuss the fault, as it is assumed that this is a direct result from the recent repair. Due to the forthcoming elections the Clerk had spoken to KALC and the Internal Auditor to see whether it would be possible for the Clerk to have delegated powers to progress the discussions with Safeplay, but to also begin to obtain quotes for a replacement item of play equipment, as a similar piece of equipment could be found on line for £4,000 (without fitting). Both had confirmed that this would be appropriate, otherwise it would delay the issue being resolved. With this in mind it was proposed by Cllr Moy to give delegated powers to the Clerk to progress with solving the matter, this was seconded by Cllr Morgan; with all in favour. The Clerk asked whether Cllr Scott would be happy to continue with meeting with Safeplay, even if this ended up being after the elections, as he had full knowledge of the current situation and he confirmed that he would be happy to assist the Parish Council with this matter. The Clerk confirmed that she will also chase Safeplay, as the matter was to be discussed with the Manager, but no update has been received. **ACTION: Clerk**

## **6. PLANNING MATTERS**

### **6.1 Any applications received before the meeting**

23/500943/FULL – Rose Cottage, Lower Road

Erection of a two storey side, two storey rear and single storey side extensions. Creation of new driveway, parking and access. Demolition of existing garage.

Councillors agreed that they had no objection to the application.

**ACTION: Clerk**

### **6.2 Planning Decisions (To be noted)**

#### **6.2.1 Decisions Outstanding with MBC**

The outstanding decisions were noted.

#### **6.2.2 Applications Approved by MBC**

The approved applications were noted.

#### **6.2.3 Applications Refused by MBC**

The refused application was noted.

## **7. DATE OF NEXT MEETING – Monday 13<sup>th</sup> May 2024 at 7.30pm**

*With no further matters to discuss, the meeting was closed at 8.08pm.*